

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR(Estab)/(118)(ECE)/1652

Dated:19-02-2026

## NOTIFICATION

The University has appointed Dr. Hashim Raza Khan, Professor in the Department of Electronics Engineering as Co-Chairperson of the same Department with immediate effect.

Necessary charge allowance will be admissible as per rules.

The responsibilities and Key Performance Indicators of Co-Chairperson are as under:

### **Responsibilities:**

- a) He will be the Member/Secretary of the Departmental Post Graduate Committee.
- b) He will be responsible for managing admissions in Masters and PhD program which include compilation of the Admission Forms and their scrutiny in line with the Regulations, conducting entry test, arranging interviews and then announcing the list of selected candidates with the approval of concerned Dean.
- c) Initiating the engagement forms for the faculty for teaching courses in Masters/PhD programs, developing the time tables and also monitoring the classes, and ensuring the holding of classes in accordance to the Time Table.
- d) Arranging compilation of the attendance of the students, also developing the examination time tables and dispatching to the Controller of Examination through the concerned chairperson.
- e) Holding masters' semester examination in peaceful manner and submitting the Examination scripts to the CoE in timely manner.
- f) Collaboration with ORIC for research funding opportunities as well as with external agencies for similar opportunities and coordinate the same at the departmental level. Also arranging collaboration with international universities.
- g) Liaison with the industry for collaboration towards research projects (mainly for FYDP) and any other short or medium-term projects pertaining to industrial problems and extending support to industry.
- h) Liaison with ASRB related to all research projects including ISP, PhD Thesis etc.
- i) Arranging Mobility/Exchange of faculty and students.
- j) Arranging Conferences/Seminars/Webinars/Workshops.
- k) Coordinating with the industry for arranging job opportunities for the graduates of the Department.
- l) Managing and monitoring the Post Graduate Labs of the Department as well as the Computer Lab(s) of the Department.
- m) Following up the cases of development projects (UDWP or other Projects), monitoring the progress and submission of completion report to the concerned department.
- n) Updating the departmental website.
- o) Any other responsibility to be assigned by the concerned dean and chairperson.

**Key Performance Indicators (KPIs):**

*Trend of last four years (except otherwise mentioned to be submitted to concerned dean through concerned chairperson at the end of Academic Session.*

- a) Number of FYDP arranged from Industry.
- b) Number of scholarships arranges.
- c) Number of Students admitted in Masters / PhD programmes.
- d) Masters / PhD Exams hold date and results submission date (Course-wise).
- e) Number of development projects approved, completed and report submitted (Project-wise details).
- f) Number of Mobility/Exchange/faculty placements arranged (Faculty and students).
- g) Number of Conferences/Seminars/Webinars/Workshops arranged.
- h) Number of collaborations arranged with external agencies including universities.

**REGISTRAR**

To:

**Dr. Hashim Raza Khan**  
Professor  
Department of Electronics Engineering

Copy for information to:

1. PS to Vice Chancellor
2. PA to Pro Vice Chancellor
3. All Deans
4. All Chairpersons / HoD's
5. Secretary AS&RB
6. Director Finance
7. Dy. Registrar (Acad) / (Cdn)
8. Ag. Resident Auditor