

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Yearly Objective & Action Plan 2019

(Registrar Office)

Objective:

1. “To Enhance Utilization of Existing MIS”

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| 1.1 | Automated generation of “Admission/Re-admission” letters for students. | Academic |
| 1.2 | Automated printing of Show cause notices for short attendance. | Academic |
| 1.3 | Automation of Readmission internal memo and issuance of new seat number. | Academic |
| 1.4 | Design and Development of online Part time Teacher’s data collection Form. | Establishment |
| 1.5 | Design and Development of online application for Earned Leave. | Establishment |
| 1.6 | Chinees language Registration online module. | Academic |

Action Plan

Responsibility: I.T. Section, Registrar Office.

Tasks to be performed		2019											
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
1. Analysis of the Current MIS	1.1												
	1.2												
2. Design & Development of required reports	1.3												
	1.4												
3. Implementation & Testing	1.5												
	1.6												

Legend:

Planned	
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