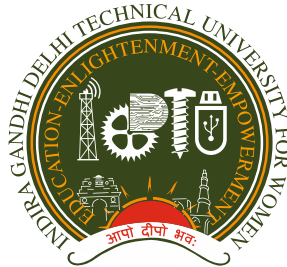


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QUALITY PROCEDURE MANUAL



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
 GOVERNMENT OF NCT OF DELHI
 Kashmere Gate, Delhi - 110006
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The Quality Procedure Manual describes the Quality Management Systems developed and implement by Indira Gandhi Delhi Technical University for Women, to ensure the establishment and standardisation of its process.

This Procedure Manual developed is in accordance with the requirements of ISO 9001:2015 Standard.

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Reviewed by

Approved by

Prof. Devendra Tayal
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Pro-Vice Chancellor

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25	Incharge (Personnel)	Controlled Copy	25
26	Deputy Finance Officer	Controlled Copy	26
27	Training & Placement Officer (ICE)	Controlled Copy	27
28	Training & Placement Officer (MAE)	Controlled Copy	28
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For the purpose of this Quality Manual, the terms and definitions given in the following documents apply:

- a) ISO 9000:2015 Quality Management Systems - Fundamentals and vocabulary

The following terms and definitions are reproduced for ready reference:

- a) "Top Management" mean the Vice-Chancellor of Indira Gandhi Delhi Technical University for Women for the purpose of Quality Management System (QMS).
- b) "Master Copy" means the original document, which is endorsed by the person reviewing and approving, and thus authorised for use. The master document shall be used for generating all controlled and uncontrolled copies as required.
- c) "Controlled Copy" means document devised from the Master Copy and which is replaced with the updated version of the same after revision / change is made to the Master Copy.
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1.0 INTRODUCTION OF ACADEMIC SERVICES (AS)

The University consists of the following Departments: Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), Mechanical & Automation Engineering (MAE), Information Technology (IT), Applied Sciences & Humanities (ASH) & Architecture & Planning. All Departments are headed by the Head of the Department (HoD) who directly reports to the Competent Authority of the University. Details of Departments along with associated laboratories are as detailed below.

S. No.	Department	Courses offered	Laboratories
1	Computer Science & Engineering (CSE)	<ul style="list-style-type: none"> • B.Tech • M.Tech (Mobile & Pervasive Computing, Artificial Intelligence) • Ph.D 	<ol style="list-style-type: none"> 1. Database and Mobile Database Systems 2. Software and Advanced Software Engg. 3. Advanced Computer Networking 4. Programming Labs on Various Platforms 5. Embedded System and Design 6. Computer Graphics and Multimedia 7. Network Security and Management 8. Mobile Architecture Programming 9. Design and Innovation Lab
2	Electronics & Communication Engineering (ECE)	<ul style="list-style-type: none"> • B.Tech • M.Tech (VLSI Design) • Ph.D 	<ol style="list-style-type: none"> 1. DSP Lab 2. Communication Lab 3. Analog Electronics Lab 4. Microwave Lab 5. Micro processor Lab 6. Digital Circuit & Systems Lab 7. Electrical Science Lab/ Control Engineering Lab 8. Circuit & Systems Lab 9. Mobile Communication Lab. 10. VLSI Design Lab 11. Optical Communication Lab.
3	Mechanical & Automation Engineering (MAE)	<ul style="list-style-type: none"> • B.Tech • M.Tech (Robotics & Automation) • Ph.D 	<ol style="list-style-type: none"> 1. WS-Sheet Metal, Fitting Lab 2. Welding, Foundry Shop 3. EG-Lab 4. SOM Lab 5. MS Lab 6. EM/TOM Lab 7. CAM Lab 8. Auto Lab 9. Thermal Lab 10. EMM/Metrology Lab 11. CAD Lab

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			12. MC Shop 13. RAC/HD Lab 14. ROBO/Mecha Lab 15. Project Room
4	Information Technology	<ul style="list-style-type: none"> • B.Tech • M.Tech (Information Security Management) • MCA • Ph.D 	1. Computer Center 2. Software Design Lab 3. Information Security Lab 4. Distributed Computing Lab 5. Cyber Forensics and IoT Lab 6. thingQbator Lab
5	Applied Sciences & Humanities	Common for all first year students of B.Tech	1. Applied Physics Lab-I/ Applied Physics Lab-II (Optics Lab) 2. Applied Chemistry Lab / Environmental Studies Lab 3. Environmental Analysis and Research Lab 4. Nanomaterials and Thin Films Lab 5. Digital Image and Speech Processing Lab
6	Architecture & Planning	<ul style="list-style-type: none"> • B.Arch 	1. Computer Aided Design Lab 2. Survey lab 3. Carpentry and Metal cutting workshop 4. Material Museum 5. Climatology Lab 6. Illumination Lab

2.0 ROLES AND RESPONSIBILITIES

2.1 Head of the Department (HOD)

- 1) Academic Administration and management of the Department and to provide vision and direction to the activities of the department.
- 2) To ensure that the classes are regularly held in respective Departments as per University defined course curriculum and the Academic Calendar.
- 3) To ensure that practical classes are also held regularly as per course curriculum prescribed by the University and attendance register, lab manuals and lab equipment is properly maintained by the respective faculty members and lab Incharges of the departments.
- 4) To ensure that mid-term practical examination is also held in addition to minor-I & minor-II (theory examination).
- 5) To ensure that Departmental Labs are equipped with state-of the art apparatus, equipments, hardware and software as per course curriculum

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- 6) To ensure that students do not indulge in any kind of indiscipline or mass bunk which may disrupt academic activities. The HODs may take corrective action or punitive action for any such indiscipline in consultation with Dean (Academic Affairs)/Proctor, IGDTUW.
- 7) To maintain record of duly signed biometric attendance of the teaching and non-teaching staff in respective departments
- 8) To constantly engage in ensuring quality delivery of course contents, research and project guidance in their respective Department.
- 9) To convene and conduct meetings of Board of Studies at regular intervals and forward the minutes / agenda items for reporting/ratification/approval of the Academic Council/Finance Committee/BOM as per requirement.
- 10) To ensure that all the faculty members maintain proper attendance records and evaluate minor answer sheets in a timely manner.
- 11) To ensure regular organization of seminars, workshops, and short-term courses in emerging technology areas with industry participation / collaboration for widening the perspective of students and faculty members of IGDTUW.
- 12) To encourage students to participate in various in extracurricular activities under the clubs and societies of IGDTUW without disturbing the Academic Calendar.
- 13) To ensure availability of faculty members during office hours (as prescribed by UGC)for carrying out teaching-learning, project guidance, student interaction and research activities within the Department.
- 14) To mobilize funds and establish specialized labs by getting research grants from various Government, External agencies, Industry through research proposals and consultancy.
- 15) To encourage usage of Audio Visual Aids among faculty members for effective delivery of lectures.
- 16) To engage at least 12hours of direct teaching per week with minimum two theory subjects along with various Administrative duties.
- 17) To ensure that all the faculty members abide by the leaves rules and avail vacations as per University rules after obtaining necessary approval of Competent Authority.
- 18) To collect and compile information related to research, innovation, academic development, administrative reforms, events etc. in respect of the Department for the University Annual Report
- 19) To send detailed information for website updation and newsletter regarding any achievement or event related to department.
- 20) To contribute toward corporate life of the University in capacity of Chairperson and member of various committees.
- 21) To conduct scrutiny of applications of candidates for regular and visiting faculty recruitment along with Personnel Dept..

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- 22) Hold Departmental faculty and staff meeting and prepare minutes of meeting as per format F-AD-14, on need basis.
- 23) To facilitate inspection by statutory bodies and funding agencies.
- 24) To verify the ACR/FADS/API forms of non teaching & teaching members as applicable.
- 25) To distribute fixed assets and non-consumable items to Labs/classrooms/faculty/lab staff/departmental offices etc. as per guidelines received from Store and maintain stock registers (consumable/non-consumable).
- 26) Any other work assigned by the Competent Authority of IGDTUW.

2.2 Faculty Mentor

- 1) The Faculty Mentor is responsible for planning, execution and monitoring of the class assigned to him/her.
- 2) The Faculty Mentor is responsible for:-
 - Smooth execution of his/her class
 - Adherence to the Departmental time-table prepared
 - Coordinate with other Departments for various activities, as and when required
 - Reporting to HoD for class related issues as and when required
 - Academic guidance/ academic counselling of students at the start of commencement of the new session and then as and when required.
 - Periodic student assessment of the class assigned to him/her.
 - Monitoring of attendance of batch allotted to them and draft notices regarding short attendance on periodical basis.

2.3 Teaching Faculty

- 1) To ensure that lectures to be delivered in the class are well prepared and must be interesting/innovative, thought provoking and to the satisfaction of the students. The title of the topic to be taught, and relevant course material and references should be informed to the students.
- 2) To meticulously maintain the Attendance Register of the classes taken by them.
- 3) To prepare assignments for each course to be given to the students in each semester. Assignments given to the students must be thought provoking / imaginative and creativity enhancing.
- 4) To perform various other Administrative duties along with prescribed work load as per UGC guidelines.
- 5) Every faculty should be involved in the research work and publish the work in the Journals/Conference of repute.
- 6) To encourage students to carry out projects in the latest emerging areas.

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- 7) To be present throughout the lab class to guide the students during their practical class without fail.
- 8) To follow the academic code of conduct and research ethics issued by UGC and the University from time to time.
- 9) To be responsible for the preparation of the good quality question papers of minors and end-term examinations.
- 10) To evaluate and show the answer sheets of the minor exams as per academic calendar deadlines of the exam and upload the copy of the marks on exam portal.
- 11) To submit the timely proposals for the purchase of equipments/hardware /software as required in the labs and follow them up on regular basis.
- 12) To ensure timely preparations of the lab manuals for the allocated course before the commencement of the semester and revised from time to time.
- 13) All lab in-charge should monitor their labs, ensure upkeep and maintenance of the labs through Technical Assistant/ Lab Assistant/ Lab Attendant etc.
- 14) Faculty In-charge Lab should ensure that the consumable and non-consumable registers are maintained for the respective labs.
- 15) To participate, organize and conduct Conferences/Seminars/Workshops/FDPs/ short term Educational Tour/ Industrial Visit for students and staff.
- 16) Take initiative in obtaining funds for the development of the Labs through various agencies such as UGC/DST/CSIR/Diety and other sponsoring agencies.
- 17) Maintain active membership of professional bodies and strive to update knowledge constantly by attending refresher courses, FDPs and workshops as per University rules.
- 18) Encourages students to participate in extension, co-curricular and extra-curricular activities.
- 19) To ensure their availability in the office as per the working hours of the University.
- 20) To display the attendance of the students before minor exams and consolidated attendance at the end of the semester.
- 21) To conduct mid-term practical exam as scheduled according to Academic Calendar.
- 22) To follow leave rules of the University and apply for leave prior to proceeding on leave in prescribed form well in advance and avail leave after approval of Competent Authority.
- 23) To be retained on duty during summer/winter vacation by HOD/Deans/Admission Officers/ University Administration as and when needed.
- 24) To facilitate and guide students to participate for various competition/research paper presentation/conferences etc.
- 25) To prepare draft of the syllabus for vetting through statutory bodies.
- 26) To recommend books/journals & resources for University Library.
- 27) To perform extra-curricular duties assigned by the HOD, Deans, Admission Officers or University administration.

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2.4 Training and Placement Coordinator (TPC)

- 1) Liaison with Training & Placement Officer (TPO) regarding marketing, inviting and convincing industries to accept students for their internship / training and or placement.
- 2) To conduct training programs and prepare students for facing campus recruitments.
- 3) To help TPO in signing of MoUs with various relevant industries.
- 4) To gather feedback from TPO and propose necessary actions.

2.5 Lab Assistant/ Technical Assistant/Sr. Technical Assistant

- 1) To ensure that lab equipments are in working conditions and computer systems are equipped with latest version of software. The computers should be scanned with antivirus software on regular basis.
- 2) To coordinate with sanitation staff for proper cleaning of labs, classrooms, furniture and equipments installed and placed in respective labs.
- 3) To coordinate with security staff for ensuring proper safety of equipment in Labs & classrooms under their charge.
- 4) To install LCD projectors and computers in lecture halls and labs being used by faculty members as and when needed
- 5) To upgrade their knowledge and skills by attending skill development programmes during winter/summer break to keep abreast with latest technology and software.
- 6) To assist and facilitate the teaching faculty and students for smooth conduction of Lab Experiment during the lab hours and maintain attendance records, lab manuals and stock registers.
- 7) To prepare proposals for repair and upgradation of Lab Equipment through authorized agencies.
- 8) To assists students and faculty members in various contests, major projects and placement activities as and when needed.
- 9) To contribute as member of committees such as condemnation, purchase, repair, stock verification, AMC renewal, etc as and when needed.
- 10) Helping Lab In charge for timely preparation of Lab Manuals.
- 11) Helping Lab In-charge for up-keeping and maintenance of labs and perform breakdown, preventive and scheduled maintenance and maintain its records in lab.
- 12) Helping Lab In-charge in maintaining consumable & non-consumable stock registers. The respective registers and files will be kept in respective labs and will be maintained by Lab In-charge / TA /STA under supervision of In-charge Lab.

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- 13) Paste identification codes on each machine.
- 14) Maintaining records of calibration related matters.
- 15) Any other duties assigned by Lab Incharges/HOD/Deans/Admission officers/Registrar/ University Administration.

2.6 Multi-Tasking Staff (MTS)

- 1) Provide assistance in day-to-day activities of the department.
- 2) Maintenance of diary and dispatch.
- 3) Photo copy of all department documents.
- 4) Scanning of various department documents.
- 5) All work assigned by HoD.
- 6) Maintenance work.
- 7) Stamping work.
- 8) Binding work.
- 9) All other works related to MTS.

3.0 PROCEDURE:

3.1 Planning

- 1) Departmental Academic Calendar for the year is made based on the calendar received from Dean (AA) as per format F-AD-01
- 2) Distribution of teaching load among the faculty as per UGC guidelines as per Format F-AD-02
- 3) Preparation of Departmental Time-Table as per format F-AD-03
- 4) Review of service requirements in view of availability and adequacy of resources, and appoint part-time / guest faculty on need basis after the approval of Competent Authority.
- 5) Preparation of Lesson Plan for each subject by subject Incharge that is offered by the Department as per format F-AD-05
- 6) Planning and seeking approval for academic activities like study tours, workshops etc.

3.2 Commencement of New Semester

- 1) New students are admitted in the first semester
- 2) Conduct one-day orientation programme for newly admitted students & inform them about the Department, course requirements, code of conduct, syllabus, student support services which includes rail passes, bus passes, medical facilities

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and counsellor, Encourage students to participate in various competitions, various co-curricular and extra-curricular activities organised in the University, participate in various societies/clubs/Hackathon etc.

- 3) Academic Branch makes list of students with allocated roll numbers and send to departments.
- 4) Allocation of Faculty Mentors to classes
- 5) Conduct lectures, Studios and Practicals as per time-table.
- 6) Conduct study tours, local tours, onsite and offsite workshops, Seminars and Guest Lectures for students on site off-site.

3.3 Conduct of Classes

Respective faculty members conduct their classes as per the time-table assigned to them by the Department Head. If the faculty is not able to take his/her class in the assigned slot - he/she informs the class representative about it well before hand. It is then the duty of the faculty to take a makeshift class to compensate for the class missed.

3.4 Attendance

- 1) Collection of attendance registers from Central Store.
- 2) Regular maintenance of attendance of students for each class on the attendance registers as per format F-AD-12.
- 3) Faculty and staff mark their attendance on biometric machine.
- 4) As per the University norms, students should not have less than 75% of attendance. To ensure same, each faculty is required to submit the names of students having short attendance in their respective subject to the allotted faculty mentor. Faculty mentor forwards it to respective HoD.
- 5) HoD counsels the students and if required talks to their parents regarding poor attendance of the ward.

3.5 Minor Exams

- 1) Collection of related stationary from examination division which is required to conduct Minor exam.
- 2) Conduct first and second minor exams as per academic calendar & date sheet.
- 3) Question papers are prepared based on the syllabus and printed as per the prescribed marks.
- 4) Copy of question papers are submitted to the Examination Cell for the conduct of Minor Exam (First and Second).
- 5) Take attendance of students appearing for Minor-I exam & Minor-II exam.

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- 6) Evaluation of first minor exam and second minor exam and to maintain records.

3.6 (A) Assignments and Viva-Voce

- 1) Assignments are given to the students for prescribed marks as per the marks scheme.
- 2) Evaluation of assignments and maintain records.
- 3) Conduct internal practical examinations and viva-voce of the laboratory as per syllabus.

3.6 (B) Assignments and Viva Voce For B.Arch

- 1) Assignments are given to students along with schedule of juries and other deliverables, and distribution of marks.
- 2) Periodic juries are conducted by internal jury members for continuous comprehensive evaluation.
- 3) Final internal jury for each studio/Practical subject is conducted at the end of academic session per schedule.
- 4) Marks are consolidated and Individual result sheets are prepared by respective faculty and sent to Examination Division as per prescribed format.

3.7(A) End Term Examination For Studio & Practical Subjects

Students' submitted assignments in form of drawing sheet/ models/ report /other assignments are evaluated by external and internal members as per the evaluation scheme.

3.7(B) End Term Examination For Theory Subjects

- 1) Collection of related stationary from examination division, which is required to conduct End Term exam.
- 2) Conduct End Term exam as per the academic calendar & date sheet.
- 3) Setting of question papers for end term exam is as per procedure 2.5 of Examination cell (EX) mentioned in QPM.
- 4) Take attendance of students appearing for end term exam.
- 5) Evaluation of end term exam as per the rules and regulations set by Examination cell and to maintain records.

