

पूर्वोत्तर पर्वतीय विश्वविद्यालय

जिला: पूर्वी खासी हिल्स, शिलांग - 793022
मेघालय, भारत



North-Eastern Hill University

District: East Khasi Hills, Shillong - 793022
Meghalaya, India

No.F. 1-19 / Regn. / SAMARTH/2023/809

Dated 26th June, 2025

NOTIFICATION

It is hereby notified that the concerned Section has been assigned the Samarth modules as below.

Group	Modules		Concerned Section
Base Configuration	1	Users	Chairman NEHU Samarth Team
	2	Organigrams	Chairman NEHU Samarth Team
	3	Organizational Units	Chairman NEHU Samarth Team
Academics	1	Programme Management	DR (Academic)
	2	Student	DR (Academic)
	3	Admission	DR (Academic)
	4	Evaluation & Grading	DR (Examination)
	5	Hostel Management	DSW
	6	Convocation	DR (Examination)
	7	Alumni Portal	Chairman Alumni Committee
	8	Student Feedback Management System	DSW/Head of Academic Departments
	9	Digital Certificate	DR (Examination)
	10	Training and Placement	Incharge Career & Counselling Cell
Employee	1	HR Module	DR(Estt.-II) & DR(Estt. - I)
	2	Recruitment	DR(Estt.-II) & DR(Estt. - I)
	3	Leave Management	DR(Estt.-II) & DR(Estt. - I)
	4	Payroll	AR (Budget)
	5	Knowledge Management System	Head of Academic Departments
	6	Career Advancement Scheme	Director IQAC/ DR(Estt.-II) & DR(Estt. - I)
	7	TOT Management	Chairman NEHU Samarth Team
Finance	1	Inventory Management System	DR (Estate)/AR (P&S)
	2	Budget (RPMS)	AR (Finance - Budget)
	3	Budget and Accounts (Other Charges)	AR (Finance)
	4	Bill Tracking System	AR (Finance - Accounts)
Governance	1	Core Messaging System	Chairman NEHU Samarth Team
	2	Estate Management System	UE/DR (Estate)
	3	Legal Case Management System	Legal Officer
	4	File Management & Tracking	VC/Registrar and all Administrative Units
	5	RTI Management	Nodal Officer RTI
	6	Health Facilities	Chief Medical Officer
	7	IT Service Desk (For University Computer Centre)	AR (P&S)
	8	Sports Facilities	Sport Director (I/C)

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9	Minutes and Resolution Archive and Retrieval System	All Deans/Head of Departments/ FO/ Registrar/JR/ DR/AR
10	Fleet Management	AR (Administration)
11	Content Federation System	Incharge NEHU Website
12	Essential Services	Incharge Guest House
13	Grievance Management	Chairperson ICC/Chairman of Student Grievance AICTE/ Chairman of Student Grievance/ CVO
14	Security Management	AR (Security)
15	Endowment Portal	AR (Finance Accounts)/AR (Exam)
16	Residential (Accommodation) Allocation Management	DR (Estate)
17	Affiliation Management	Director CDC

This issues with the approval of the authority.

Copy to:

1. PS to Vice-Chancellor, NEHU, Shillong for kind information.
2. All the Deans, NEHU, Shillong for kind information & necessary action.
3. The DSW, NEHU, Shillong for kind information & necessary action.
4. The CVO, NEHU, Shillong for kind information & necessary action.
5. All the Head of the Department, NEHU, Shillong for kind information & necessary action.
6. The Director IQAC, NEHU, Shillong for kind information & necessary action.
7. The Director CDC, NEHU, Shillong for kind information & necessary action.
8. The Chairman, NEHU Samarth Team for kind information & necessary action.
9. The University Engineer, NEHU, Shillong for kind information & necessary action.
10. The Chairperson, ICC, NEHU, Shillong for kind information & necessary action.
11. The Chairman, Student Grievance AICTE, NEHU, Shillong for kind information & necessary action.
12. Prof. P.K. Patra Chairman, Student Grievance, NEHU, Shillong for kind information & necessary action.
13. The Chairman, Alumni Committee, NEHU, Shillong for kind information & necessary action.
14. The Chief Medical Officer, NEHU, Shillong for kind information & necessary action.
15. The Director (In-charge), Sport, NEHU, Shillong for kind information & necessary action.
16. The In-charge Career and Counseling Cell, NEHU, Shillong for kind information & necessary action.
17. The Joint Registrar/Deputy Registrars, NEHU, Shillong for kind information & necessary action.
18. The Nodal Officer RTI, NEHU, Shillong for kind information & necessary action.
19. The Assistant Registrars, NEHU, Shillong for kind information & necessary action.
20. The In-charge NEHU Website, NEHU, Shillong for kind information & necessary action.
21. The In-charge Guest House, NEHU, Shillong for kind information & necessary action.

Registrar (In-Charge)

कुलसचिव प्रभारी
Registrar Incharge
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