



Office of the Registrar
DIBRUGARH UNIVERSITY
Dibrugarh- Pin -786004: Assam

Ref. No. DU/RG/G.01.01/17/2545

Date:13.07.2017

NOTIFICATION

As a part of the Digitalization of Higher Education, the MHRD Govt. of India has Instituted a **National Academic Depository for digitalization of all academic records, viz. Registration, Mark Sheets, Certificates of all students of the University since the date of its establishment. The University is required to complete the process of preparation of the meta data within the next two years.**

A **NAD Cell** with the following members is constituted to provide the Guidelines and to Monitor the activities of digitalization of the meta data of the Controller of Examinations' Office pertaining to all academic records stated above in order to ensure completion of the task by the end of 2019.

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| 1. Dr. H. C. Mahanta, Controller of Examination, DU | - | Chairperson |
| 2. Professor Surajit Borkotokey | - | Member |
| 3. Dr. Prashanta Kakoty | - | Member |
| 4. Mr. Abhijit Barua, DUIET | - | Member |
| 5. Mr. Abhijit Adhyapak | - | Member |
| 6. Mr. Sadique Hussain | - | Member |
| 7. Mr. Gunadeep Chetia | - | Secretary |
| Nodal Officer, NAD | | |
| 8. Professor Ajanta B Rajkonwar | - | Advisor |
| 9. Professor Jiten Hazarika | - | Advisor |

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Terms of References:

The NAD Cell shall

1. Workout the Guidelines for digitalization of the meta data relating to all academic records of the University since establishment.
2. Develop Strategic Plan for smooth conduct of the digitalization process.
3. Recommend recruitment of appropriate number of Human Resource for completion of the digitalization process within the stipulated time frame.
4. Recommend all technical requirements necessary for the digitalization process.
5. Propose Budget Estimate for completion of the project.
6. Ensure completion of the project by October 2019.
7. Submit quarterly Progress Report to the Vice Chancellor.

The Members of the NAD Cell shall function for a period of three years from the date of issue of this notification or until further notice, whichever is earlier.

Issued with due approval.



Registrar i/c 13/7/2017.
Dibrugarh University

Copies to:

1. P.S. to the Hon'ble Vice Chancellor, for kind information to the Vice Chancellor.
2. All the Members of the Committee.
3. All Deans.
4. All HODs and Chairpersons of Centre for Studies.
5. Controller of Examinations.
6. Director, Directorate of Open and Distance Learning, Dibrugarh University.
7. Copy for Guard File.



Registrar i/c 13/07/2017.
Dibrugarh University