3.8 Administration

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- 1) Issuing & Signing of student identity cards by the Academic Branch.
- 2) Monitoring of classes
- 3) Conduct of expert lectures/membership/conference/study tour etc.
- 4) Drafting Proposals given for the post-creation as per UGC norms
- 5) Conduct Departmental faculty and staff meetings on need basis and submit minutes of meeting to the Competent Authority as per format F-AD-04.
- 6) For Faculty of Engineering & Technology (FoET) and Faculty of Architecture (FoA), conduct Board of Studies as per the ordinances of the University.
- 7) Conduct of Annual inspection by Council of Architecture for extension of approval of B.Arch. Program.

3.9(A) Industrial Visits

Department may organise industrial visits as and when required.

3.9(B) Educational Tour/Site Visit* (for BArch only)

- 1) Proposals are submitted as per syllabus and subject requirement to the Head of Department.
- 2) Obtaining necessary approvals from the Competent Authority for permission to visit of students and accompanying faculty members
- 3) Information Letters sent to sites/museums/etc. with reference to upcoming student visit.
- 4) No Objection Certificates obtained from students' parents and Medical Certificate of students are obtained for outstation visit from authorized medical practitioner, as per prescribed format F-AD-07 & F-AD-08 respectively.
- 5) Medical insurance obtained for students & faculty accompanying students.
- 6) Booking of travel tickets, arrangement for lodging etc. made.
- 7) Accompanying faculty is given all tickets & booking details along with emergency contact information. Attendance Formats as per format F-AD-09 & F-AD-10 are also given.
- 8) DM Office & nearest hospital is informed regarding the upcoming visit (outstation)
- 9) After completion of tour, necessary approvals are taken from Competent Authority for reimbursement of expenses on submission of original bills, tickets etc. for reimbursement as per norms.

3.10 Review of Course Requirements

- 1) Infrastructure requirements for each department are reviewed periodically and necessary proposal is initiated by the departments for purchasing the furniture, machinery, equipment, models, charts etc. and sent to Purchase Department as per GFR-2017.

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- 2) Modification/deletion/new proposal for the Syllabus is reviewed by Board of Studies of FoET & FoA and then Academic Council.
- 3) To propose the panel of expert for the conduct of practical examination and setting of question paper and then take approval from Board of Studies of FoET & FoA followed by Academic Council.

3.11 Laboratory Activities

a) Planning

- Preparation of Lab Timetable.
- Notification of list of practicals subject-wise.
- Notification of code of conduct/practice to be followed in Lab.
- Preparation of Lab Manuals

b) Conduct of practical classes

- Conduct practical classes by concerned faculty as per time-table.
- Maintaining attendance of the students on the attendance register
- Maintenance and upkeep of laboratory items.
- Issue and return of all concerned equipments before and after each class.

c) Stock registers

- Maintenance of the stock register of non-consumable items as per format F-AD-14.
- Maintenance of stock register of consumable items as per format F-AD-13.

d) Upgradation of laboratory

- Procurement of latest equipments
- Repair and maintenance of existing equipment and maintenance of related records in :
 - (i) Preventive Maintenance Form (as per format F-AD-20)
 - (ii) Breakdown Maintenance Form (as per format F-AD-21)
- Preparation and upkeep of laboratory manuals
- Compilation and Display of safety and other precautionary measures
- Coordinating Inspection activities conducted by concerned authorities (wherever applicable).

e) Calibration of Equipment

The lab equipments are used mainly for demonstration and elucidation of concepts. Also, in some cases, these devices are used for evaluation of the understanding of

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students during practical examinations. In order to ensure measurement capability to be consistent with the measurement requirements, the reliability and utility of the measurement systems are verified at the beginning of semester. This includes the following process:

- Maintaining a Master List of key Monitoring and Measuring equipments being used in the department, where possible, practical and appropriate, identifying individual or families / groups of devices by unique identification codes.
- The functioning of key equipments is verified by the concerned faculty / In-charge and supporting staff at the beginning of semester in accordance with the established in-house verification procedures for the monitoring of operational correctness and usability of such identified key equipments.
- Identifying such devices as usable or otherwise for their intended purposes through "O.K" (with clearly mentioned error, if any) or "NOT O.K" stickers affixed on the devices.
- Maintaining records of verification results as per format No.F-AD-22 and any actions initiated consequent to the verification(to be maintained by concerned Lab Staff).
- Initiating appropriate actions, repair / replacement and condemnation, of "NOT O.K" devices by the Lab Staff after reporting to the HoD and Faculty Incharge of Lab and obtaining their approval.

f) Examinations

- Conducting of minors and external examinations of lab subjects.

3.12 Repairing of Equipment

- 1) AMC of the equipments is done by the Planning & Development Department.
- 2) For minor repairs, request for repair is received from various lab in-charges/lab staff duly forwarded by HoD.
- 3) Estimation of cost of repair is collected from OEM/service centres and various sales and service dealers and is sent to Competent Authority for necessary approval.
- 4) After the approval the lab staff gets the item repaired and gives satisfactory report duly signed by lab incharge and HoDs.

3.13 Condemnation of Equipments

- 1) List of equipments to be condemned prepared in consultation with Stores is received from various laboratories/departments as per formats F-AD-15 to F-AD-18.
- 2) Departmental Condemnation Committee is constituted.
- 3) Re-List of items to be condemned is prepared based on remarks and recommendations submitted by the committee.

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- 4) If condemnation committee denies the condemnation, letters are sent to OEM and other suppliers to obtain estimation of repair from them for the repair of items deferred by committee from condemnation
- 5) In case the estimated repair cost is very high or the model is obsolete or the item is irreparable, the equipment is recommended for the condemnation
- 6) The format is submitted to stores for further processing.
- 7) A summary of items condemned in the last 10 years is maintained as per format F-AD-19.

3.14 Student Relations and Conduct Student Counselling

Personality Development

- 1) Assess different training requirements of the students for their personality development through feedback from teachers, parents and Faculty Mentor.
- 2) Identify the topics for training and include in the Curriculum Plan after discussion with the coordinators and the HoD.
- 3) The aspects which are to be covered include:
 - a. Theory and practicals, guest lecturers or lectures by eminent personalities in Industry / Academic institutes
 - b. Examinations
 - c. Team spirit/interpersonal skills/curricular/co-curricular etc. as applicable.
- 4) Get feedback informally from the faculty Mentors, coordinators, faculties and parents about the improvements of the students in these personality traits.
- 5) Hold Career Guidance Session.

3.15 Expert Lectures/Workshop/Conferences

Various expert lectures/workshop etc. conducted periodically as per academic calendar.

3.16 Students' Feedback and Complaints Handling

Feed back/suggestion box is made available for students at Departmental Area. Suggestion box is opened during last working day of every week. Record is maintained with the Departmental Secretariat.

a) Complaints received through feedback / suggestion box -

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- 1) Receive complaints and feedback in person by verbal, over telephone, through non-conformities observed in the Complaint Register and Feedback Form as per format F-AD-11 and F-AD-06 respectively.
- 2) Instruct the appropriate person to attend to the complaint over telephone or in writing.
- 3) Records the detail of action initiated in the Complaint Register.
- 4) Ensure personally over phone or visit individual that the feedback has been attended and liquidated and record the same in the complaint register.

b) Complaints through the Customer Feedback Forms -

Departmental In-charge collects the filled up Customer Feedback from students at the completion of admissions, syllabus, examinations and after departure from the University after completion of courses and submits to MR.

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4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Department Academic Calendar	F-AD-01	3 Years	Dean (AA)
2	Teaching load distribution	F-AD-02	3 Years	HoD
3	Departmental time-table	F-AD-03	1 Year	HoD
4	Monthly Dept. Faculty & Staff Minutes of Meeting	F-AD-04	3 Years	HoD
5	Lesson Plan	F-AD-05	3 Years	Concerned Faculty Member
6	Feed Back Form	F-AD-06	3 Years	HoD
7	Undertaking for site visit	F-AD-07	3 Years	HoD (B.Arch)
8	Medical Fitness Certificate for site visit	F-AD-08	3 Years	HoD (B.Arch)
9	Attendance Format for B.Arch Educational Tour	F-AD-09	3 Years	HoD (B.Arch)
10	Undertaking for B.Arch Student for site visit	F-AD-10	3 Years	HoD (B.Arch)
11	Complaint Register	F-AD-11	3 years	HoD
12	Attendance Register	F-AD-12	3 years	Concerned Faculty Member
13	Stock Register (Consumable)	F-AD-13	3years	HoD
14	Stock Register (Non-Consumable)	F-AD-14	3 years	HoD
15	Proposal for item to be condemned (Furniture)	F-AD-15	3 years	HoD
16	Proposal for item to be condemned (Machinery/Equipment)	F-AD-16	3 years	HoD
17	Proposal for item to be condemned (e-Waste)	F-AD-17	3 years	HoD
18	Proposal for item to be condemned (Miscellaneous)	F-AD-18	3 years	HoD
19	Status of condemnation in the last 10 years	F-AD-19	3 years	HoD
20	Schedule for Preventive Maintenance	F-AD-20	3 years	HoD
21	Breakdown Maintenance Form	F-AD-21	3 years	HoD
22	Equipment Calibration Form	F-AD-22	3 years	HoD

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5.0 QUALITY OBJECTIVES

S. No	Quality Objectives	Key Performance Indicator
1	To improve service delivery every year	To achieve at least 80% of adherence to scheduled / planned activities as per the academic calendar and time-tables
2	To improve success rate of students every year	Improvement in success rate of students over preceding year
3	To improve career placement of students every year	Improvement in placement over preceding year Improvement in attracting more number of business / industry and other organizations over preceding year
4	To establish, maintain and improve infrastructure of Institute and improve quality of services	To achieve and sustain 100% availability of sanctioned strength of staff at all levels addition of new facilities / equipment Reduction in student/staff complaints Improvement in student/staff satisfaction

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1.0 ROLES AND RESPONSIBILITIES

1.1 Dean (Academic Affairs)

- 1) To plan, guide and supervise various activities related to Academic Branch
- 2) Periodic assessment of various Department activities and assessing opportunities for improvement.
- 3) To inspect/visit various statutory bodies as and when needed.
- 4) To propose various academic reforms as and when needed.
- 5) To apply for accreditation to NBA/NAAC/AICTE etc.
- 6) Review Promotion – CAS for teaching, Obtaining and Maintaining of APAR under supervision of Dean (AA).

1.2 Deputy Registrar (Academics)

- 1) To guide and supervise the Academic Activities of the University
- 2) Departmentwise preparation of roll list of students
- 3) Liaison with examination division regarding marksheet etc.
- 4) Maintenance of Academic Records of students
- 5) Maintaining records and providing scholarships to students as per rules
- 6) Upgradation/migration of students after first year
- 7) Issuance of various certificates to students.

1.3 Dealing Assistant

- 1) To assist the Deputy Registrar (Academic Branch)
- 2) Facilitate Academic Branch activities for all the Departments.
- 3) Maintaining Record of personnel files of students containing
 - Educational certificates of individual students
 - Provisional certificates
 - Original degree certificates
 - Mark sheet / results of the University
- 4) To maintain records related to :-
 - preparation and distribution of Character Certificate,
 - preparation and distribution of Bonafide Certificate,
 - preparation and distribution of Fee Receipt certificate,
 - preparation and distribution of Bus Passes/Rail Passes,
 - preparation and distribution of Migration Certificate,
 - preparation and distribution of Student(s) Service-Verification by the (Various agencies),
 - preparation and distribution of Refund of Security Deposit Money,
 - preparation and distribution of Scholarship/Awards in various schemes (Govt. of India/Govt. of Delhi /IGDTUW etc),
 - distribution of Mark–sheet/Degrees, Provisional Certificate(s) etc.

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2. PROCEDURE:

2.1 Issuance of Certificates:

- Issuance of Bonafide certificates Form - F-AB-01
- Issuance of Leaving Certificate Form -F-AB-02
- Issuance of No Dues Form - F-AB-03
- Issuance of Fee Breakup Form -F-AB-04
- Issuance of No Objection Certificate Form - F-AB-05
- Issuance of Appearing Certificate Form -F-AB-06
- Issuance of Character certificate Form - F-AB-07
- Issuance of Course Completion certificate Form - F-AB-08
- Issuance of Migration Certificate Form - F-AB-09

Note: *Students have to apply for any requisite certificates mentioned-above through FORM 'A' (Form-F-AB-10) to the Academic Branch after proper verification by the concerned HoD(s).*

- Form 'A' (F-AB-10) is submitted to Dealing Assistant for further processing
- The form is duly verified by Dealing Assistant in terms of academic credential and other documents annexed with the form.
- After due verification it is forwarded to Deputy Registrar (Academics) and then finally to Dean (Academic Affairs) for approval
- After this, the document is sent to Academic Branch, receiving is taken from the student and kept in office record.

2.2 Release of Scholarship

- Academic Branch releases various types of scholarships viz.
 - (a) **Undergraduate**
 - (i) Upma Memorial Award
 - (ii) Babuajee Jha scholarship
 - (iii) Sh. Dharpal scholarship
 - (iv) Mrs. Phool Devi Scholarship
 - (v) Sant Rajinder Singh ji Scholarship
 - (vi) Prof. Shail Bala Jain Motivational Award
 - (b) **Post-Graduate** (GATE fellowship, SC/ST Scholarship etc.)
 - (c) **Doctorate** (JRF, SC, ST and Minority Scholarship etc.)
- The eligible student writes an application seeking for a particular scholarship
- Application is recommended by concerned HoD and sent to Academic Branch for verification and processing by Dealing Asstt.
- After due verification, all applications are forwarded by Deputy Registrar (Academics) and Dean Academics to the respective scholarship Department.

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2.3 Student Upgradation

Up-gradation of students in second year, after passing 1st & 2nd semester (1st year) examination.

- Before the commencement of the new academic session a circular is released on the University Website by Dean (Academic Affairs) seeking application from interested students as per rules.
- A duly constituted committee verifies the credentials and recommends the case for upgradation to the Competent Authority.
- After getting the necessary approval, the application is processed.

2.4 Preparation of Miscellaneous Data

S. No.	Title
1	Appearing certificate
2	No Dues certificate
3	Personal Files
4	Fee Notice/Certificate
5	Students Personal files
6	Students Roll No.
7	Revised Roll No.
8	Detainee List
9	Up gradation Notice
10	Up gradation List
11	RTI Reply
12	Security Refund
13	Sanction Order Fellow/Scholarship
14	Correspondence related to DTTE. Statics Matters
15	Correspondence related to Department of /Higher Education Old Secretariat Statistics Matters
16	Correspondence related to Academic Matters / Statistics Matters
17	Reply of Audit Objection
18	No Objection Certificate for VISA Purpose
19	Verification of students Bus Passes
20	Students Service verification by various agencies
21	Records of Drop Out students
22	General/ Misc. Correspondence
23	Course Completion Certificate
24	Mark sheet Receiving Register
25	Degree Receiving Register

2.5 CAS (Career Advancement Scheme)

- Approved CAS Regulations of IGDTUW / GGSIPU (for erstwhile IGIT employees).

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- Receipt of CAS applications (as per format F-AB-11) by eligible employees by Officials of concerned Branch as and when the employees become eligible or as per the order issued by the CA.
- Scrutiny of received applications for completeness in all respect before putting up to DAVC / UAVC / IQAC for final verification.

Formation and seeking approval of Screening and Selection Committees for CAS final promotions as per their eligibility i.e. stage 1 to 2, stage 2 to 3, stage 3 to 4, stage 4 to 5 and stage 5 to 6 etc as per UGC guidelines under supervision of Dean (AA).

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility	Remarks
1	Bonafide certificate	F-AB-01	4 year	Dy. Registrar	Copy is retained
2.	Leaving certificate	F-AB-02	4 year	Dy. Registrar	Copy is retained
3.	No Dues Certificate	F-AB-03	2 years	Dy. Registrar	Copy is retained
4.	Personal Files	-	Permanent	Dy. Registrar	
5.	Fee Breakup Certificate	F-AB-04	4 year	Dy. Registrar	Copy is retained
6.	Students Personal files	-	Permanent	Dy. Registrar	
7.	List of Enrolled Students	-	Permanent	Dy. Registrar	Received from Exam Deptt.
8.	Revised List of Enrolled Students	-	Permanent	Dy. Registrar	Received from Exam Deptt.
9.	Fee Circular (File)	-	Permanent	Dy. Registrar	
10.	Up gradation Notice	-	Permanent	Dy. Registrar	
11	Up gradation List	-	4 year	Dy. Registrar	
12.	RTI Reply (File)		Permanent	Dy. Registrar	
13	Security Refund (File)	-	Permanent	Dy. Registrar	
14.	Sanction Order Fellowship/Scholarship	-	Permanent	Dy. Registrar	
15	Correspondence related to DTTE. Statistical Matters	-	4 year	Dy. Registrar	
16.	Correspondence related to Department of /Higher Education Old Secretariat Statistical Matters	-	4 year	Dy. Registrar	
17.	Correspondence related to Academic Matters/ Statistical Matters	-	4 year	Dy. Registrar	
18.	Reply of Audit Objection	-	Permanent	Dy. Registrar	
19.	No Objection Certificate	F-AB-05	Permanent	Dy. Registrar	Copy is retained
20.	Verification (with signature) of students Bus Passes	-		Dy. Registrar	Issued and also submit in DTC

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					Bus Depot
21.	M. Tech GATE Scholarship Matters (File)	-	Permanent	Dy. Registrar	
22.	Students Service verification through (G-mail) by various agencies	-	4 year	Dy. Registrar	
23.	Records of Drop Out students		Permanent	Dy. Registrar	Copy is retained in file.
24.	General/ Misc. Correspondence	-		Dy. Registrar	
25.	Appearing certificate	F-AB-06	4 year	Dy. Registrar	Copy is retained
26.	Character Certificate	F-AB-07	4 year	Dy. Registrar	Copy is retained
27.	Course Completion Certificate	F-AB-08	4 year	Dy. Registrar	Copy is retained
28.	Mark sheet/ Degree Receiving Register	-	4 year	Dy. Registrar	
29.	Migration Certificate	F-AB-09	4 year	Dy. Registrar	Copy is retained
30	Academic Branch Form 'A'	F-AB-10	4 year	Dy. Registrar	
31	PBAS Forms for CAS Promotion(API/FAD)	F-AB-11 (Performa)	5 years after promotion	Dean (AA)	Copy is retained

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	Issue of certificates within five working days
2	Update roll list within one month period
3	Facilitate Academic Branch activities for their respective department(s) within one week.
4	(i) Finalization of Fee Receipt record and submit to the Accounts Branch – Two month time (ii) Generation of student list for Late Fee with penalty – within two weeks From last date of payment of fee.

