

HIMACHAL PRADESH UNIVERSITY  
'GENERAL ADMINISTRATION SECTION'

No. 9-61/2015-HPU(Genl.)

Dated: Shimla-5, the 30 NOV 2024

NOTIFICATION

In continuation of this office notification of even number dated 4-11-2024, the NAD Cell-CCEW is hereby made functional with the following structured hierarchy. This hierarchy has been created to execute and implement the Academic Bank of Credits (ABC) System in accordance with the UGC Regulations, 2021, within the University:-

- |   |                             |
|---|-----------------------------|
| 1. Head of the NAD Cell                           | Registrar                   |
| 2. Co-ordinator                                   | Controller of Examinations  |
| 3. Co-ordinator for (ICDEOL)/CDOE                 | Director CDOE               |
| 4. In-charge (Quality Assurance)                  | Director, (IQAC)            |
| 5. Incharge, ABC& Digi locker (Technical Support) | In-charge, Computer, Centre |
| 6. Nodal Officer (NAD/ABC)                        | Programmer/Web Master       |
| 7. Coordinator ABC (Operations)                   | In-charge, CCEW             |
| 8. Branch Admins & Grievance Redressal Officers:- |                             |
| a) ACOE   |                             |
| b) DR/AR-RME                                      |                             |
| c) AR/DR Exam-I,II,III                            |                             |
| d) AR/DR Degree Cell                              |                             |
| 9. Administrative Staff:-                         |                             |
| a) One Section Officer/Supdt                      |                             |
| b) One JOA(IT)/Clerk                              |                             |
| c) One Peon                                       |                             |

The role and responsibilities of the above designated officers/officials as approved by the Executive Council is enclosed.

30/11/2024  
REGISTRAR

Dated: 30 NOV 2024

Endst.No.Even.

Copy to :

1. The Dean of Studies/ DSW/ Chief Warden/Dean, Planning & Teacher's Matters, HPU, Shimla-5.
2. The Director, (ICDEOL)/Physical Education /Adult Education / HRDC/ Agro Economic Research Centre/ Population Research Centre/ HPU Business School/ (DIS)/ Pre-Examination Coaching Centre/ HPU Regional Centre of Dharamshala, District Kangra, H.P. / UCBS / UILS, Ava-Lodge, Shimla-171004.
3. All the Chairmen/Chairpersons of Teaching Departments, HPU, Shimla- 5.
4. The Principal, Dept. of Evening Studies, The Mall Shimla-171001.
5. The COE/ P& DO/ACOE/ Joint Controller, SAD/ IAO, HPU, Shimla-5.
6. The Finance Officer, HPU, Shimla-5 is requested to make budgetary provisions for the NAD Cell-CCEW, in accordance with the decision of the Executive Council.
7. The Librarian/ Medical Officer/ Incharge Computer Centre, HPU, Shimla-5.
8. The Executive Engineer Construction / Design /Architect), HPU, Shimla-5.
9. The Chief Security Officer/PRO/Pool Officer, HPU, Shimla-5.
10. All Dy./ Assitt. Registrar/ Section Officers/Branch Officers, HPU, Shimla-5.
11. The Dealing Assistant Meeting, (GAD), HPU, Shimla-5 with the direction to report the action taken to the Executive Council.
12. The Web Administrator, HPU, Shimla-5 with the direction to upload the above notification on the University Website.
13. SPS to the Vice-Chancellor/ PS to PVC/SPS to Registrar, HPU, Shimla-5.
14. Guard file.

REGISTRAR



## Annexure-D

For the smooth and effective functioning of the NAD Cell as per the UGC Regulations, 2021 following Officials are required in an Administrative Hierarchy of NAD Cells. The designation-wise duties and responsibilities of Officials required in NAD Cell is given here under: -

### 1. Head of the NAD Cell:

Registrar, HPU

The Registrar, H.P. University is the administrative head and the academic branch directly works under his supervision. The Registrar, being Head of Administration has already got registered the Himachal Pradesh University, Shimla on the NAD portal with his Name, Aadhaar and Phone number in the year 2022 after the approval of the Hon'ble Vice-Chancellor. The academic branch works under the Registrar therefore, he shall also facilitate NAD accordingly as per their role, responsibility and activities.

### 2. Co-ordinator:

COE

The Controller of Examinations is the principal officer in charge for the Conduct, evaluation of Examinations and the declaration of their results. Therefore, Co-ordinator shall co-ordinate among different branches of exams & NAD Cell. In his absence from Office the same work will be looked after by the Add. Controller of Examination wing and also assist in COE in this process.

### 3. Co-ordinator for CDOE

Director-CDOE

Director-Centre for Distance & Online Education will be responsible for the work related to the Correspondence & Online/distant education courses and co-ordinate among different branches of correspondence courses & NAD Cell and other related issues. The Director shall be responsible for students enrolled in CDOE.

