



B.Tech. /B. Arch/Dual Degree Admission, JoSAA-2021

No. NIT/HMR/Acad-72/Registration/2022-93860

Dated: 12/5/22

OFFICE ORDER

The following faculty / staff members are assigned duties in connection with Physical Document Verification of First Year B.Tech. /B. Arch. /Dual Degree students during 30/05/2022 to 03/06/2022 who have been allotted seats during JoSAA/CSAB 2021.

1.	File Collection and Delivery to Concerned Departments Dr. Deepak Sharma (AFI Admission) Mr. Ashwani Kumar Mr. Balwant	Collection of Students' Personal Files from academic section and handover to the concerned faculty member at Serial No 1 on May 27, 2022.
2.	Documents Verification (Concerned Department) Following faculty Members are assigned the duties regarding verification of the submitted documents with original documents of the students.	
	Computer Science & Engineering 1. Dr. Nitin Gupta 2. Dr. Priyanka	Electronics & Communication Engineering 1. Dr. Aman Kumar 2. Dr. Amit Bage
	Civil Engineering 1. Dr. Joy Pal 2. Dr. Subhadip Biswas	Electrical Engineering 1. Dr. Rajan Kumar 2. Dr. Supriya Jaiswal
	Mechanical Engineering 1. Dr. Deepak Sharma 2. Dr. Akhilesh Kr. Choudhary	Chemical Engineering 1. Dr. Subhajit Majumdar 2. Dr. Rahul Saha
	Architecture 1. Dr. Venu Shree 2. Dr. Neetu Kapoor	Materials Science & Engineering 1. Dr. Nitesh Kumar 2. Dr. Raj Bahadur
	Mathematics & Scientific Computing 1. Dr. O. P. Yadav 2. Dr. Neha Yadav	Physics & Photonics Science 1. Dr. Arvind Kumar 2. Dr. Vimal Sharma
	The above faculty Members are required to execute the following tasks: • Verify all the Documents/Certificates(in student personal file) with the original documents • If any deficiency is found in the filetry to remove those deficiencies. • The valid income Certificate must be issued by the Competent Authority. The SC/ST/OBC-NCL/ EWS Certificate should also be properly verified with the Original and from the Central List.	
3.	Medical Board Dr. Mani Verma Staff of Health Centre	Verify/checkup of PwD Candidate by the constituted Medical Board and issue Certificate, if required
4.	Collection of Completed Files Dr. Basant Subba (AFI Registration) Mr. Sunny Mr. Suresh Rangra	Collection of Students' Personal Files which are duly verified by the concerned faculty members and arrangement of collected files (Branch Wise) and to bring them to the Academic Section.

This Office Order is being issued with the approval of Competent, authority.

12.5.22
Dean (Academic)

Copy to: -

1. The PS to Director for information of the Director, please.
2. The PA to Registrar for information of the Registrar, please.
3. All HoDs/HoCs - for information of concerned faculty Members please.
4. All above Members of the committee through HoDs/HoCs/Section Head- for information and necessary action please.
5. Associate Dean (Admission & Registration)
6. Dr. Mani Verma. Medical Officer, NIT Hamirpur

12.5.22
Dean (Academic)