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1.0 ROLES AND RESPONSIBILITIES

1.1 Chief Admission Officer

Policy decision, policy approval and over all advising and monitoring of all activities related to admission cell of the University

1.2 Admission Officer

- 1) Formulating admission policies and taking approval from Competent Authority for the framed admission policy guidelines.
- 2) Preparation of Admission brochure and adhering to it at the time of counselling / admissions.
- 3) Complete planning, monitoring and execution of all the activities related to individual admissions
- 4) Forwarding all the completed files related to admission to the academic branch for further processing within a week's time from SPOT round of counselling.
- 5) Liaisoning with the outsource agency for online admission and counselling.
- 6) Creating advising and monitoring committees for proper functioning of all the activities related to admission and counselling and other activities as directed by the competent authority.
- 7) Handling of student grievances as and when applicable at the time of counselling and admissions.

1.3 Dealing Assistant

- 1) Preparation and dispatch of files related to counselling and admission.
- 2) Maintain all the related records.

2.0 PROCEDURE:

2.1 B.Tech Admission

Admission to B.Tech. Program is based on All India Rank prepared by CBSE based on performance of candidate in Paper-1 of JEE (Main) Examination conducted every year and also the candidate must be declared eligible for Central Counselling by the CBSE.

The admission to B.Tech. Program is done through Joint Admission Counselling (jointly organized by DTU, NSIT, IIITD & IGDTUW). All details and related updates are uploaded on the JAC website (<http://www.jacdelhi.nic.in>) and in the University Admission brochure.

85% of the total seats are reserved for candidate belonging to Delhi Region (Students passing the qualifying examination from recognized Board / College / Institution located within the NCT of Delhi) and 15% of the total seats for candidates belonging to outside Delhi Region.

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Candidate applies for admission on the admission portal. List of allotment is shared by NIC. These students are called for the counselling.

2.2 B.Arch Admission

The admission to B. Arch. Program is based on All India Rank prepared by CBSE in JEE Main (Paper – 2) examination and also the candidate must be declared eligible for Central Counselling by the CBSE.

The admission to B.Arch. program is done through Joint Admission Counselling (jointly organized for DTU, NSIT, IIITD & IGDTUW). All details and related updates are uploaded on the JAC website (<http://www.jacdelhi.nic.in>) and in the University Admission brochure.

The admission to B.Arch. program is done through Joint Admission Counselling (jointly organized by DTU, NSIT, IIITD & IGDTUW). All details and related updates are uploaded on the JAC website (<http://www.jacdelhi.nic.in>) and in the University Admission brochure.

85% of the total seats are reserved for candidate belonging to Delhi Region (Students passing the qualifying examination from recognized Board / College / Institution located within the NCT of Delhi) and 15% of the total seats for candidates belonging to outside Delhi Region.

Candidate applies for admission on the admission portal. List of allotment is shared by NIC. These students are called for the counselling.

2.3 M.Tech Admission

The admission for M.Tech full time program is on the basis of the merit of the valid GATE Score secured by candidates and thereafter on the basis of the marks secured in the qualifying examination, as per the eligibility.

The candidates fill the online form available on the portal www.igdtuwadmission.nic.in . Rank list of eligible candidates is prepared by the Admission Core Committee on the basis of merit and they are called for counselling.

The admission to M.Tech. (ICT) Part time is on the basis of Merit of the marks obtained in the qualifying examination. Preference is given to the candidates having valid GATE score. Preference shall be made to the candidate having professional/teaching experience in the respective field after completing the qualifying examination.

Rest of the remaining vacant seats are filled by organising a spot admission counselling for which students are required to fill a form as per format F-AC-14.

2.4 MCA Admission

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The admission to MCA program of IGDTUW is on the basis of rank secured in the entrance examination conducted by IGDTUW.

The candidates fill the online form available on the portal www.igdtuwadmission.nic.in

Rank list of eligible candidates is prepared by the Admission Core Committee on the basis of merit and they are called for counselling.

85% of the total seats are reserved for candidate belonging to Delhi Region (Students passing the qualifying examination from recognized University/ College / Institution located within the NCT of Delhi) and 15% of the total seats for candidates belonging to outside Delhi Region.

Rest of the remaining vacant seats are filled by organising a spot admission counselling for which students are required to fill a form as per format F-AC-15.

2.5 Ph.D. Admission

The candidates fill the online form available on the portal www.igdtuwadmission.nic.in.

- 1) Admission to the Ph.D..Program is common to the two categories (Full time and Part Time) of applicants.
- 2) Admission shall be made on the basis of a written Test viz. Research Aptitude Test (RAT) or an interview or both as decided by the Admission Committee of the university.
- 3) The RAT exam is conducted in a given subject only if the number of applications from exempted category applicants is less than 4 times the number of seats available in that subject . However, the university reserves the right to conduct the RAT. The application fee deposited by the applicants is non-refundable irrespective of conduct or non-conduct of RAT examination.
- 4) In case of conduct of RAT examination, the exempted category applicants in a subject will not be required to undergo the test for that subject. The RAT may be conducted in the following disciplines:-
 - Electronics and Communication
 - Computer Science / Information Technology/ Computer Applications
 - Mechanical & Automation Engineering
 - Chemistry
 - Physics
 - English
 - Maths
- 5) The RAT examination shall be waived off for the following applicants subject to the fulfilment of eligibility qualifications (such applicants shall be allowed to appear in the interview directly):

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- (i) Full time female Teaching staff of IGDTUW
- (ii) Applicants who have qualified UGC-CSIR-JRF/NET/SLET or have qualified GATE with a score above the minimum cut-off.

- 6) The Syllabi and other related details of the RAT Examination (if conducted) would be notified on the University website.
- 7) All candidates taking admission in the Ph.D.. Program shall be bound by the Ph.D.. Ordinances and Regulations of the IGDTUW.

➤ All other information related to admission is provided in University Admission Brochure, which is available on the University Website.

2.6 Counselling

- a) Counselling is done as per information given in the Information Brochure on the scheduled dates.
- b) Document verification is also done for the selected candidate as per given in the information brochure during counselling.
- c) M.Tech/Ph.D.. (Full time/Part-time) / MCA Students are required to fill the following forms (As applicable):-
 - (i) Registration Form for M.Tech (Format No. F-AC-01)
 - (ii) Registration Form for Ph.D.. (Format No. F-AC-12)
 - (iii) Registration Form for MCA (Format No. F-AC-13)
 - (iv) Certificate of Caste (Format No. F-AC-02)
 - (v) Certificate of Belonging to OBC-NCL (Format No. F-AC-03)
 - (vi) Medical Fitness Certificate (Format No. F-AC-04)
 - (vii) Affidavit by the student (Format No. F-AC-05)
 - (viii) Certificate in respect of Defence Category (CW) (Format No. F-AC-06)
 - (ix) Certificate for differently- abled person (PD) (Format No. F-AC-07)
 - (x) Undertaking cum Declaration to be given by parent of candidates for OBC (NCL) category (Format No. F-AC-08)
- d) M.Tech/Ph.D.. (Part-time) students also have to fill a No Objection Certificate Form as per format F-AC-10.
- e) Provisional Allotment letter as per format F-AC-11 is given to the candidate on the day of counselling.

2.7 Withdrawal of Allotted Seat and Refund of Fees

Procedure for withdrawal of allotted seat and refund of fees is as per Information Brochure, which is decided as per UGC guidelines. To initiate the process student has to submit a withdrawal form as per format F-AC-09.

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2.8 Complaints Handling and Grievances

Students Complaint received verbally over telephone / written on e-mail are handled by Admission Officer through sub-committee.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Various documents as per Information brochure	--	Retained by Admission Coordinating University	Admission Officer
2	Registration Form for M.Tech. Counselling	F-AC-01	Permanent	Admission Officer
3	Certificate of Caste	F-AC-02	Permanent	Admission Officer
4	Certificate of belonging to OBC-NCL	F-AC-03	Permanent	Admission Officer
5	Medical Fitness Certificate	F-AC-04	Permanent	Admission Officer
6	Affidavit by the student	F-AC-05	Permanent	Admission Officer
7	Certificate for availing admission against Defence Quota	F-AC-06	Permanent	Admission Officer
8	Certificate for differently abled person (PD)	F-AC-07	Permanent	Admission Officer
9	Undertaking cum declaration to be given by parent of candidates for OBC (NCL) Category	F-AC-08	Permanent	Admission Officer
10	Form for withdrawal of Admission	F-AC-09	Permanent	Admission Officer
11	No Objection Certificate (For Part-time MTech/Ph.D. students)	F-AC-10	Permanent	Admission Officer
12	Provisional Admission Slip	F-AC-11	Permanent	Admission Officer
13	Registration Form for MCA Counselling	F-AC-12	Permanent	Admission Officer
14	Registration Form for Ph.D. Counselling	F-AC-13	Permanent	Admission Officer
15	Spot Admission Application Form for M.Tech	F-AC-14	Permanent	Admission Officer
16	Spot Admission Application Form for MCA	F-AC-15	Permanent	Admission Officer

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4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	To get the admissions complete as per the Scheduled Admission Calendar.
2	To frame the admission guidelines regarding framing of policy regarding admission like reservations, withdrawal policy, procedure of Admissions etc., before the starting of Admissions before starting of admissions

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1.0 ROLES AND RESPONSIBILITIES

1.1 Dean Examination /Controller of Examination (COE)

- 1) Provide the Examination schedule to the Dean (Academic Affairs) for preparation of the Academic Calendar. It should be provided latest by End of March every year.
- 2) Processing and finalization of panel of Examiners for Theory and Practical courses through Board of Studies and approval of Vice-Chancellor.
- 3) Prepare budget and Revised Estimate, if required for the Examination.
- 4) Send the request for setting up the question paper for minors exams minimum 10 days before the start of the examination activities.
- 5) Send the request for setting up the question paper for end term exams minimum 2 months before the start of the examination activities
- 6) The necessary follow up from the paper setters for providing the question paper in time should be done. Receive the sealed envelopes of question paper from them.
- 7) Verify the question papers for all the examinations and if required get the paper moderated.
- 8) Maintain the question bank of used and unused question paper.
- 9) Make necessary arrangement of the question paper for the supplementary examination.
- 10) Submission of Agenda for the Academic Council, Finance Committee and Board of Management related to examinations
- 11) Issue of Notifications for the decisions approved by Board of Management related to examinations.
- 12) Maintenance of the proceedings of the Academic Council, Finance Committee and Board of Management along with minutes of the meeting issued related to examinations.
- 13) Appoint Centre Superintendents, Dy. Centre Superintendents and Observer for the smooth conduct of the Theory Examination, practical Examinations and Evaluation Centre.
- 14) Ph.D.. Thesis Evaluation – Receive pre Ph.D.. Synopsis, send to External Experts, communication with Experts, Receive Ph.D.. Thesis, and send to external Experts. Prepare Ph.D.. Award.
- 15) Work related to MCA Entrance Test, Research Aptitude Test and Faculty / staff recruitment test etc. like setting of question papers, Conduction of Examination and Result Preparation.

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1.2 Deputy Dean / Deputy Controller of Examination (DY. COE)

- 1) Execute the responsibilities of Dean (Examination Affairs)/COE in all the activities enlisted above.
- 2) Coordinate with the concerned superintendents and co-ordinators for the timely settlement of Advance.
- 3) Handle student's problem and queries as per format F-EX-12.
- 4) Act as an interface for the University.
- 5) Handle front end activities of the Examination Division.
- 6) Registration of the student at the beginning of the semester for the semester along with re appear papers, if any – Dy. Dean/Dy. COE will do the necessary follow up and needful action. The activity must finish within 15 days of the start of the academic semester.
- 7) Faculty registration to start after completion of the student registration. Dy. Dean / Dy. COE will do the necessary follow up. The activity must finish within 30 days of the start of the Academic semester.
- 8) Prepare Date sheet for all practical and theory examination (both for regular and supplementary) immediately after closure of student Registration.
- 9) Conduct Supplementary Exam as and when required.
- 10) Send the request letter for preparation of the question papers for End semester Examination before 2 months of start of End Semester Examination and do the necessary follow-up.
- 11) Print the question papers minimum two days before the start of the examination.
- 12) Pack and seal the question paper and provide it to the conduct branch one day before the start of concerned examination.
- 13) Receive original attendance sheet, absentee statement and other related material from the concerned co-ordinator (Evaluation Centre) time to time for timely preparation of result.
- 14) Receive award sheets for internal assessment (theory and practical) before commencement of End semester examination.
- 15) Receive absentees' statement & attendance sheet for Minors (theory and practical) Examinations from the concerned coordinators /suptds. Immediately after completion of examinations.
- 16) Work related to CET (Common Entrance Test), like generation of admit card, seating plan, attendance sheet, Conduction of Examination and Result Preparation.
- 17) Maintain the upload copies of the Examination scheme and syllabus.
- 18) Finalize the schedule of the activities for the academic session one month before the start of the Academic session.

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- 19) To prepare rank list of students for sending to various industries/internships as and when required.
- 20) To handle matter related to Unfair Means adopted by students during exams, if any
- 21) To prepare and display list of non-promoted students annually.
- 22) To send the scanned copy of the mark sheets and degrees to NAD Officer for uploading on NAD portal

1.3 Section Officer / STA (Examination)

- 1) Assist the responsibilities of Dean (Examination Affairs)/COE and Dy. Dean/Dy. COE in all the activities enlisted above.
- 2) Registration of students for supplementary examination after the declaration of result of even semester for non-promoted students and the final year students who are short of minimum credits required for award of degree as per the approved policy immediately after declaration of even semester result.
- 3) Collect the list of electives to be floated by the various departments at least one week before the commencement of the semester.
- 4) All Payslips of SBI collect for the Reappear exam/ supplementary exam be submitted to the account branch within 5 days after closing of student's registration for respective exams.
- 5) Issue of semester mark sheets (regular/reappear/supplementary exams).
- 6) Collect the list of detainee students from various departments for each course one week before the closure of the semester.
- 7) Generate admit cards to the eligible students before start of end semester practical exams.
- 8) Send examination material (i.e. Attendance sheets, question papers, answer sheets, various format for conduct of exam).
- 9) Process payments to practical examiners, Question paper setters, and other associated persons - within one week of closure of the respective activity.
- 10) Ensure the approval for release of advance for conduct of theory and practical exams and release of sanction order. The advance must be released to the concerned co-ordinator/ superintendents minimum two days before the start of exam.
- 11) Release of timely payment to the paper setters. To ensure that payment is released to the paper setter within one month of completion of examination.
- 12) Maintain imprest of the Examination division and initiate for the procurement through imprest for meeting out of the day to day requirements.
- 13) Receive rechecking reappear, supplementary forms, along with pay slip of SBI collect from the students.

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- 14) Send rechecking forms to the concerned branch.
- 15) Issue stationary for the functioning of the examination division from the central store.
- 16) Assist all PhD Thesis Evaluation Activities.

1.4 DEALING ASSISTANT

- 1) Assist the responsibilities of above officers.
- 2) Issue entry slip to visitors for meeting Dean/ Dy. Dean / Dy. COE and other concerned branch.
- 3) Maintenance of files, file register, file movement register, advance register, imprest register, examination expenditure register, diary dispatch register, peon book etc.

1.5 MULTI TASKING STAFF

- 1) Photo copy of all examination documents.
- 2) Diary Dispatch.
- 3) Scanning of Various documents.
- 4) All work assigned by Dean (Examination Affairs)/ COE / Dy. Dean/Dy. COE/STA
- 5) All work related to MTS.
- 6) Maintenance work.
- 7) Stamping work.
- 8) Binding work.

2.0 Procedure:

2.1 THEORY EXAMINATION

Planning and execution of theory exams are done as per the Ordinance approved in 2nd Academic Council Meeting dated 13th Dec. 2013. (See Annexure 6/1)

A. Planning

- a) Preparation of practical date sheet, supplementary date sheet, Minor I, Minor II and End Term Examination date sheet.
- b) Formation of examination team like Supdt., Dy. Supdt., Invigilator, First Assistant etc. as per IGDTUW examination norms approved by Competent Authority mentioned in file no. 04(09)/2014-IGDTUW-Exam/622-640 dated 22.4.2015 and further revised 4(37)/2016-IGDTUW-Exam/250(a-n) dated 8-5-2017
- c) Collection of stationery from Purchase & Store.
- d) To prepare formats viz.
 - Exam Date Sheet (F-EX-1A)

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- Attendance sheet for Theory Exams for staff (F-EX-02)
- Attendance sheet for students (Theory & Practical Exam) (F-Ex-19)
- Seating Plan (F-EX-04)
- Invigilator report (F-EX-05)
- Total answer sheets used (F-EX-20)
- Any other documents as required.

