

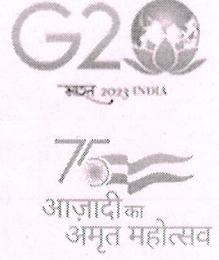
राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development

युवा कार्यक्रम विभाग / Department of Youth Affairs

युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार

Ministry of Youth Affairs & Sports, Government of India

श्रीपेरुम्बुदूर Sriperumbudur – 602105 / तमिल नाडु / Tamil Nadu



RGNIYD/ADMIN/2023-24/

Date: 11.07.2023

OFFICE ORDER- PART II / कार्यालय आदेश –भाग II – 046 /2023-24

Sub: Work Allocation to Assistant Registrar (Academic and CoE) – Reg.

Shri. Avinav Thakur, Assistant Registrar (Academic and CoE) having reported for duty with effect from 31st May 2023, is posted in the Academic and CoE Section and he is assigned with the following works:

1. Academic Section

- a) Framing of Academic Calendar.
- b) All matters relating to the constitution of Board of Studies.
- c) Framing of various Regulations.
- d) Framing / Amendment of Academic Ordinance.
- e) Academic Council.
- f) Scholarships / Fellowships.
- g) All PG and PhD Admissions.
- h) Proposal for signing of Memorandum of Association with Institutions.
- i) Admission of Students under MoU institutions.
- j) Seminars / Conference / Symposium and Workshops of faculty members.
- k) PhD regulations (Amendment / Revision & Implementation).
- l) All communication relating to constitution of Doctoral Committee Meeting.
- m) All correspondence relating to Academic matters.
- n) Furnishing of Reply to Audit, Ministry and Parliament Question.
- o) Issue of Migration Certificate, Transfer Certificate, Equivalence Certificate and Medium of Instruction Certificate.

2. Controller of Examination Section

- a) Framing of Time Table.
- b) Preparation of panel for Question papers setters and Examiners both theory and practical.

- c) Convening of Result Pass Board Meeting.
- d) Declaration of Results.
- e) Issue of statement of marks (Consolidated, Provisional and issue of Degree Certificate).
- f) All matters relating to PhD (Admission, Issue of Registration Order, confirmation of Registration, Constitution of Doctoral Committee, (follow up and maintaining Minutes of DC), Submission of Synopsis and Thesis, Evaluation, Conduct of Viva, issue of Degree Certificates.)
- g) All matters relating to Convocation.
- h) All Exam related matters relating to MoU institutions

This issues with the approval of the Competent Authority.



N. Aahw L
11/7/2023

Assistant Registrar (Administration)

सेवा में /To

Shri. Avinav Thakur
Assistant Registrar (Academic and CoE)
RGNIYD Sriperumbudur

प्रति/Copy to

1. Controller of Examination (i/c)
2. Dean (Academic / Research)
3. All HoD's
4. Section Officer (Academic i/c)
5. Section Officer (Accounts)
6. Consultant (Finance / Engineer)
7. Personal File