### 4. In-Charge (Quality Assurance)

Director (IQAC)

Director, IQAC will act as a Member (Quality Assurance) in order to ensure the quality & also for implementation of Academic Bank of Credits (ABC) Scheme as per UGC regulations, 2021 published in the Gazette of India on 28<sup>th</sup> July, 2021 in NAD Cell. The following Clause of aforesaid UGC regulations are reproduce here under which justify the appointment of Director (IQAC) as a Member (Quality Assurance):-

**Clause 9(3):** *"The Quality assurance of the implementation of Academic Bank of Credits at the level of the registered university or autonomous college shall be developed by the University or autonomous college concerned either through the Internal Quality Assurance Cell (IQAC) or any other appropriate structured mechanism as may be decided by the Registered Higher Education Institution."*

**Clause 9(4):** *"Every Registered Higher Education shall upload, annually, on its website, a report of its activities vis a vis the Academic Bank of Credits, as well as of measures taken by it for Quality assurance, Quality sustenance and Quality enhancement."*

5. Incharge, ABC & Digilocker (Technical Support)

Incharge Computer Centre

The Incharge, ABC & Digilocker will monitor the work in coordination with NAD/Digital lockers Delhi, Central agency and HPU. The Incharge, Computer Centre will be responsible for technical support/guidance by providing the suitable solutions such as final data pushing from CCEW to NAD/Digilockerportal during the implementation of ABC in the University System as per UGC guidelines. He will make sure that the entire functioning of the NAD cell should be executed smoothly and provide assistance in resolving operational problems.

6. Nodal Officer (NAD/ABC):

Programmer/Web Master

Nodal Officer is the interface between NAD Delhi and HP. University, Shimla who has administrative rights on the NAD portal of HPU and to resolve all the issues of HPU, give prompt replies to NAD Delhi for all the queries raised by the NAD Delhi.

Nodal Officer should be well versant with the latest technology and who can handle the various technical activities (for e.g. database, websites or any other IT related issues), for adopting the guidelines/directions in order to maintain/upgrade the entire scheme i.e. ABC issued time to time by UGC. Nodal Officer will act as an important link between IT Officials of NAD and H.P. University Administrative Hierarchy for resolving the various issues and also upload the academic awards of the candidates in coordination with CCEW to NAD portal as per the requirements of the NAD. Moreover as per the UGC Regulations, 2021 vide Clause 7(6) which is reproduced here under for ready reference:-

*"A Registered Higher Education Institution shall have a webpage on its website containing details of the facility of Academic Bank of Credits, list of all Registered Higher Education Institutions, guidelines or Standard Operating Procedures for the students to utilize the facility effectively, along with a link to the Website of Academic Bank of Credits."*

In view of the above, it is in the interest of the University for delivery of efficient services to all stakeholders, Programmer/Webmaster should Act as a Nodal Officer (NAD/ABC) for its smooth and effective functioning. The Nodal Officer (NAD/ABC) will also act as a main Admin of NAD Cell and also authorize to entrust the work to Officials of RME Branch, UG/PG Exam branches of HPU and ICDEOL to complete the various stages i.e creation of ABC IDs, credit uploads, record/certificate verifications etc. on NAD portal. The Nodal Officer shall be responsible for creating dedicated webpage of NAD Cell and updates the same time to time on the University Official website.

7. Co-ordinator ABC (Operations):

In-charge, CCEW

In-charge, CCEW will also act as a Co-ordinator ABC (Operations) because the processing of entire results of UG/PG/Diploma/Certificate Courses etc. is processed through Computer Centre for Examinations Wing (CCEW). Moreover, the database pertaining to post-examination, pre-examination, awards entry and case settlements to remove the discrepancies for result late cases, RLA, fee etc. is being managed and operated under the direct control and supervision of Incharge, CCEW. It is pertinent to mention here that Incharge, CCEW will provide the database to Nodal Officer for uploading the same on Academic Bank of Credits (ABC). Therefore, for the smooth functioning of NAD Cell it is very important that Incharge, CCEW should also act as Co-ordinator ABC (Operations) so that every minute thing should be taken care off

Incharge  
Computer Center  
H.P. University Shimla

while uploading/pushing the academic awards of the candidates on the NAD portal. Moreover, Co-ordinator ABC (Operations) will also be act as a main Admin of NAD Cell and also authorize to entrust the work to Officials of RME Branch, UG/PG Exam branches to complete the various stages i.e creation of ABC IDs, credit uploads, record/certificate verifications etc. on NAD portal.

8. Branch Admins.& Grievance Redressal Officers (ABC):

- a) ACOE b) DR/AR-RME c) AR/DR Exam-I, II & III d) AR/DR Degree Cell

The ACOE, Deputy Registrar/Assistant Registrar of RME, Exam-I, II & III, Degree Cell will act as a Branch Admins & Grievance Redressal Officers (ABC) of their respective courses at the level of the university for implementation of Academic Bank of Credits (ABC) Scheme as per UGC regulations, 2021 for addressing the grievance/appeals of students. The RME branch will make ensure the creation of ABC-ID of the registered students and also maintain the data pertaining to migration also. All the aforesaid officials will also act as Branch admins and play a vital role in verification of data/records, settlement of results, redressal of complaints/queries of students time to time. The Clause 9(5) of the UGC Regulations, 2021 which is reproduced here under also directs the University to adopt such a mechanism which helps in addressing the grievance/appeals of students:

*"There shall be an Academic Bank of Credits-Grievance Redressal Mechanism at the level of Central Government/ University Grants Commission/ Academic Bank of Credits, and at the level of every Higher Education Institution registered with Academic Bank of Credits to address the grievance/appeals of students."*

9. Administrative Staff: -

- 1) Section Officer/Supdt.                      2) One JOA (IT)/ Clerk                      3) Peon

The administrative office Staff is required for preparing, maintaining and storing the official records. The aforesaid office staff will be responsible for dealing with queries on the phone and by e-mail etc. and time to time correspondence with various branches of the University, UGC and with the concerned stake holders. The aforesaid staff shall be communicating & co-ordinating with different branches, officials inside HPU & with central agencies.

Incharge  
Computer Center  
H.P. University, SHIMLA