- e) To prepare admit cards for the student appearing in examination as per format F-EX-07.

Seating Plan

- Prepare seating plan as per date sheet
- Arrangement of necessary infrastructure as per seating plan
- Mark roll numbers of students in each room and each desk
- Prepare duty chart of invigilators room-wise
- Prepare team for frisking duty at the main gate 15minutes from the start of examination
- Arrangement of drinking water for the students and staff.

B. Execution

Starting of Examination

- Generate admit cards from online portal.
- Allotment of duty of invigilators room-wise as per IGDTUW norms in the format F-EX-09.
- Invigilators collect sealed question papers and answer sheet from control room 15 minutes prior to the start of the exam according to the duty chart.
- Received sealed question papers are opened after getting signatures of competent authority.
- Question papers, answer sheets and related stationery items are kept in the envelope, which are marked room-wise.
- To get examination started as per schedule time.

Monitoring conduct of examination

- To keep a close watch on each room / examination hall during examination time.
- To meet the observer appointed by Examination Cell and give him/her information required.
- Students can write reappear papers as per ordinance.

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End of the examination

- Invigilators submit answer sheets to the control room at the end of theory examination papers with related papers like attendance sheet, invigilation sheet, invigilation report as per norms through a form format (F-EX-06)
- Return the unused answer sheets to the control room.
- Students academic result sheet containing information about viz. No. of students appeared, no. of students passed, no. of students failed, total no. of compartments etc. as per the format F-EX-13.

Clearance of bills

- Prepare bills of staff like control room-invigilator and supporting staff as per IGDTUW Examination norms.
- Payment is distributed to concerned staff through remuneration bill as per format F-EX-8A as per IGDTUW Examination norms.
- Payment is distributed to concerned faculty for checking of End Term Exam Answer Sheets through remuneration bill as per format F-EX-8D as per IGDTUW Examination norms.

2.2 Practical Examination

Planning and execution of practical exams are done as per the Ordinance approved in 2nd Academic Council Meeting dated 13th Dec. 2013. Following forms are prepared viz.

- a) Preparation of Practical Examination date sheet (F-EX-1B).
- b) Attendance sheet for Practical Exams for staff (F-EX-03)
- c) Attendance sheet for students (Theory & Practical Exam) (F-Ex-19)

The practical examination team will look after practical examination. Stationery like answer sheet, award list, attendance sheet etc. to each lab as per practical date sheet to internal examiner / invigilator.

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Monitoring conduct of examination

- To keep close watch during practical examination that the examination is being conducted as per norms and instructions

End of examination

- Collection of award list, answer sheet, attendance and other related information from internal examiner / invigilator.
- Collection and verification of the remuneration bill of external examiner, internal examiner and support staff.
- Prepare sealed envelopes as per norms of IGDTUW.

Clearance of bills

- Prepare bills of staff like control room-invigilator and supporting staff as per IGDTUW norms.
- Payment is distributed to concerned person, as per norms (F-EX-8B and 8C).

2.3 Compilation of Internal Assessment Marks

Compilation of marks obtained by students for minor, internal theory, practical examinations, and assignments will be collected through exam portal and maintained. (Copy attached (F-EX-14))

2.4 Student Failing to Appear In Minor Exam

Under this circumstance, actions are taken according to guidelines framed by Examination Cell and approved by Competent Authority (Ref. No. 04(06)/2014-IGDTUW-Exam/4048-4055 dated 30th April, 2014)

2.5 Provision for Scribe/Writer for Disabled Student in Exam

Guidelines for providing for Scribe/writer for disabled student in exam as approved by Competent Authority are mentioned in Ref. No. 1(21)/2014-IGDTUW-Exam/11098 dated 9.12.2014)

2.6 Promotion of Student to Next Year

Guidelines for passing courses, marks and promotion to students next year are mentioned in ref. No 06(04)/2014-IGDTUW/Exam/Policy/6712 dated 30.09.2014 as approved by the Competent Authority and is further partial amendment in the section 11.6(i) of the Third Ordinance of IGDTUW relating to conduct and evaluation of examinations mentioned in ref. No 04(10)/2014-IGDTUW/Exam/1385-1401 dated 15.12.2016.

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2.7 Unfair Means

In case of disorderly conduct in examinations, actions are taken as per the Indira Gandhi Delhi Technical University Unfair Means Regulations, 2013 approved in 2nd Academic Council dated 13.12.2013 (Annexure-6/2). The relevant forms are:

- Statement of the candidate at the Examination Centre for theory & Practical (F-EX-16A & 16B)
- Report of Superintendent (conduct) on unfair means case for theory & Practical (F-EX-17A & 17B)
- Form for reporting case of unfair means for theory & Practical (F-EX-18A & 18B)

2.8 Criteria for Selection of Question Setter

Recommendations for names of examiners for each subject shall be obtained from the concerned Boards of Studies through their respective Chairman/Convenor. Where there is an exigency and the Board of studies cannot meet, the chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of studies could not convene. In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of studies as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice- Chancellor.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him/her from Board of Studies/ HOD before the list is submitted to the Vice Chancellor for approval.

After the receipt of the question papers from the paper setter, the same may be moderated by the moderators to be appointed subject- wise by the Controller of Examinations / Dean (Examinations) with the approval of Vice Chancellor. Controller of Examinations shall ensure the minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examination/ Dean (Examination), out of the approved panel for setting the question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course. The paper setter shall submit the following documents to the Controller of Examination through a letter as per format F-EX-10 :-

- (i) Non-relation certificate (F-EX-11)
- (ii) Remuneration Bill (F-EX-08)
- (iii) Question paper hard copy and soft copy

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2.9 Printing of Question Paper

Question papers are printed by using the in-house facility available in the Examination Division of IGDTUW.

2.10 Steps Taken For Ensuring Secrecy/ Confidentiality of Question Paper

Question papers are printed under the supervision of the Dean (Examination Affairs) few days prior to the examination date and kept locked in his office. On the examination date of the concerned subject, Dean (Examination Affairs) opens the sealed question papers in front of two witnesses. After proper verification and obtaining suitable signatures from the committee as per format F-EX-15, the printed question paper copies are sent to the control room.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Exam Date Sheet	F-EX-01	As per IGDTUW circular – 18/2016 dated 16.9.2016	Dy. Dean/ Dy. CoE
2	Attendance sheet for staff engaged in Theory Exam	F-EX-02		Dy. Dean/ Dy. CoE
3	Attendance sheet for staff engaged in Practical Exam	F-EX-03		Dy. Dean/ Dy. CoE
4	Seating Plan	F-EX-04		Dy. Dean/ Dy. CoE
5	Invigilator Report	F-EX-05		Dy. Dean/ Dy. CoE
6	Check list for receiving the material in the evaluation centre	F-EX-06		Dy. Dean/ Dy. CoE
7	Admit Card	F-EX-07		Dy. Dean/ Dy. CoE
	Bill for Question Paper(s) Setter	F-EX-08		Dy. Dean/ Dy. CoE
8	Remuneration Bill for Faculty/Staff Deployed on End Term Examination	F-EX-8A		Dy. Dean/ Dy. CoE
9	Remuneration Bill for Practical Examination (External Examiner)	F-EX-8B		Dy. Dean/ Dy. CoE
10	Remuneration Bill for Practical Examination (Internal Examiner)	F-EX-8C		Dy. Dean/ Dy. CoE
11	Remuneration Bill for Evaluation of Answer Sheet for End Term Exam	F-EX-8D		Dy. Dean/ Dy. CoE
12	Duty Chart	F-EX-09		Dy. Dean/ Dy. CoE
13	Covering letter by the paper setter	F-EX-10		Dy. Dean/ Dy. CoE
14	Non-Relation Certificate	F-EX-11		Dy. Dean/ Dy. CoE
15	Complaint Form	F-EX-12	Dy. Dean/ Dy. CoE	

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16	Academic Results Statistics	F-EX-13	As per IGDTUW circular – 18/2016 dated 16.9.2016	Dy. Dean/ Dy. CoE
17	Consolidated Result Sheet	F-EX-14		Dy. Dean/ Dy. CoE
18	Certificate of opening of Question Papers	F-EX-15		Dy. Dean/ Dy. CoE
19	Statement of the candidate at the Examination Centre for theory	F-EX-16A		Dy. Dean/ Dy. CoE
20	Statement of the candidate at the Examination Centre for practical	F-EX-16B		Dy. Dean/ Dy. CoE
21	Report of Superintendent (conduct) on unfair means case for theory exam	F-EX-17A		Dy. Dean/ Dy. CoE
22	Report of Superintendent (conduct) on unfair means case for practical exam	F-EX-17B		Dy. Dean/ Dy. CoE
23	Form for reporting case of unfair means for theory exam	F-EX-18A		Dy. Dean/ Dy. CoE
24	Form for reporting case of unfair means for practical exam	F-EX-18B		Dy. Dean/ Dy. CoE
25	Attendance sheet for students (Theory & Practical Exam)	F-EX-19		Dy. Dean/ Dy. CoE
26	Record of Total answer sheet used	F-EX-20	Dy. Dean/ Dy. CoE	

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve 100% adherence to the Academic Calendar

S. No	Time frame for execution of activities
1	All activities related to examination to be completed within the time frame as notified.

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1.0 ROLES AND RESPONSIBILITIES

1.1.1 Head

- 1) Plan, implement and review the quality objectives.
- 2) Planning & Preparation of guidelines of various students activities.
- 3) Planning & Preparation of annual budget and monitoring of expenditure thereof.
- 4) Plan, coordinate and conduct activities related to : sport, technical events, cultural events and other students activity as proposed/advised by Competent Authority.
- 5) To organize events/ festival activities in accordance with national/regional importance.
- 6) Taking feedback forms from students periodically as per format F-SW-01.
- 7) Preparation of University newsletter for new admission.
- 8) Any other activities proposed by Competent Authority.

2.0 PROCEDURE

- 1) At the commencement of new academic session, a student welfare committee is convened.
- 2) As per the Minutes of Meeting (MoM), annual budget and activity calendar are prepared.
- 3) Activity calendar is sent to Dean (AA) for incorporation in University Academic Calendar.
- 4) Activities are coordinated by societies and club with the help of student coordinator of each respective club.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Feedback form	F-SW-01	3 Years	Head

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to the academic calendar and annual budget prepared.

S. No	Time frame for execution of activities
1	Committee formation between July 15, to First week of August of each year.
2	Budget approval related to expenses less than Rs.15,000 - within one week.
3	Budget approval related to expenses greater than Rs.15,000 - within one month.

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1.0 INTRODUCTION

IGDTUW has a fully functional Library with the following objectives:-

- 1) Time bound procurement of library materials, which supports the academic needs of the University, from vendors capable of supplying the materials in shortest time, which are of high quality and are competitively priced.
- 2) Organizing information resources and arranging them so they can be stored and retrieved with minimum efforts.
- 3) Implementation of communication strategies, so patrons may get information in transparent manner.

2.0 RESPONSIBILITIES

2.1 Library Advisory Committee (LAC)

LAC is an advisory body to advise the Vice-Chancellor on the policy matters relating to the management of the Library. The policy matter on which they make recommendations would include finalization of list of books, e-resources, newspapers/ magazines, improvement of infrastructure, physical verification of library. Apart from above procurement policies pertains to acquisition of learning resources etc.

2.2 Librarian

- 1) Implementation of any policies relating to the management of Library as per the guidelines of LAC
- 2) Preparation and execution of the annual budget of the library.
- 3) Formulate and administer policies, rules and regulation for the purpose of securing the complete use of the library.
- 4) Act as a convener of the Library Advisory Committee, where he is responsible for preparing the agenda for the committee meeting.
- 5) Responsible for the entire professional job related to selection, acquisition, classification, cataloguing, library automation, e-resources/ newspapers subscription and maintenance of the library documents.

2.3 Junior Assistants

- 1) Preparation of Identity Cards of students.
- 2) Technical and physical processing of books.
- 3) Updating library database.
- 4) Shelf reading and shelving of books.

2.4 Library Attendants

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Circulation, shelving, attendance of newspapers/ magazines, fine collection and works assigned by Librarian time to time.

2.5 Multi Tasking Staff

Photocopy, Lamination, Scanning, Shelf reading and shelving of books, maintenance of damaged books/ newspaper, magazines, routinely taking back up of library database, and works assigned by Librarian time to time.

3.0 PROCEDURE

3.1 Membership

The Following person shall be entitled to enrolment as members:

- i. All employees of the University.
- ii. Bonafide students of the University.
- iii. Any person authorized by the Vice-Chancellor

3.2 Admission to Library

Members shall enter their details on the Visitor Register (F-LB-01) available at entrance gate in token of their acceptance to confirm to all the rules of the Library.

3.3 Procedure of Enrolment

- All the members eligible as per point no.3.1 can obtain membership registration form (F-LB-02) from the Circulation Counter.
- For getting membership, students are required to submit the duly filled and signed membership registration form along with the recent photograph and admission slip.
- After checking the registration form, the details given in the form are recorded in the member database and identity card with bar code is provided to member.

3.4 Loss of Identity Card, Issue of Duplicate Card

- The loss of ID card should be reported in writing to the Librarian by filling an application form as per format F-LB-03.
- To enable such member to continue the membership, duplicate card would be issued on payment Rs.100/- through a receipt form as per format F-LB-04. However, in addition to the payment, photograph shall be supplied by the defaulter for the issue of fresh ID card.

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- Further duplicate ID card shall be supplied to the members only, at least, after the expiry of one week from the date of reporting the loss.

3.5 Loan Privileges

The entitlement of different categories of members to borrow books from the library shall be as under:

Membership category	Maximum number of books which could be issued at a time	Maximum period for which the books could be issued
Faculty Member	30 Documents	90 Days
Research Scholars	3 Documents	15 Days
Others	3 Documents/ 3 Book-Bank books	15 Days/ one semester

Note: The maximum period prescribed is inclusive of the dates of issue and return.

3.6 Renewal of Membership

Membership of the students is renewable at the beginning of each academic session and membership of all others is tenable for 3-4 years or till they leave the university, whichever is earlier.

3.7 Procedure for Release/Issue of Books/Documents

The following procedure shall be followed for issue of books/documents:

- 1) Member shall visit the library to borrow the book personally.
- 2) No book shall be issued without ID Card.
- 3) Library material shall not be brought out of the LIBRARY until the permission has been recorded by a duly authorised official of the Library Staff on duty at the circulation counter.
- 4) The normal loan period for various categories of documents as prescribed earlier under 'Loan Privileges' is inclusive of the dates of issue and return. However the library may fix varying loan period as it deems fit.
- 5) In case a book is in great demand, the library professional may regulate the use of such a book in such a manner as he considers proper.
- 6) Before leaving the Circulation Counter, the member must satisfy himself that the book lent to him is in sound condition, and if not, he must immediately inform the in-charge, otherwise he shall be liable to be held responsible in case of any damage or injury to the book.
- 7) All kinds of marks on documents, underlining etc. shall be absolutely forbidden.
- 8) Loans at any time can be terminated by an order of the Librarian irrespective of due date.

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9) Members are not allowed to sub-lend the books of the library to any other person.

3.8 Renewals of Documents/Books

Library books may be renewed by physically presenting for reissue at the discretion of librarian on the recommendation of circulation in-charge; provided these are not reserved by another member. Renewal is generally not permitted more than twice.

3.9 Overdue Charges

- The books borrowed from the library are required to be returned on or before the due date.
- If due date falls on holiday, the book/s should be returned on the next day otherwise the member has to pay overdue charges, failing which the library facility shall be curtailed or the membership may be terminated/ withdrawn.
- Any amount charged from the members will be received by the library staff. Details of fine are recorded in the handwriting of the members in the Fine Register (F-LB-05).
- All the money so collected is deposited in the university bank account. Details are recorded in Fine Deposit Form F-LB-06 along with bank deposit slip.
- The rate of overdue charges shall be fixed by the competent authority from time to time. The overdue charges in all the cases shall be calculated from the date on which the books should have been returned.
- The amount of overdue charges or any other charges may be remitted or reduced by the Librarian on reasonable grounds and on the strength of valid documentary evidence adduced by the person concerned with the request letter to the Librarian (F-LB-07).

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Over Due Charges

Main Library		Book Bank	
Days	Rate of Fine	Days	Rate of Fine
0 to 15 days	NIL	0 to 180 days	NIL
16 to 60 days	@Rs.1/- per day	181 to 210 days	@Rs.1/- per day
61 onwards	@Rs.2/- per day	211 days onwards	@Rs.2/- per day
Ceiling Amount	Rs.1000/-	Ceiling Amount	Rs.1000/-

3.10 Classification and Access

The library books are classified and arranged by Dewey decimal classification scheme. Open access of library material is followed and the on-line public access catalogue (OPAC) is maintained by the Library.

3.11 No Dues Certificate (NDC)

Issue of clearance certificate is a mandatory requirement. Each member will obtain such NDC after returning all the documents issued, surrendering ID card and after paying outstanding dues, if any, on the expiry of membership or earlier on terminating library membership/ connection with the university.

3.12 Book Purchasing Procedure

- The faculty and students can recommend books for purchase to LRC by filling a recommendation form as per format F-LB-08.
- Books recommended by the faculty/ students for purchase for each department is always routed through the respective HoDs.
- The LRC would then check the duplication and place the list of recommended books before the LAC for its review, after approval of LAC.
- The LRC then prepares the final list of books and obtains admin approval/ financial sanction for their acquisition from the Competent Authority.
- After approval of Competent Authority, LRC places orders to University Empanelled Vendors on the pre decided terms and conditions.

