

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Yearly Objective & Action Plan 2020

(Registrar Office)

Objective:

1. Scanning of Undergraduate Students Admission Forms for the Batches 2013-14, 2014-15 & 2015-16 (Academic Section)
2. Online application for Earned Leave (I.T. Section)
3. Online Application for Gate Pass (I.T. Section)
4. Digitalized Syndicate Working Papers and Minutes of the Meeting from 1978 to 2003 (Coordination Section)
5. Digitalized Senate Working Papers and Minutes of the Meeting from 1990 to 2003 (Coordination Section)
6. Digitalization of Closed Personal Files of Retired / Terminated / Expired Employee BPS-17 to 22 (Establishment-I Section)
7. Digitalization of Closed Personal Files of Retired / Terminated / Expired Employee BPS-1 to 16 (Establishment-II Section)

Action Plan

Responsibility: All Section Heads of Registrar Office.

| S. No. | Tasks to be performed | 2020 | | | | | | | | | | | |
|--------|---|---------------|------|------|------|----------------------|------|------|------|---------------|------|--------------------------|------|
| | | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. | Nov. | Dec. |
| 1. | Scanning of Undergraduate Students Admission Forms for the Batches 2013-14, 2014-15 & 2015-16 | Batch 2013-14 | | | | Batch 2014-15 | | | | Batch 2015-16 | | | |
| 2. | Online application for Earned Leave | Analysis | | | | Design & Development | | | | | | Implementation & Testing | |
| 3. | Online Application for Gate Pass | | | | | | | | | | | | |
| 4. | Digitalized Syndicate Working Papers and Minutes of the Meeting from 1978 to 2003 | | | | | | | | | | | | |
| 5. | Digitalized Senate Working Papers and Minutes of the Meeting from 1990 to 2003 | | | | | | | | | | | | |
| 6. | Digitalization of Closed Personal Files of Retired / Terminated / Expired Employee BPS-17 to 22 | | | | | | | | | | | | |
| 7. | Digitalization of Closed Personal Files of Retired / Terminated / Expired Employee BPS-1 to 16 | | | | | | | | | | | | |

Legend:

Planned

