

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR (HP)

OFFICE ORDER

Pursuant to the approval of Competent Authority, the following standardized proforma's for various academic activities related to M. Tech./Ph.D. programmes are hereby notified for information of all the concerned and implementation at their end w.e.f. 01/04/2014.

A. Evaluation Process

In order to maintain consistency and uniformity in the ongoing M.Tech./Ph.D. evaluation process, the following format of proforma are to be used in accordance with the PG Manual:-

1. End Semester performance evaluation of Ph.D. Scholar (Form No. 6.4).
2. Comprehensive Examination evaluation of Ph.D. Scholar (Form No. 6.5).
3. State of Art Seminar of the Ph.D. Scholar (Form No. 6.6).
4. Request for conduct of Open Seminar [Form No. 6.7 (i)].
5. Open Seminar report of the Ph.D. Scholar [Form No 6.7 (ii)].

B. Scholarship

In order to separate out the funds allocated by MHRD/TEQIP for award of scholarship/financial assistance to M.Tech./Ph.D. candidates, new proforma has been devised. Students have to submit duly filled new proforma for claiming scholarship/financial assistance w.e.f. April, 2014, onwards.

C. Regarding Attendance

It was decided that M. Tech./Ph.D. candidates shall put their daily attendance on a prescribed proforma in the department/centre concerned, so that the original copy can be retained in the department/centre and photocopy of the same be attached with the forwarding letter of the scholarship bills to the office of Dean (Academic) every month. This proforma is to be kept with the dealing assistant in the department/centre under his/her custody and students may be asked to sign in his presence. Further the dealing assistant has to mark absent daily on the attendance sheet if a candidate is not present on any working day. This attendance sheet shall be checked by the Convener (DPGC)/HOD on regular intervals during the month as per PG Manual Clause 1.5.2 (9).

All Heads of Department/Centre
NIT Hamirpur (HP)

Encls: As above.

U.NO. NIT/HMR/Acad.-32/2014/10-25

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01.4.14
Dean (Academics)
NIT Hamirpur (HP)
(dk)

Dated 01/04/2014

Copy to:

Head (Computer Centre) NIT Hamirpur (HP) for displaying evaluation proforma/scholarship/assistantship proforma on the Institute website please.

c.c.