3.13 Subscription to E-Journals and Online Data Bases

- LRC receives recommendations from the various departments to subscribe/ renew the e-journals.
- Faculty wise/ department wise list of e-journals are compiled and forwarded to the respective HoDs, before placing them in the LAC meeting.

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- After finalisation of list of databases/ e-journals, it is checked, the rates of e-resources are available through the e-Shodh Sindhu consortium. If rates are available, in this case after obtaining necessary approval and sanction from the Competent Authority, e-resources are subscribed/ renewed through the subscription agents/ publishers.
- In case rates of e-resources are not available through consortium, a negotiation committee is formed by the LAC to negotiate with the e-resources subscription agents about the subscription cost of each e-resource.
- After obtaining necessary approval and sanction from the Competent Authority, e-resources are subscribed/ renewed through the subscription agents/ publishers.
- All the received books are entered in to the Library Software and Accession Register (Form 18 of GFR) generated through the software.

3.14 Newspapers/ Magazine Subscription

Library subscribes newspapers/ magazines recommended by HODs and approved by the Competent Authority and all the received newspapers/ magazines are recorded in the attendance recorded in Attendance Register (F-LB-09).

3.15 Stock Taking

The stock taking of the library shall be done as the competent authority may decide from time to time as per the GFR. Books shall be recalled and their issue suspended during the period of stock verification.

3.16 Write Off of Books

Loss of books and the other documents in libraries with open access is a universal problem. Security Check point is available at the exit gate of library. If library staff notices any student attempt to leave the library with material that have not been properly checked out or deliberately cutting, tearing etc of library material, such incident is recorded in incident record form as per format F-LB-10. Even after security check etc books are lost and all the lost books shall be considered for write off by the competent authority as per GFR Rules.

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4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No.	Retention Period	Responsibility
1.	Library Visitor's Register	F-LB-01	Five Year	Librarian
2.	Application Form for Library Membership	F-LB-02	Five Year	Librarian
3.	Application Form for Duplicate ID Card	F-LB-03	Five Year	Librarian
4.	Fee Receipt for Duplicate Card	F-LB-04	Five Year	Librarian
5.	Fine Register	F-LB-05	Five Year	Librarian
6.	Fine Deposit Form	F-LB-06	Five Year	Librarian
7.	Application Form for Waive Off the Fine	F-LB-07	Five Year	Librarian
8.	Book Recommendation Form	F-LB-08	Ten Year	Librarian
9.	Attendance Register- Newspaper/ Magazines	F-LB-09	Five Year	Librarian
10.	Incident Report Form	F-LB-10	Five Year	Librarian
11.	Accession Register	Form 18 GFR	Permanent	Librarian

5.0 Quality Objectives

S. No	Quality Objectives
1	Achieve at least 90% adherence to the activities mentioned above.

S. No	Time frame for execution of activities
1	Procurement of Books- 3 to 4 months after approval from Competent Authority.
2	All newly added books are displayed on the OPAC of LRC and made available to patron within 15 days after purchase.
3	Renewal of serial publications annually or before the due date of renewal
4.	Physical Verification of Library Books as per the GFR Rules 2017.

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1.0 Responsibilities

1.1 Training and Placement Officer (TPO) / Respective Departmental Placement Coordinators

- 1) To establish industry-institute linkages for placement, industrial trainings (as per course curriculum requirement) and visits.
- 2) To conduct training programs and prepare the students to face the campus interviews, if required.
- 3) To gather feedback from industries about their requirements/ expectations from students during the placement drives and find the current gaps and forward the same (If any) to HoD/Dean (AA) and Vice-Chancellor for necessary corrective actions.
- 4) To prepare placement brochure (both soft and hard copy) annually.
- 5) To perform periodic risk assessment of department activities and assessing opportunities for improvement.

2.0 PROCEDURE

2.1 Training of Students

- The students will select the companies for the training as per the requirement of course curriculum according to their area of interest.
- Remove it as the students select the company and place of training of their choice.
- Request letters addressing companies chosen by the students are given to them as per format F-TP-04. Certain companies may conduct interviews for giving training as per the requirement of course curriculum.

2.2 Completion of Training

- After completion of training, the company issues a certificate to the students regarding successful completion/performance report of the training.
- The training report and the certificate issued by the company are submitted by the students to their respective departments and not to the training and placement cell.
- The feedback over students who got training through Training and Placement Cell through campus interviews is collected from companies as per format F-TP-05.

2.3 Placement of Students

- i) Students record:
 - Collection of duly filled bio-data from students and prepare a Master Database as per format F-TP-01 to keep a record of it.
- ii) Industry record:
 - Preparation of list of industries with complete profile as per format F-TP-02.

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- Sending letters to industries for campus interviews as per letter format F-TP-03.
- Online Exam/ Interview date is fixed and intimated to students and in-charge of the departments.
- iii) Interview of students
 - List of eligible candidates is informed to concerned industry as per requirement.
 - Interview / written test or both are conducted by the industry in the University or outside
 - A team of training and placement student co-ordinators from the respective departments is prepared and deputed during the interviews for the smooth conduction.
- iv) Declaration of campus interview results
 - Selected candidates are informed by TPO and the company offer letter is given to the students

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Master Data base of students	F-TP-01	Two years	TPO
2	List of Industries	F- TP -02	Two years	TPO
3	Job Announcement Form (JAF)	F- TP -03	Two years	TPO
4	Request for training	F- TP -04	Two years	TPO
5	Industry Feedback	F- TP -05	Two years	TPO

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Acknowledgement of complaints within two weeks
2	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	To collect feedback from industries / organisations and evaluate once in every semester .

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1.0 RESPONSIBILITIES

1.1 Deputy/Assistant Registrar

1. Administration and control of the staff and Supervision of all the works, viz:-
 - a. works related to Security and Sanitation
 - b. Bill payment of Water, Electricity, Telephone charges
 - c. Allotment, contract etc in connection with Canteen, Kiosks and recovery of License Fee, Water & Electricity charges thereof, wherever applicable
 - d. Hiring of vehicles
 - e. Issue of Gate passes
 - f. Sharing of Infrastructure facilities with Ambedkar University
 - g. Management of University vehicles.
 - h. Liaison with MTNL/BSNL, DJB and BSES, Labour Department
 - i. AMC, Repair of Furniture and Equipments, EPBAX Machine, Intercom etc
 - j. Facilitating Horticulture activities and maintenance of the Campus
 - k. Reimbursements of Telephone, Hospitality charges etc.
 - l. GeM related matters
2. Periodic risk assessment of various department activities and assessing opportunities for improvement.
3. Providing I.T. Services including Maintenance & Up-gradation of I.T. infrastructure of University Campus.

1.2 Section Officer-1

Processing of files related to following activities:-

1. Payment of bills and renewal of contracts of security, sanitation services, water and electricity services in the campus
2. To manage security sanitation services, water and electricity services in the campus.
3. Canteen services/kiosks for photocopying and refreshments/tuck shops.
4. Vehicle arrangement services.
5. Matters relating to hired vehicles and allocation.
6. Gate passes for returnable/non-returnable items/equipments etc.
7. All periodical reports/returns.
8. Liaison with MTNL/BSNL, DJB and BSES.
9. Security of Building, Issue of Identity Cards/Passes to concerned staff, Key controls, Fire Prevention and awareness etc.
10. Allotment of common facilities to Ambedkar University for temporary use.

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11. Any other duties assigned by the Registrar/Vice Chancellor.

1.3 Section Officer-2

Processing of the files related to the following activities:-

1. Provision and maintenance of office equipments, furniture and furnishings, management of all conference rooms and transport vehicles etc.
2. AMC of various items like Photocopiers, EPBAX, Water coolers, Auqa-Guard, ACs, Refrigerators etc.
3. EPBAX Operation and Maintenance of Intercom connection facility.
4. Reimbursement and payment of residential, Mobile, Internet, News paper bills, payment of set-top box/recharge and cable connections etc.
5. Washing of towels, curtains, bed sheets, etc.
6. To arrange meetings in Conference Room, Seminar Hall & Auditorium and upkeep the equipments installed in Conference Room and Seminar Hall.
7. Maintenance of University Campus, to ensure proper maintenance and upkeep of classrooms, Maintenance of toilets, conference rooms, seminar halls, cleanliness of the campus.
8. Horticulture, Maintenance of Lawns/Gardens including provision and maintenance of plants, trees etc.
9. Arrangement and updating of sign boards, banners, name-plates etc.
10. Booking of Auditorium, Seminar Hall and Conference Hall etc.
11. Any other duties assigned by the Registrar/Asstt. Registrar.

1.4 SYSTEM ANALYST

- 1) To facilitate the procurement of software and computer systems, printers, servers etc and IT related peripherals to meet the requirements of the University after obtaining necessary approvals.
- 2) LAN Network and wi-fi network so that it is functional 24x7 and monitor/define the security policies for the university network.
- 3) To create and maintain email services of the university and to create IT policy for the university
- 4) To install, configure and support purchase of university-wide software applications.
- 5) To coordinate to the MTNL/Service Provider/NKN for smooth operation of the university internet services.
- 6) To maintain the university IT infrastructure like servers, computers, printers, UPS, LCD projectors etc and conduct preventive maintenance time to time and to maintain the record of the IT infrastructure of the university.

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- 7) Design, development and maintain/up-gradation of the university website and uploading the contents of the university on the website and to ensure that website is functional 24x7.
- 8) To provide automation of various university business processes by designing and developing computer information systems which effectively perform those tasks.
- 9) To assist examination division for smooth operation/maintenance/up-gradation of the examination portal.
- 10) To maintain, monitor, administer the university CCTV system and its installation at various places of university.
- 11) To maintain, monitor, administer the university biometric system and make centralized biometric system for all.
- 12) To facilitate physical verification of active and passive parts installed in university recently.
- 13) To work for condemnation of IT hardware as per Government of India rules.
- 14) To facilitate arrangements during programs in conference and seminar hall.
- 15) Any other work assigned by the Competent Authority

1.5 Dealing Assistant

Putting up of the PUC/Proposal related to the following activities:-

1. Payment of Official/Residential MTNL telephone bills.
2. To deposit payment of all telephone bills, Electricity Bills, water Bills and Speed Post Bills etc.
3. Repair/Maintenance of the staff cars, motor cycles etc. and maintenance of record of vehicles and log books.
4. Maintenance of expenditure records of each vehicle towards repairs, POL etc.
5. Accidental expenditure from Imprest Money.
6. Any other duties assigned by the Registrar/ Asstt. Registrar.

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2.0 PROCEDURE

2.1 Resolution Of Sanitation Related Complaints

- Complaint received from any Department.
- Visit by Official of GA Branch on the site.
- Refer the complaint to Sanitation Supervisor for immediate resolution.

2.2 Resolution Of Security Related Complaints

- Complaint received from any Department.
- Visit by Official of GA Branch on the site.
- Refer the complaint to Security Supervisor for immediate resolution.

2.3 Resolution of PWD Related Electric And Civil Complaints

- Receipt of the copy of Complaint by any Department to PWD.
- Follow up with PWD for immediate resolution.

2.4 Repairing and Renovation of Furniture Items.

- Requirement received from any Branch
- Visit by Official of GA Branch on the site.
- Calling the vendors and taking estimate.
- Seeking permission for constitution of committee and Administrative approval for the job work to be done (as per GFR 2017 Norms).
- Award of work contract order.
- Inspection of work done.
- Obtaining satisfactory report from the concerned department.

2.5 Booking of Auditorium, Seminar Hall and Conference Room.

- Requisition from any Department.
- Necessary entries made in the Booking register.
- Allotment on first come first serve basis or on priority basis.

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2.6 Booking of Vehicles for Official Use

- Requisition from any Department.
- Allotment on first come first serve basis.

2.7 Maintenance of Records

- Records related to reimbursement of various perks and privileges to University Functionaries as per University Norms in reimbursement register and staff reimbursement files.
- Records related to payment of electricity bills, water bills, MTNL Telephone bills, Speed post bills, Petrol bills, Solar energy bills in respective registers and files.
- Record of booking of auditorium, seminar hall and conference hall in the booking register and respective file.
- Maintenance of file for payment of security staff deployed to the Agency as per minimum wages Act.
- Maintenance of file for payment of sanitation staff deployed to the Agency as per minimum wages Act.
- Maintenance of log book registers for official vehicle.

2.8 AMC of Equipments

- The product/equipments come normally with a warranty for a specific period. Before two months of expiry of warranty or AMC period, GA branch starts the process.
- It is also seen if the service of AMC of any product is available on GEM, then the order is placed through GEM.
- If the services are not available on GEM then GA Branch calls the OEM or its agency/dealer available in the market and asks for the quotation/estimate for the AMC and awards the order, adhering to the guidelines stipulated in GFR 2017.

2.9 Filing of Petrol in University Vehicles

- Fuel in University vehicles is filled from Govt. Consumer Petrol Pump, Mall Road/Mughal Bundh, Delhi as per need on credit basis.
- Towards this end, Coupon from Coupon book (As per format F-GA-38) is issued in advance on request of the University.
- The payment of fuel supply is made through cheque at Petrol Pump, within 30 days of receipt of bill, after obtaining approval from the Competent Authority, IGDTUW.

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2.10 Procedure of Various IT Services

a. Procurement of computer systems, printers, servers etc and IT related peripherals to meet the requirements of the University after obtaining necessary approvals.

1. Collect requirement of IT Hardware from all departments of University as per Format F-IT-02.
2. Access the requirement received
3. Initiate file for approval of Technical Committee.
4. Make technical specifications and budgetary cost for the requirement from GeM/NICSI/by inviting vendor agencies.
5. Put up file for necessary approval from DTTE and Competent Authority.
6. Procurement will be made after approval.
7. After verification of received goods, store entry will be made
8. Issue IT hardware to indenters of various departments

b. Setting up of LAN Network and Wi-Fi network and monitor/define the Security Policies

1. Check LAN/ Wi-Fi network of university on daily basis through NMS and other devices.
2. Ensure 24x7 working of all Wi-Fi and LAN points through support services.
3. If anywhere found problem, assess that by visiting and rectify with in 2 hour in case of major and 30 min in case of minor.
4. LAN/Wi-Fi should be password protected and ensure security parameters during usage.

c. Create and maintain email services and IT Policies

1. Create Email Ids for all the staff/faculty in IGDTUW domain as per Format F-IT-03
2. Ensure 24x7 working of IGDTUW domain
3. For new email ids, collect requirement from indenter/staff/faculty.
4. For Ph.D.. scholars, M.Tech students, B.Tech Students, creation of email ids only after getting application and verified by her mentor/guide.
5. IGDTUW email ids used only for official and research purpose.

d. Purchase and Installation of university-wide software applications

1. Collect software requirement from all departments as per Format F-IT-02.
2. Access the requirement received
3. Initiate file for approval of Technical Committee.
4. Make technical specifications and budgetary cost for the requirement from GeM/NICSI/by inviting vendor agencies.
5. Put up file for necessary approval from DTTE and Competent Authority.
6. Procurement will be made after approval.

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7. After installation of software, store entry will be made in file and stock register of central store.
 8. After satisfactory working report of software, payment will be processed.
 9. Check timely/yearly for renewal of software license.
- e. Coordinate with MTNL/Service Provider/NKN for smooth operation of the university internet services.**
1. Check NKN/MTNL lease line on regular basis.
 2. If any lease line found not working then contact to support staff/portal for rectification of problem in lease line.
 3. Timely payment of lease line should be made for smooth services of lease line.
 4. Ensure 24x7 working of both lease line in load balancing mode.
- f. Maintenance of IT infrastructure like servers, computers, printers, UPS, LCD projectors etc**
1. Ensure timely maintenance of all IT hardware
 2. Ensure preventive maintenance of all devices every 3 months as per Format F-IT-04.
 3. Ensure availability of all three service engineers & complaint will be attended by team within time.
 4. Payment of AMC to be made only after satisfactory service.
 5. Every complaint submitted through a complaint form as per format F-IT-01 to be attended in maximum of 2 hours duration.
 6. Major problem must be rectified/ repaired within 4 days of time by vendor agency.
 7. AMC service renewal / tender file must be put up timely without break in AMC service.
- g. Design, development and maintain/up-gradation of the university website**
1. Ensure 24x7 working of university website and coordinate with website team for any issue.
 2. Development / Upgradation / Content upload should be done / completed timely by website team.
 3. Notice / circulars should be uploaded on website on immediate basis.
 4. Security audit of website will be performed timely without any compromise.
 5. Backup of database of website is always available in case of failure, main server backup will be made every day or auto backup.
- h. Automation of various university business processes by designing and developing computer information systems which effectively perform those tasks.**

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1. Collect requirement from various departments to automate till department services like Examination Services / Academic Services / etc.
 2. Initiate file for approval of Technical Committee.
 3. Prepare RFP / Technical specification/ budgetary cost estimation from GeM / NICSI.
 4. Put-up file for approval from DTTE & competent authority.
 5. Involve departmental manpower in development of such application & provide training to all dept. staff through vendor agency.
 6. Ensure working of application 24x7 in campus.
 7. Put-up for payment after all installation has been done and after verification from department.
 8. File will be put-up timely for renewal of AMC through vendor agency.
- i. Assist examination division for smooth operation/maintenance/up-gradation of the examination portal.**
1. Ensure examination server should be working 24x7.
 2. Support IT department and exam department in making development of exam portal and services
 3. Support exam staff in daily activities.
- j. Maintenance and administration of the university CCTV system**
1. Conduct Survey and Access the requirement of cameras in whole campus
 2. Initiate file for approval of Technical Committee.
 3. Make technical specifications and budgetary cost for the requirement from GeM/NICSI/by inviting vendor agencies.
 4. Put up file for necessary approval from DTTE and Competent Authority.
 5. Procurement will be made after approval through approved purchase committee.
 6. Ensure Supply, installation and commissioning of all cctv in campus
 7. After installation of all accessories, store entry will be made.
 8. After satisfactory working report of software, payment will be processed.
 9. Preventive maintenance will be made timely or after every quarter.
 10. Check timely/yearly for renewal of software license and AMC contract.
- k. Maintenance and administration of the university centralized biometric system**
1. Ensure BAMS will be functional 24x7 in centralized manner.
 2. Ensure Policy for data backup must be deployed.
 3. Ensure 100% attendance of all staff/faculty through biometric services.
 4. Punching/registration of new staff will be made by service engineer
 5. Timely updating /changes should be made in BAMS for 100% attendance
 6. Ensure AMC services should be adopted for any repair/rectification/support of BAMS.

