

# NIELIT IMPHAL

Ref. NIELIT(I)/Dir/Order/04/15

Dated.12.02.2020

## OFFICE ORDER

Consequent upon the discussion held on 6<sup>th</sup> Feb 2020 at 2:30 pm in the Seminar Hall regarding timely data entry and updation of student's data in the 'Students Information Management System' (SIMS) software, the Executive Director of NIELIT Imphal has assigned the responsibilities as follows:

Centre	Sl. No	Nature of duty	Officer/staff assigned
Imphal	1	User Creation with the approval of Executive Director	Kh. Memeta Chanu/ Sr.Asstt. /Kh. Jimmy, GF / Y. Subhaschandra Singh.
	2	Online submission of student's data for sponsored training (PMKVY, RURBAN etc) course /STC/ DLCs.	Concerned Course co-ordinators, Faculties & Staff.
	3	Scrutiny of applications for short term courses	Khemola Salam
	4	Scrutiny of applications for Long term courses & Sponsored courses (PMKVY, RURBAN etc)	Admission in-Charges, being notified from time to time.
	5	Advertisement, Enrollment such as Admission, Fee payment, Exam form fill up for Formal, Promotion and other routine check, Edit and Updation of data.	Kh. Memeta Chanu, Sr. Asstt., to be assisted by her Academic Section staff.
	6	Reconciliation of fee payment status in the MIS software	H. Premananda Singh, DD (Finance)
	7	Result Entry for CCC and ADCAAP courses	A. Lorendro, STO and concerned Faculties & Staff.
	8	Result entry for Non-Formal (O-Level etc) courses	Kh. Subhabati Devi, Sc 'C'
	9	Result entry for formal courses & other short term courses (Tally, C++, Internship etc or any other courses not mentioned)	Kh. Memeta Chanu, Sr.Asstt. & her Academic Section staff.
	10	Result entry for Sponsored (PMKVY, RURBAN etc) courses	R.K Tombisana Singh, Sc 'C' & Concerned Faculties/Staff.
	11	Placement data entry	N. Tabasana Devi, STO or Placement Cell to be notified later.
	12	NIELIT Scheme- Accreditation & Direct enrolment data (being incorporated in MIS)	A. Lorendro, STO

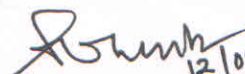
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12/02/2020

	13	Server/Hardware Maintenance and Routine back up of data	A. Buboo Singh, Sc 'D' assisted by L. Ithoi Chanu, Sc 'C'
	14	Preparation of Technical & User Manual	Kh. Jimmy Devi, GF & Y. Subhaschandra Singh.
Senapati EC	1	Online submission of student's data including sponsored training course/program	Front office staff
	2	Scrutiny of applications	Course in-charges
	3	Result Entry for all courses	G. Nilamas Sharma, STA assisted by concerned co-ordinators/Faculties or Staff
	4	Placement data entry	K. L. Rita Kho, STA
	5	Reconciliation of fee payment status in the MIS software	Monita W, Sc 'C'
Churachandpur EC	1	Online submission of student's data including sponsored training course/program	Front office staff & Concerned Faculties/Staff
	2	Scrutiny of applications	Course in-charges
	3	Result Entry for all courses	Concerned Faculties or Staff
	4	Placement data entry	Placement Cell
	5	Reconciliation of fee payment status in the MIS software	Robina Laishram, STA

Backlog admission or any other updation must be completed on or before 25<sup>th</sup> (next working day in case of holiday/s) of every month. The performance relating to the above duties of MIS will be linked to APARs/Evaluation Criteria for Contractual staff.

Kh. Memeta Chanu, Sr. Asstt. will generate the MIS report on 1<sup>st</sup> working day of every month from the SIMS Software and prepare the MIS for Imphal centre as per the prescribed format for submission to NIELIT Hq. Further, H. Premananda Singh, DD(Finance) will generate the report on 1<sup>st</sup> working day of the month and prepare the IEBR for Imphal and Extension centres for submission to NIELIT Hq on or before 5<sup>th</sup> of every month.

This is issued with the approval of the Executive Director, NIELIT Imphal.

  
 (Y. Subhaschandra Singh)  
 Scientist 'E'

- Copy to: 1) All concerned by circulation  
 2) Sr.P.S to ED, NIELIT Imphal  
 3) Head (Academics), NIELIT Imphal.  
 4) OIC (Senapati/Churachandpur).