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I. Physical verification and condemnation of IT hardware as per Government of India rules.

1. Ensure physical verification of all IT hardware timely & once in a year.
2. Numbering of all IT hardware should be made. Nomenclature attached.
3. Records of every year verification & list of condemn item will be put up approval so that unused / out of life items will be condemned timely as per rule.

m. Nomenclature of Unique Number Generation for IT Equipments

1/2	9	9	9	9	9	9	9
Teaching/ Non Teaching	2 digit for department Serial Number		2 digit for type of inventory e.g. server, computers etc		03 digit running Serial Number for the inventory		
Department code			Inventory Classification		Running Serial Number		

Three digit Department Code may be assigned as follows:

Name of Department	Teaching/Non Teaching	Serial Number
BAS	1	01
CSE	1	02
ECE	1	03
IT	1	04
MAE	1	05
Architecture	1	06
VC Office	2	01
General Administration	2	02
Personnel	2	03
Accounts	2	04
Library	2	05
ITS	2	06
Maintenance Cell/P&D	2	07
Hostel	2	08
Dispensary	2	09
Examination	2	10
Academic	2	11
Registrar Office	2	12

Two Digit Inventory Classification Code may assigned as follows:

Type of Inventory	Inventory Code
Server	01
Desktop computer	02

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Laptop	03
Printer	04
UPS	05
Scanner	06
Switch	07
Router	08
Access Points	09
Firewall etc	10

For Example: There are 59 desktop computers in CSE department may be given the following unique code:

From : 10202001
To : 10202059

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Requisition of staff vehicle for official use	F-GA-01 (Performa)	1 year	S.O. 1
2	Requisition for dry-cleaning of furniture	F-GA-02	3 years or audit whichever is later	S.O. 2
3	Complaint form for PWD works (civil/Electrical)	F-GA-03	1 year	S.O. 2
4	Duty chart for cleaning of toilets	F-GA-04	1 year	S.O. 2
5	Deployment of security staff (4 pages)	F-GA-05	1 year	S.O. 1
6	Feedback form for sanitation services	F-GA-06	1 year	S. O. 2
7	Proposal for item to be condemned (Furniture)	F-GA-07	3 years	AR (GA)
8	Proposal for item to be condemned (Machinery/Equipment)	F-GA-08	3 years	AR (GA)
9	Proposal for item to be condemned (e-Waste)	F-GA-09	3 years	AR (GA)
10	Proposal for item to be condemned (Miscellaneous)	F-GA-10	3 years	AR (GA)
11	Status of condemnation in the last 10 years	F-GA-11	3 years	AR (GA)
12	Booking register for auditorium/ seminar hall/ conference hall	F-GA-16 (Register)	1 year	Dealing Assistant
13	Inward letter received register	F-GA-17	As per GFR/Office procedure Manual	Dealing Assistant

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14	File movement register	F-GA-18	As per GFR/Office procedure Manual	Dealing Assistant
15	Dispatch register	F-GA-19	As per GFR/Office procedure Manual	Dealing Assistant
16	Peon book	F-GA-20	As per GFR/Office procedure Manual	Dealing Assistant
17	Sanction order register	F-GA-21	As per GFR/Office procedure Manual	Dealing Assistant
18	Log book register (for Maruti van)	F-GA-22	As per GFR/Office procedure Manual	Dealing Assistant
19	Log book register (for Maruti Eco)	F-GA-23	As per GFR/Office procedure Manual	Dealing Assistant
20	AMC of equipments register	F-GA-24	5 years or audit whichever is later	Dealing Assistant
21	Complaint of equipments register	F-GA-25	3 years	Dealing Assistant
22	Horticulture items issued to gardeners register	F-GA-26	5 years or audit whichever is later	Dealing Assistant
23	Miscellaneous Register (for photo copier counters, furniture dry clean)	F-GA-27	3 years	Dealing Assistant
24	Perks & privileges to officials register	F-GA-28	As per GFR/Office procedure Manual	Dealing Assistant
25	Imprest register	F-GA-29	As per GFR/Office procedure Manual	Dealing Assistant
26	MTNL bills record register	F-GA-30	As per GFR/Office procedure Manual	Dealing Assistant
27	Electricity bills record register	F-GA-31	As per GFR/Office procedure Manual	Dealing Assistant
28	Water bills record register	F-GA-32		Dealing Assistant
29	Solar power consumption & bills register	F-GA-33	As per GFR/Office procedure Manual	Dealing Assistant
30	Petrol purchase for official vehicle Register (POL)	F-GA-34	As per GFR/Office procedure Manual	Dealing Assistant
31	Payment & service register for miscellaneous payments (like speed post, dry clean bill, hiring of vehicles etc.)	F-GA-35	As per GFR/Office procedure Manual	Dealing Assistant
32	Indent book for consumables	F-GA-36	As per GFR/Office procedure Manual	Dealing Assistant
33	Indent of non consumables	F-GA-37	As per GFR/Office procedure Manual	Dealing Assistant

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34	Petrol Coupon Book Register	F-GA-38	3 years	Dealing Assistant
35	Complaint Form-ITS	F-IT-01	5 Years	SA
36	Indent Form for new requirement	F-IT-02	5 Years	GA
37	Email Id Creation Form	F-IT-03	5 Years	SA
38	Preventive Maintenance Form	F-IT-04	5 Years	SA

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities
2	To provide the clean, hygienic and safe environment and learning ambiance to the students and staff.
3.	To ensure timely completion of all call related to ITS

S. No	Time frame for execution of activities
1	Reimbursement of Perks & Privileges - within 15 days after receipt of the bills duly completed in all respects
2	Payment of Security agency monthly wage bill - within 30 days after receipt of the bills duly completed in all respects
3	Payment of Sanitation agency monthly wage bill - within 30 days after receipt of the bills duly completed in all respects
4	Payment of Utility bills (Electricity, Telephone etc.) -- before due date
5	Payment of Hired vehicles monthly bill -- within 30 days after receipt of the bills duly completed in all respects
6	Sanitation related complaints -- one day
7	Security related complaints -- one day
8	Booking of auditorium/seminar hall/conference hall --- one day
9	IT Services related complaints – regular complaints (within one day), complaints for repair In-house (within 2-4 days), complaints for repair outside (as per work)

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1.0 RESPONSIBILITIES

1.1. Purchase Officer

- 1) Over all supervision and administration of purchase activities
- 2) To coordinate with all departments regarding procurement of all items etc.
- 3) Inviting tenders and procurement of machinery and equipment, goods and materials.
- 4) Annual evaluation of external providers for their service quality
- 5) To follow any instruction or work as assigned by Competent Authority
- 6) Periodic risk assessment of various department activities and assessing opportunities for improvement.

1.2 Deputy Purchase Officer / Assistant Purchase Officer / Purchase Assistant

- 1) Regular entry of purchases done for different departments
- 2) Maintenance of files, formats, records
- 3) Processing of supplier bills for sanction
- 4) To follow any instruction or work as assigned by Purchase Officer

2.0 Procedure

2.1 Heads / Sub Heads

The purchases are done mainly in the following sub heads of account against the budget received from Govt. of Delhi:

- 1) Machinery & Equipment
- 2) Raw Materials
- 3) Stationary
- 4) Furniture
- 5) IT Equipments (Computer peripherals, switches etc.)
- 6) General items
- 7) Misc.

2.2 Processing of Requisitions

- Proposals are invited from various departments for the procurement of Non-Consumable Items and Consumable items in Format No. F-PU-01.
- The proposals, duly signed by the concerned department are submitted to the Purchase Section for further necessary action.

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2.3 Purchases as Per GFR-2017

Firstly all purchases shall be procured through GEM as per rule 149 of GFR-2017. If, procurement will not be done through GEM, then the following steps shall be adopted:-

- Proposals, which are up to 25,000/-, as in such cases the material can directly be procured from the market as per rule 154 of GFR-2017.
- Proposals, which are above 25,000/- and upto 2.5 Lakh, as these proposals fall under the preview of Local Purchase Committee as per rule 155 of GFR-2017.
- Proposals, which are above 2.5 Lakh can be obtained by bidding as per rule 158 of GFR-2017.
- The necessary forms (work order and supply order) are as per format F-PU-02 and F-PU-03

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Formats as per GFR-2017	-	Five Years	PO/DPO
2	Procurement / Tender related files	-	Five Years	PO/DPO
3	Procurement of items	F-PU-01	Five Years	PO/DPO
4	Work Order	F-PU-02	Five Years	PO/DPO
5	Supply Order	F-PU-03	Five Years	PO/DPO

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities
2	Processing of bills for payment within one month of receipt of bills.

S. No	Time frame for execution of activities
1	Constitution of Local Purchase Committee/Technical Committee (if applicable) – within 1 week from date of receipt of administrative approval of the requirement.
2	Floating of tenders / Request DAVP (if applicable) as per GFR-2017 for insertion of advertisement – within 1 week after floating tender
3	Technical evaluation of Tender by Technical Committee - within 1 month.
4	Financial evaluation of Tender by Financial Committee - within 1 month.
5	Preparation of comparative statement - within 1 month
6	Approval/ meeting of Purchase Committee - within 1 month.
7	Placing of Supply order/work Order after approval from Competent Authority - within 2 week.

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1.0 RESPONSIBILITIES

1.1 Store Incharge

- 1) To coordinate with HoD's/Incharges of various departments/ branches regarding inspection of new items received in the store.
- 2) To coordinate with HoD's/Incharges of various departments/ branches regarding condemnation of materials/equipment etc.
- 3) To initiate the process for auction of materials / equipment declared condemned by the competent authority.
- 4) To initiate the process of annual physical verification of fixed Assets and Non-consumables (other than fixed assets) at the end of the each financial year and place the verification report before the competent authority for approval.
- 5) To initiate the process of annual physical verification of Consumables at the end of each financial year and place the verification report before the Competent Authority for approval.
- 6) To produce the record of store for inspection as and when called by the audit party.
- 7) To conduct periodical verification of stock register (Consumable & Non-consumable) and Inventory monitoring.
- 8) Issue of No Dues Certificate.
- 9) To frame guidelines regarding distribution of fixed assets / non consumable items to different labs/classrooms/faculty members/lab staffs/departmental offices etc. as approved by Competent Authority.

1.2 Store Keeper

- 1) Issue of material to the indenter on production of duly filled and signed indent form (Format ST-01 & ST-02) of such quantity as signed by the Store Officer.
- 2) Maintaining the proper record of consumable items in the consumable stock register (Format ST-03)
- 3) Receiving the material/items from the suppliers as per purchase order issued.
- 4) Processing the case for inspection of material items received against purchase order in the store.
- 5) Making necessary entries of material/items declared accepted by the inspection committee / officer concerned in the respective stock register viz. Consumable Stock Register (F-ST-03) or Non Consumable Stock Register (F-ST-04)
- 6) Maintaining Register of Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the form (F-ST-05).
- 7) Maintaining the Register of items issued to individual officer/staff in their personal capacity (Format-ST-06) as per order issued by the Competent Authority.
- 8) Maintaining the Register of items placed department-wise (Format-ST-07).
- 9) Maintaining all files and record of Stores.

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10) To keep the balance quantity of consumable and non consumable items available in the store in safe and clean custody.

11) To follow any instruction or work as assigned by Store Incharge.

2.0 PROCEDURE

2.1 Consumable Items

- 1) Store, on receipt of purchase order issued by the purchase branch, receive consumable material from the supplier as per quantity mentioned in the purchase order along with bill and challan etc.
- 2) Store on receipt of material shall inform the chairman of the inspection committee/ indenting officer constituted by the purchase section and get the items inspected by the committee.
- 3) If the material is reported "accepted" by the inspection committee/officer, necessary entry shall be made in the consumable stock register. If the material is reported "rejected" by the inspection committee/officer, same shall be informed to the supplier for taking back the material and goods returned report shall be forwarded to purchase section for necessary action at their end.
- 4) On receipt of file from the purchase section regarding the stock entry, necessary recording will be made in the concerned file and bill. Store shall keep one set of bill along with inspection report, challan, CRAC etc in the bill file.
- 5) As and when, a request received for issue of consumable material from the department/ branches in duly filled and signed consumable indent in the prescribed format on monthly basis preferably 1st to 10th day of month, the store keeper shall write the quantity in issue column after checking the items available in the store and then submit it to store officer for counter signing. All items shall be issued to the departments/branches as per indent not to the individual. Department head/incharges shall maintain a departmental consumable stock register (format-ST-03) and record the receipt and issue of item of the same.
- 6) The store keeper after issue of material shall make necessary entries for issue in the consumable registers.
- 7) The store keeper shall keep the indent after issue in the indent file for future record.
- 8) The store keeper shall produce the consumable stock register every quarter to the store officer for verification.

2.2 Non Consumable

- 1) Store, on receipt of purchase order issued by the purchase branch, receive non consumable material from the supplier as per quantity mentioned in the purchase order along with bill and challan etc.

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- 2) Store on receipt of material shall inform the chairman of inspection committee/indenting officer/HOD of the concerned department constituted by the purchase section and gets the items inspected by the committee.
- 3) If the material is reported "accepted" by the inspection committee/officer/indenting officer/HOD, necessary entry shall be made in the non consumable stock register (Format-ST-04) as well as fixed asset register (Format-ST-05) immediately. If the material is reported "rejected" by the inspection committee / officer/indenting officer/HoD, same shall be informed to the supplier for taking back the material and goods returned report shall be forwarded to purchase section for necessary action at their end.
- 4) On receipt of file from the purchase section regarding the stock entry, necessary recording will be made in the concerned file and bill. Store shall keep one set of bill along with inspection report, challan, CRAC etc in the bill file.
- 5) As and when, a request received for issue of non consumable material from the department/branches in duly filled and signed non consumable indent in the prescribed format (Format-ST-01), the store keeper shall write the quantity in issue column after checking the items available in the store and then submit it to store officer for counter signing. All items shall be issued to the departments/branches as per indent not to the individual.
- 6) In case any specific order issued by the Competent Authority for issue of non consumable item to the individual, the individual shall submit duly filled indent through HoD/branch head along with copy of office order and an undertaking that "the material is being received by him/her on individual capacity and shall return/deposit as per rule".
- 7) Department head/incharges shall maintain a departmental non consumable stock register and also lab wise non consumable stock register to record the receipt and issue of them of the same.
- 8) The store keeper after issue of material shall make necessary entries for issue in the non consumable stock registers as well as in fixed asset register.
- 9) In case any non consumable item is issue to individual officer/staff in their personal capacity immediately.
- 10) The store keeper shall keep the indent after issue in the indent file for future record.
- 11) The store keeper shall produce the on consumable stock register every quarter to the store officer for verification.

2.3 Condemnation and Auction of Material Items

- 1) Store branch shall issue circular calling request from different departments for condemning the obsolete/ unused / unserviceable / uneconomical items.
- 2) The items / machines shall be deposited in store along with report of departmental committee certifying that the items mentioned in list are obsolete/unused/unserviceable/uneconomical for use.

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- 3) On receipt of request from different departments, store branch shall make a consolidated list of items to be condemned and move proposal for condemnation as per GFR and constitute an external committee comprising of following:-

Registrar	Chairman
Two members from Dean/HoD's of University	Member
Two external experts (Nominated by VC)	Member
Assistant Registrar (GA)	Member
Incharge (Stores)	Convenor

- 4) Store shall make the list of items sent by different departments for condemnation as per prescribed format (F-ST-01) for placing it before the Condemnation Committee.
- 5) On receipt of report from the external committee, store shall move a proposal for declaring the items recommended by the Committee as condemned before the Competent Authority for approval.
- 6) With the approval of Competent Authority, an order shall be issued for declaration of condemned items and the condemnation committee shall initiate the process for disposing off the condemned items by calling quotation/bids/auction as the case may be as per rule.
- 7) After selecting the vendor, the condemnation committee shall submit its report to the Competent Authority for approval.
- 8) With the approval of the Competent Authority, an order is issued to vendor to take off the condemned material after depositing the sale amount. The store after verifying the sale amount has been realised and deposited with Accounts Branch shall make necessary entry for disposed off the condemned material from the concerned stock registers and other relevant records.

2.4 ANNUAL PHYSICAL VERIFICATION

2.4.1. Consumable

- 1) At the end of every financial year a committee shall be constituted with the approval of Competent Authority to get the consumable item physically verified.
- 2) Report of the Committee shall be placed before Competent Authority for approval.
- 3) Deficiency if any as reported by the committee shall be recovered from the official concerned with the approval of the Competent Authority.

2.4.2. Non-Consumable

- 1) At the end of every financial year a committee shall be constituted with the approval of Competent Authority to get the consumable item physically verified.
- 2) Report of the committee shall be placed before Competent Authority for approval.

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3) Deficiency if any as reported by the committee shall be recovered from the official concerned with the approval of the Competent Authority.

2.5 Issue of Non Dues Certificate

- 1) On receipt of request from individual, issue of No Dues Certificate, the store keeper shall check the record and if nothing is due to his/her name than record the remarks on the No Due Certificate that "Nothing is due in his/her name".
- 2) Store Officer after verification from record, as certified by storekeeper, sign the No Dues Certificate and issue the same to the individual for submitting to the Personal Branch.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Consumable item Indent Form	F-ST-01	Permanent	Store Incharge / Store Keeper
2	Non Consumable item Indent Form	F-ST-02	Permanent	Store Incharge / Store Keeper
3	Consumable Stock Register	F-ST-03	Permanent	Store Incharge / Store Keeper
4	Non Consumable Stock Register	F-ST-04	Permanent	Store Incharge / Store Keeper
5	Fixed Asset Register	F-ST-05	Permanent	Store Incharge / Store Keeper
6	Register based on items issued on personal capacity	F-ST-06	Permanent	Store Incharge / Store Keeper
7	Register based on items placed department-wise	F-ST-07	Permanent	Store Incharge / Store Keeper

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	To achieve at least 90% adherence to scheduled activities

S. No	Time frame for execution of activities
1	Incoming Inspection of Goods – Within Two weeks
2	Processing of Bills for stock entries– Within One week
3	Updating stock entry register– Within one week.
4	To complete physical verification of stock every year – March/April every year.
5	To issue No Dues certificate – Within 2 working days

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1.0 RESPONSIBILITIES

1.1 FAA

- 1) Responsible for Redressal of complaints and queries under RTI Act.

1.2 PIO/APIO

- 1) Responsible for receipt, review and speedy disposal of applications received under RTI Act
- 2) Monitoring of uploading of RTI manuals on University website.
- 3) Recordkeeping

1.3 Dealing Assistant

- 1) To receive the RTI application and submitted to Public Information Officer (PIO)
- 2) To draft the forwarding letter and send to the concern branch after signed by the PIO
- 3) To draft the forwarding letter and send to the applicant after signed by the PIO
- 4) Maintain the RTI related records.

2.0 PROCEDURE

2.1 Processing of RTI Applications

- RTI application is received either directly by PIO/APIO or in RTI Cell.
- Information requested in the query is obtained from concerned officers/officials who are deemed PIO.
- Reply is prepared and sent.
- FAA is responsible for Redressal of complaint if approached by the applicant in case he/she is not satisfied with the reply.

2.2 Updating Information on RTI Website

- RTI Manuals are updated from time to time on website of the University
- RTI received on Delhi Govt. RTI portal is replied on line on the portal.

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2.3 Recordkeeping

- For each RTI application, a unique ID is assigned and kept in the file.
- Relevant information regarding the RTI application is entered in the register maintained by Dealing Assistant.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	RTI file		2years or till the disposal of the case at the CIC office whichever is later.	Dealing Asstt.
2	RTI Application Register	F-RT-01		Dealing Asstt.

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Aim to achieve 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	To get appropriate reply from concerned department within 15 working days.
2	To dispose-off RTI application within a month.

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1.0 RESPONSIBILITIES

1.1 Dean (Planning & Development)

- 1) Coordinating various planning and development activities of the University.
- 2) Coordinating and conducting various statutory body meetings of the University.
- 3) Coordinating development of the New Campus of the University and its related activities.
- 4) Development and maintenance of the existing campus in coordination with PWD.
- 5) Any other work assigned by the Competent Authority/Vice Chancellor, IGDTUW
- 6) Periodic risk assessment of various department activities and assessing opportunities for improvement.

1.2 Consultant (Planning and General Co - Ordination)

- 1) Implementation of New Pension Scheme for all the employees of the University.
- 2) MOU or Agreement with Delhi Govt Empanelled Hospitals for medical facilities for all the employees of the University (Implementation of DGEHS Scheme).
- 3) Matters pertaining to Conduct of Statutory bodies, i.e. Academic Council, Board of Management, Finance Committee, Planning Board, University Court etc meetings.
- 4) Handling of Outcome Budgets, preparation and Forwarding quarterly returns in time.
- 5) Framing of Service rules, Conduct rules, Recruitment rules and Policy matters etc.
- 6) Processing of Intimation / permission and maintenance of Annual Property returns under conduct rules.
- 7) Any other work assigned by the higher authorities.

1.3 Consultant (Executive Engineer)

- 1) Co-ordinating various development activities pertaining to the existing Campus Development and new Campus of the University.
- 2) Development and Maintenance of the existing Campus in co-ordination with PWD.
- 3) Monitoring of day to day maintenance being done by PWD.
- 4) Checking of various estimates submitted by PWD for issuing accord of administrative approval and expenditure sanction of the competent authority.
- 5) Co-ordinating to conduct meeting for Building Works Committee for finalisation of various development works related to University.
- 6) Submission of proposal for allotment of fund to PWD for various on-going works in the University.
- 7) Checking of Quality of running works being executed by PWD.

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- 8) Attending various meetings as and when required related to development matters of the University.

3 PROCEDURE

2.1 MEDICAL FACILITIES WITH DGEHS EMPANNELED HOSPITALS

- Signing of MOUs / Agreement with Empanelled Hospitals and Diagnostic centres for extending the medical facilities for University regular Employees.
- Receipt of relevant data from University employees in prescribed forms for issuing the Medical Cards for employees and their dependents.
- Informing the University employees about the Empanelled Hospitals with whom the agreement is signed by the University.
- Framing and Approval of Medical Regulations and treatment from BOM.
- Informing the University Employees about the relevant forms etc for Medical Claim forms etc.

2.2 CONDUCT OF VARIOUS STATUTORY BODIES MEETINGS

- Ensuring the Constitution and re-constitution of various statutory bodies of the University as per the Act and Statute.

Successful Conduct of Regular Meetings for these statutory bodies:

- ❖ University Court
- ❖ Board of Management
- ❖ Academic Council
- ❖ Board of Studies
- ❖ Finance Committee
- ❖ Planning Board
- Issue of Minutes of the meeting of these Statutory bodies meetings and their follow-ups.
- Uploading the Minutes of these meetings on University Website.

2.3 OUTCOME BUDGETS

- Preparation of Annual outcome budget of the University in April for the Financial year and forward to the Delhi Govt Of NCT

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- Review the progress quarterly and forward the quarterly reports to Delhi Govt during first week of July, Oct and Jan for 2nd, 3rd and 4th quarter.

2.4 ANNUAL PROPERTY RETURNS UNDER CONDUCT RULES

- Ensuring timely filing of Annual property return by all the eligible employees of the University as the guidelines issued from Delhi Govt. time to time.
- Retention and filing of these returns in personal files of all the eligible employees and forwarding the intimation to Delhi Govt as per requirements.

2.5 CO-ORDINATION OF CAMPUS DEVELOPEMNT ACTIVITIES

- Receive the requisition for repair / renovation / addition / alternation works from various HODs as required by them.
- Obtaining approval of the proposal submitted by HODs from the competent Authorities of the University.
- Forwarding of the approved requisition letter to PWD to submit the estimate of the work.
- After receipt of the estimate from PWD, the same is examined for its correctness by the maintenance cell.
- Finally, the estimate is put up to Building & Works Committee for their approval.
- A/A and E/S is issued in favour of PWD and the funds are released to execute the work.

2.6 MONITORING OF DAY TO DAY MAINTENANCE ACTIVITIES

Maintenance / Complaint forms are handed over to the Nodal officer for each academic building, who is to check toilets, classrooms and labs etc. on daily basis and report any complaints in these forms to JE(Civil) and JE (Electrical) with copy to Maintenance Incharge to monitor from PWD for early action.

2.7 LAND FOR NEW CAMPUS

Land for new campus is to be identified with close interaction with various agencies of Delhi Govt. The land previously identified at Dera Mandi village has not been cleared by DDA due to its land use clause.

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3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Medical Card Form	F-PD-01	3 years after issue of Medical Card	SO(PD)
2	Dependent Declaration form	F-PD-02	3 years after issue of Medical Card	SO(PD)
3	Annual Property Returns forms	F-PD-03	Till Retirement of the Employee	SO(PD)
4	Medical Claim Forms	F-PD-04	5 years after payment of Medical Claim	AFO
5	PWD Complaint Form	F-PD-05	One Month	EE (Consultant)

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Aim to achieve 90% adherence to schedule of activities
2	To ensure timely and dedicated PWD services for smooth functioning of the University.

S. No	Time frame for execution of activities
1	Maintenance related (PWD) complaints - acknowledgement in two- three days, depending upon the nature of work

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1.0 INTRODUCTION

The Office of Dean/Deputy Dean, Industrial Research and Development supports the research efforts of all Faculty Members, provides mentoring for our new Faculty, facilitates and fosters industrial collaboration and identifies and disseminates research opportunities and collaborations. IRD Cell has following objectives:

- To provide strategic research leadership and support for research and research training programs within the Faculty, including strategic planning, and research program development for achievement of the Faculty's research goals and objectives.
- To provide specialized administrative and managerial support for the operation of sponsored research and consultancy projects and other research development and outreach activities of the University.
- The Dean/Dy. Dean's (IRD) office is a point of contact and liaisons between the faculty and external agencies for all research and consultancy projects. It would be responsible for maintenance of project records, project compliance, and financial management of projects and administration of contractual/deputed project personnel.
- Assist and advise researchers within the Faculty to maximize external research funding through development programs, internal peer review and mentoring processes.
- Research Operations – provide leadership for and coordination of the operational function of the research strategic plan of the Faculty.

Goals

- To engage in priority areas of research and consultancy.
- Disseminate research findings to the scientific and industrial communities.
- Develop appropriate technological innovations towards industrial development.
- Productively participate in priority extension and outreach activities.
- Promote and facilitate partnerships, networking, and collaborations with other institutions, industry and organizations.

2 RESPONSIBILITIES

2.1 Dean/ Dy. Dean (IRD)

- a) Execution of all administrative function including planning, budgeting, project monitoring (both technical and financial budgetary, control, compliance with terms and conditions of agreement/contract between sponsor (s) and the University etc.

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- b) To manage sponsored Research and Industrial Consultancy Projects as per the norms, Rules and Regulations for Research and Industrial Consultancy.
- c) Administration of all the contractual/deputed project personnel and inventory management of stores procured through the PI and HoD
- d) Promotion of University research and consultancy, technology transfer, IPR and Software Marketing etc.
- e) Liaison with PIs, the University and Sponsors.
- f) Utilization and monitoring of various development funds such as RDF and PDF as described.
- g) To constitute IRD Advisory Committee for Sponsored Industrial Research Consultancy in accordance with the University Rules.
- h) Any other activities that may be assigned from time to time by Competent Authority.

3 PROCEDURE

(FOR BOTH SPONSORED RESEARCH PROJECT & INDUSTRIAL CONSULTANCY)

3.1 Project Initiation and Management

The guidelines for Project Initiation and Management which includes budgetary norms, collaboration with Outside Organizations, Formation of Project Monetary Committee, Liability, maintenance of documents, publications of results, etc. are followed as per **Annexure 1** of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW. Various forms related to management of sponsored research project and industrial consultancy are as follows:-

Sl. No.	Form No.	Title
1.	F-RD-01	Forms for Approval of Consultancy Project
2.	F-RD-02	Consent of Proposed Investigator(s) from other than PIs Deptt.
3	F-RD-03	Involvement of Consultant
4	F-RD-04	Student Assistantship-For UG/PG/Ph.D../Post Doc. Fellow
5	F-RD-05	Approval of Project Positions
6	F-RD-06	Advertisement to fill up Project Positions
7	F-RD-07	Screening Committee Report (Walk in Interviews)
8	F-RD-08	Selection Committee Report (through advertisement)
9	F-RD-09	Contract with candidates selected/engaged
10	F-RD-10	Extension of Time/Revision of Project Amount
11	F-RD-11	Travel (Domestic)

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12	F-RD-12	Travel (International)
13	F-RD-13	Expenditure from PDF
14	F-RD-14	Distribution of consultancy project funds
15	F-RD-15	Certificate of T&P items purchased under project
16	F-RD-16	Proposal for Distribution of UOC received against Sponsored Research Projects
17	F-RD-17	Request for hiring of services in the project (through approved agency) for hiring of a placement agency
18	F-RD-18	Letter for Termination of Project

3.2 Recruitment of Project Staff

- a. Selection Procedures for Recruitment of Project Staff (Including for Walk in Interview) are followed as per **Annexure 2** of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW.
- b. Terms and Conditions for Project Positions, Qualifications and Fellowships/Emoluments of Project Staff are followed as per Annexure - 3 of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW.

3.3 Memorandum of Understanding (MOU)

Guidelines for MoU/Agreement that is signed with the sponsor of a Consultancy Project are followed as per Annexure – 4 of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW.

3.4 Hiring/Purchase OF Equipments, Materials and Consumables

Norms for Hiring/Purchase of equipments, Materials and consumables are followed as per Annexure – 5 of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW.

3.5 Project Control, Management and Monitoring

Guidelines for Project Control, Management and Monitoring shall be exercised by the VC through Dean/ Dy. Dean (IRD Cell) as per Annexure - 6 of Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy for IGDTUW.

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4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Forms for Approval of Consultancy Project	F-RD-01	5 Years	Dean/Dy. Dean (IRD)
2	Consent of Proposed Investigator(s) from other than Pls Deptt.	F-RD-02	5 Years	Dean/Dy. Dean (IRD)
3	Involvement of Consultant	F-RD-03	5 Years	Dean/Dy. Dean (IRD)
4	Student Assistantship-For UG/ PG/ Ph.D./ Post Doc. Fellow	F-RD-04	5 Years	Dean/Dy. Dean (IRD)
5	Approval of Project Positions	F-RD-05	5 Years	Dean/Dy. Dean (IRD)
6	Advertisement to fill up Project Positions	F-RD-06	5 Years	Dean/Dy. Dean (IRD)
7	Screening Committee Report (Walk in Interviews)	F-RD-07	5 Years	Dean/Dy. Dean (IRD)
8	Selection Committee Report (through advertisement)	F-RD-08	5 Years	Dean/Dy. Dean (IRD)
9	Contract with candidates selected/engaged	F-RD-09	5 Years	Dean/Dy. Dean (IRD)
10	Extension of Time/Revision of Project Amount	F-RD-10	5 Years	Dean/Dy. Dean (IRD)
11	Travel (Domestic)	F-RD-11	5 Years	Dean/Dy. Dean (IRD)
12	Travel (International)	F-RD-12	5 Years	Dean/Dy. Dean (IRD)
13	Expenditure from PDF	F-RD-13	5 Years	Dean/Dy. Dean (IRD)
14	Distribution of consultancy project funds	F-RD-14	5 Years	Dean/Dy. Dean (IRD)
15	Certificate of T&P items purchased under project	F-RD-15	5 Years	Dean/Dy. Dean (IRD)
16	Proposal for Distribution of UOC received against Sponsored Research Projects	F-RD-16	5 Years	Dean/Dy. Dean (IRD)
17	Request for hiring of services in the project (through approved agency) for hiring of a placement agency	F-RD-17	5 Years	Dean/Dy. Dean (IRD)
18	Letter for Termination of Project	F-RD-18	5 Years	Dean/Dy. Dean (IRD)

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5.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	Approval of Various Committee for the concerned project from Competent Authority within 1 month.
2	Approval of Recurring and Non-recurring expenditure from Competent Authority within 1 month.
3.	Approval for Recruitment of Project Staff from Competent Authority within 1 month.
4.	Approval for submission of New Research/Consultancy projects to external funding agencies within 1 month
5.	Approval for submission of foreign travel grant from external funding agencies within 1 month.

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1.0 INTRODUCTION

IGDTUW offers admission to female candidates in the Ph.D.. program commencing in August every year. Presently Ph.D.. Program is run in Computer Science Engineering, Information Technology, Electronics and Communication Engineering, Mechanical and Automation Engineering, and disciplines of Mathematics, Physics, Chemistry and English in Applied Sciences Department. Research is also carried out in various interdisciplinary fields like Nanotechnology and Environmental Sciences. The excellence in research is demonstrated by the quality of the published articles and conference presentations by the students under the mentorship of highly qualified university approved supervisors

OBJECTIVES

- i. To foster a research environment for quality research in the frontier areas of engineering, science and humanities.
- ii. To promote research excellence to achieve 3Ps (Product, Patents, Publications).
- iii. To encourage innovation and new ideas integrating research and evolving Technologies for novel applications.
- iv. To encourage patents and quality publications in good international journals/conferences with high impact factor.
- v. To ensure research ethics and academic honesty through plagiarism check.
- vi. To increase collaborative partnerships by establishing linkages with other academic & research, institutions.
- vii. To facilitate information sharing and research dissemination.

2.0 RESPONSIBILITIES

2.1 Dean/ Dy. Dean (R&C)

- 1) Execution of administrative functions in compliance with Ph.D.. Rules & Regulations.
- 2) To formulate Ph.D.. Regulations and JRF/SRF Norms.
- 3) Constitute Department Research Committee (DRC) for various departments.
- 4) Constitute University Research Board (URB) and conduct its meeting.
- 5) Dealing with escalations of Ph.D.. students
- 6) Periodic risk assessment of various department activities and assessing opportunities for improvement.

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2.2 Ph.D.. Coordinator

- 1) Conduct all activities related to Ph.D. Admission including counselling.
- 2) Conduct activities related to Ph.D. Course Work.
- 3) Hiring and administration of visiting faculty for Ph.D. Course Work.
- 4) Conduct Workshops/Expert Lectures for Ph.D. students.
- 5) Maintenance of student record admitted in the Ph.D. programme.
- 6) Website update of data pertaining to Research Wing.
- 7) Coordinate with Dean (R&C) for miscellaneous activities of Research Wing.

2.3 DRC Coordinator

- 1) Conduct of Department Research Committee (DRC)
- 2) Finalising the MoM of DRC and seeking approval from Competent Authority.
- 3) Maintenance of student personal files admitted in the Ph.D. programme
- 4) Maintenance of all records pertaining to Pre-Ph.D. synopsis and Thesis submission

2.4 DEALING ASSISTANTS

- 1) Support to Dean (Research & Consultancy) and Ph.D. coordinator for Research Wing activities.
- 2) Maintenance of all records pertaining to students, DRC, URB and other Research Wing activities.
- 3) Drafting noting for various activities of Research Wing.

3.0 Procedure

3.1 Issuance of Office Order

Office order is issued for:

- 1) Final Registration of Ph.D. students as candidate after approval by Competent Authority.
- 2) Withdrawal/Cancellation from Ph.D. Programme after approval by Competent Authority.
- 3) Sanction of Leaves to Ph.D. students after approval by Competent Authority.
- 4) List of University Approved Supervisor after approval by Competent Authority.
- 5) Any other related to Ph.D. Programme.

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3.2 Student Record Preparation

- 1) Proper maintenance of records of Ph.D. students.
- 2) Proper maintenance of Course Work records.
- 3) Proper maintenance of JRF/SRF records.

3.3 Updating Maintenance of Records

- 1) Record of students enrolled in the Ph.D. programme at the start of academic session.
- 2) Record of Cancellation/Withdrawal of students.
- 3) Office record of Ph.D. students semester wise.
- 4) Any special cases.

3.4 Constitution of Department Research Committee (DRC)

- 1) The DRC shall be constituted for a period of two years. The minimum number of members in any DRC will be **seven**, including at least two academic staff at the level of Professors.
- 2) Dean of Faculty/HOD/Eminent Academician/Eminent Scientist : Chairperson
- 3) Two outside experts nominated by Vice Chancellor.
- 4) All Professors of the concerned department
- 5) Two Associate Professors satisfying the eligibility requirement for being University Approved Supervisor, appointed by VC for a tenure of two years
- 6) Two Assistant Professors satisfying the eligibility requirement for being University Approved Supervisor, appointed by VC for a tenure of two years
- 7) Supervisor(s) only in the case where the progress report of the concerned candidates shall be discussed.
- 8) Coordinator DRC
- 9) In case, any department fails to have the required minimum number of seven members in DRC as per R 10.2, or if the number of professors is less than two, a joint DRC with other department having closest academic affiliation shall be constituted by the Vice-Chancellor.

Aim of DRC is to undertake the following activities:-

- 1) Approval of Course Work
- 2) Evaluation & approval of Research Plan
- 3) Approval of Registration conversion PT to FT / FT to PT

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- 4) Approval of case of withdrawal from Ph.D. Programme
- 5) Decision and approval of case of cancellation of Ph.D. admission
- 6) Approval of Supervisor/Joint Supervisor in compliance with Ph.D. Rules & Regulations
- 7) Award of JRF/SRF (In case a vacancy exists in the mid of Academic Year)
- 8) Sanction of Leaves to Ph.D. students
- 9) Performance Monitoring of Ph.D. students: **I Term**-July to December; **II Term**-January to June every year.
- 10) Allocation of supervisor (if required)
- 11) Conduct & approval of Pre-Ph.D. synopsis
- 12) Propose Board of Examiners for Thesis evaluation
- 13) Any other special case

3.5 Constitution of University Research Board (URB)

The URB shall be constituted and will consist of following members:-

- (i) Vice-Chancellor or VC's Nominee.
- (ii) Dean, Research and Collaboration.
- (iii) Chairpersons of DRCs / Deans of faculties / HODs of departments.

The Board will undertake the following activities:-

- 1) Approval of Supervisor/Joint supervisor on recommendation of DRC
- 2) Approval of Final Registration of Ph.D. student as candidate on due recommendation of DRC
- 3) Any other special case (if required)

3.6 Admission of Doctorate Student

- 1) Students are admitted to Ph.D. Program through Research Aptitude Test (RAT) or an interview or both as per Rules and Regulations mentioned in "**Annexure-B**".
- 2) After selection the Ph.D. student is admitted on provisional registration to the Ph.D. Program and pursues the course work for one year.
- 3) After successful completion of the course work, the student presents her research plan as per the Research Plan Template F-RW-02 before the DRC. After approval of the research plan by DRC and subsequent approval of URB, the student gets final registration as candidate in the Ph.D. Program

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3.7 IGDTUW RESEARCH FELLOWSHIP SCHEME (JRF/SRF)

IGDTUW provides Research Fellowships to few full time Ph.D. students as per the norms in Revised IGDTUW Research Fellowship Scheme-2018 (**Annexure-C.**)*The various forms related to JRFs are as follows*

- a) Joining report form as per format F-RW-1A
- b) Undertaking form for not availing fellowship from any other source as per format F-RW-1B.
- c) Ph.D. Fellowship Claim Form as per format F-RW-1C.
- d) HRA certificate as per format F-RW-1D.
- e) Checklist for fellowship claim as per format F-RW-1E
- f) Contingency Grant Claim Form as per format F-RW-IF

3.8 ALLOCATION OF THESIS SUPERVISOR(S) /JOINT SUPERVISORS

Supervisor(S) / Joint Supervisors are allocated as per the rules and guidelines mentioned in **Annexure-‘B’** by filling out the **Performa for Recognition as Ph.D. Supervisor/Joint Supervisor** as per the format F-RW-03.

3.9 PROGRESS REPORT

The template for Progress Report and related forms for evaluation of Research Work by DRC are documented in template F-RW-04.

3.10 GUIDELINES FOR THESIS PREPARATION

The guidelines for thesis preparation and related forms for thesis submission are documented in template F-RW-05.

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4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Joining Report Form	F-RW-1A	5 years	Ph.D. Coordinator/D.A.
2	Undertaking Form	F-RW-1B	5 years	Ph.D. Coordinator/D.A.
3	Ph.D. Fellowship Claim Form	F-RW-1C	5 years	Ph.D. Coordinator/D.A.
4	HRA Certificate	F-RW-1D	5 years	Ph.D. Coordinator/D.A.
5	Checklist for fellowship claim	F-RW-1E	5 years	Ph.D. Coordinator/D.A.
6	Contingency Grant Claim Form	F-RW-1F	5 years	Ph.D. Coordinator/D.A.
7.	Research Plan Template	F-RW-02	5 years	Ph.D. Coordinator/D.A.
8.	Proforma for Recognition as Ph.D. Supervisor/Joint Supervisor	F-RW-03	5 years	Ph.D. Coordinator/D.A.
9.	Progress Report Template	F-RW-04	5 years	Ph.D. Coordinator/D.A.
10.	Thesis Preparation Template	F-RW-05	5 years	Ph.D. Coordinator/D.A.

5.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	To achieve at least 90% adherence to scheduled activities

S. No	Time frame for execution of activities
1	Issue of office order within one week after approval of Competent Authority.
2	Update Ph.D. student list one month after completion of Ph.D. Admission.
3	Onward transmission of documents to the related branch within one week.

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1.0 INTRODUCTION

IGDTUW (Krishna and Kaveri) Hostels provide a safe, diverse, and well-maintained environment that complements and supports the academic mission of the University. We create a dynamic living/learning experience that promotes and inspires individuals to become empowered community members.

- To provide a home away from home for students and to help them to become acclimatized and adjusted to the new environment
- To provide the students a peaceful and congenial environment to enable them to excel in their studies and personality development.
- To create an atmosphere of harmony and co-operation amongst the boarders.
- To create amongst the students, a sense of accommodation and to inculcate discipline.
- To run / manage the hostel and it's Mess efficiently
- To Provide safe and well-maintained facilities by Conducting regular assessments/inspections and perform preventative maintenance
- Respond promptly to maintenance/housekeeping concerns.

2.0 RESPONSIBILITIES

The Chief Warden at IGDTUW hostels is responsible for the overall administration/management of Krishna and Kaveri Hostels of IGDTUW. The responsibilities are listed as under:-

2.1 **Chief Warden**

The Chief Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline as well as the administration and security of the hostel. The responsibilities are:

1. Supervises all matters concerning the functioning of the hostel.
2. Chairs the meetings of the Wardens Committee in the hostel, which are held regularly or as may be necessary, but at least once a month.
3. Permits imposition of fines or waive fines.
4. Sanctions transfer of resident from one hostel to another.
5. Permits the stay of a resident's guest for more than 3 days but upto 4 days according to hostel rules.
6. Sanctions refund of all kinds of security money.
7. Sanction repairs to furniture, minor masonry, carpentry or plumbing work etc. in emergent cases.
8. Sanctions/ recommends leave in respect of Wardens and other staff of the hostel.

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2.2 Sr. Assistant Warden (Krishna Hostel)

1. To conduct 'counseling' for admission to the hostels as per university guide lines.
2. Sanctioning the night leaves to the Krishna hostel students as per hostel rules and guide lines.
3. To counsel the students and settle their disputes from time to time.
4. Conducting the hostel council elections in September every year (Both the Hostels).
5. To take roll call of all the hostel inmates at 8:00 PM every day in the Krishna Hostel.
6. To ensure safety, security and medical care of the students Krishna Hostel.
7. To supervise the overall sanitation of the Krishna hostel.
8. To interact with police, hospital/ambulance in the event of emergency.
9. To take the students to the hospital (during night time) to get it done First Aid.
10. To ensure that the hostel atmosphere is full of dignity and decorum.
11. Maintenance of student welfare fund account and mess accounts and attend the audit queries when ever required.
12. Maintenance of the electrical and civil work of the hostel.
13. Maintenance of the gym, washing machine, aqua guards, guest rooms etc.
14. Monitor the quality of the food and hygiene of the kitchen.
15. To supervise the cleanliness in the Krishna Hostel mess and kitchen area
16. To handle the process of refund of Hostel and Mess security to all pass-out residents.
17. To initiate and organize the cultural events in the hostel like Freshers, Farewell party, Hostel Week and all regional festivals.
18. To initiate proposals for further improvement in Hostel like renovation/maintenance.
19. To initiate proposals for purchase of various items from the students Hostel Welfare Fund.
20. To supervise the maintenance of gardens and further beautification.
21. Surprise checking of the hostel rooms on regular intervals.

2.3 Assistant Warden (Kaveri Hostel)

1. To conduct 'counselling' for hostel admission of IGDTUW and AUD students.
2. To take roll call of the hostel inmates at 8:00 PM every day in Kaveri Hostel.
3. Sanctioning the night leaves to the Krishna hostel students as per hostel rules and guide lines.
4. To counsel the students and settle their disputes from time to time.
5. To assist during hostel council elections.
6. To supervise the overall sanitation of the Kaveri hostel.
7. To make proposals for electrical and civil work for Kaveri hostel and follow up with In-charge maintenance and PWD officials.
8. To maintain all files and records of Kaveri hostel
9. To monitor the quality of the food and hygiene of the kitchen in the Kaveri hostel.
10. To supervise the cleanliness in the Kaveri Hostel mess and kitchen area

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11. To help in organizing cultural events in the hostel like welcome and farewell parties, hostel week and all regional festivals.
12. To maintain the Kaveri hostel garden and further beautification.
13. To interact with police, hospital/ambulance in the event of emergency.
14. To ensure that the hostel atmosphere is full of dignity and decorum.
15. Surprise checking of the hostel rooms on regular intervals.
16. To initiate proposals for further improvement in Hostel like renovation/maintenance.

2.4 Junior Assistant

1. Assist during Counselling and Hostel admission process
2. To report complaints related to civil and electrical work to PWD and follow up the same till the work is executed.
3. To supervise the maintenance and functioning of gym equipments, washing machine, aqua guards/RO systems and water coolers in the hostel premises.
4. To maintain the records such as students permanent address, local guardian address, fee details according to the branch and floor wise and to maintain the Hostel and Mess security refunds etc.
5. To help to maintain the welfare accounts and mess accounts.
6. To issue the furniture like tables, racks and chairs from the store and collecting the same at the time of vacation.
7. To allot the work to the sweepers and supervise the same on daily basis.
8. To maintain the records of all non-consumable items of both the hostels.
9. Assists in medical emergencies of the students

2.5 MTS

1. Diary and dispatch of complaints related to civil and electrical work to PWD for both the hostels.
2. To assist in the regular maintenance and functioning of gym equipments, washing machine, aqua guards/RO systems and water coolers in the Krishna hostel premises.
3. Shifting of furniture and other miscellaneous items in both the hostels.
4. Assist during Counselling and admission process for both hostels.
5. Assists in medical emergencies of the students like bringing required medication from market etc.
6. Assists in cleaning of water coolers during week-end.

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3.0 PROCEDURE

3.1 Hostel Admission Reservation Policy

This will be followed for fair and proper distribution of hostel seats amongst students of various programs at IGDTUW.

- a) The seats will be reserved for various programs in proportion to the intake/ strength of the program in the University.
- b) Preference will be given to students admitted in various UG programs in the university. The hostel admission will be done in concurrence with the counseling schedule for admission to various programs of IGDTUW.
- c) Admission to any program of IGDTUW will not grant a right for admission to the hostel. The allocation of hostel seats will be done subject to availability of seats.
- d) If the number of applicants is more than the number of available seats then seat allocation will be done in the order of merit.
- e) The seats reserved for M.Tech. Programs will be equally divided amongst all departments running M.Tech. programs in the University.

3.2 Hostel Allotment

Admission for New Students (B. Tech Programmes)

Hostel accommodation is limited and will be allotted to full-time Bonafide students of IGDTUW satisfying the eligibility criteria for hostel admission. The students who have taken admission in Delhi quota cannot claim admission in hostel even if they are from outside Delhi.

The allocation of hostel seats will be done in the Priority as mentioned below:

Priority I: Students from Outside Delhi (JEE Category) and residing Outside Delhi (excluding Delhi NCR)

Priority II: Senior Students whose parents have been transferred to location outside Delhi. (Seat allocation subject to availability of seats and submission of required documentary evidence)

Priority III: Students residing in Delhi NCR/Delhi at distance greater than 35 km from IGDTUW.

Priority IV: Students from Delhi (JEE Category) and residing Outside Delhi.

Priority V: Students residing in Delhi NCR/ Delhi at distance less than 35km from IGDTUW.

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Admission for New Students (for M.Tech./MCA/Ph.D. Programmes)

The allocation of hostel seats will be done in the order of merit as per the University Admission Policy and Priority as mentioned below.

Priority I: Students residing Outside Delhi (excluding Delhi NCR/Delhi).

Priority II: Senior Students whose parents have been transferred to location outside Delhi. (Seat allocation subject to availability of seats and submission of required documentary evidence)

Priority III: Students residing in Delhi NCR/Delhi at a distance greater than 35km from IGDTUW.

Priority IV: Students residing in Delhi NCR/ Delhi at a distance less than 35 km from IGDTUW.

(Note: In case of the same priority, the admission will be based on the ranks obtained in the University admission list)

For Re-Admission Students

- a) The student will be allocated the hostel seat for a period of one year that may be extended to a maximum duration of the course in which the student is enrolled.
- b) Students once granted admission to the IGDTUW hostels will follow proper Re-Admission procedure in subsequent years.
- c) Re-Admission to the hostel will not be claimed as a matter of right by any student. The re-Admission to students will be based on the student's academic performance and conduct/behavior and minimum attendance requirement (65%) during her hostel stay in the past.
- d) All the B.Tech. M.Tech. and MCA hostel residents are required to vacate their allotted rooms within 3 days of the last date of their examination each year and handover the charge of the room including all items on the inventory to the hostel attendant. The Rooms will be reallocated at the beginning of each Academic Session to students granted Re-Admission.
- e) Students residing in Delhi/NCR would be considered for re-admission only after the outside Delhi admissions (New + Re-admission cases) are complete.

The various related form are as follows:-

1. Hostel Application form as per format F-HF-01
2. Hostel Medical Information Form as per format F-HF-02
3. Certificate for availing Admission against Physically Handicapped Quota as per format F-HF-03
4. Affidavit by the student as per UGC guidelines (F-HF-04)
5. Affidavit by the Parent/Guardian as per UGC guidelines (F-HF-05)
6. Undertaking form as per format F-HF-06

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3.3 Hostel Fees

The hostel fee structure is documented as part of Hostel Information Bulletin, IGDTUW. The fee is moderately increased every year.

3.4 Hostel Refund

The rules and regulation of Hostel refund are documented in Hostel Information Bulletin, IGDTUW.

3.5 Utilization of Hostel Welfare Fund

Hostel welfare fund is being utilized in the purview of Sr. Asstt. Hostel Warden and Welfare Secretary with the approval of Chief Warden and Competent Authority.

- a) The Hostel Welfare fund will be utilized for various welfare activities of the hostel residents.
- b) Hostel welfare fund charges Rs.3000/-will be collected annually from all hostel residents and deposited in the "IGDTUW Hostel Welfare Fund" account.
- c) All charges collected for Guest Accommodation Charges/Penalties will be deposited in the IGDTUW Hostel Welfare Fund Account.
- d) The expenditure from the Hostel Welfare Fund will be done with prior approval from Competent Authorities.

3.6 Guest Accommodation

The rules and regulation of Hostel refund are documented in Hostel Information Bulletin, IGDTUW. The Guest Accommodation Form that is to be filled to get accommodation is as per format F-HF-07.

3.7 Student Council

The student Council is constituted and works according to rules and regulations documented in Hostel Information Bulletin, IGDTUW.

3.8 Cancellation Of Hostel Admission

Hostel admission of a resident may be cancelled according to rules and regulations documented in Hostel Information Bulletin, IGDTUW.

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3.9 Leave

Leaves are granted according to rules and regulations documented in Hostel Information Bulletin, IGDTUW.

3.10 Leaving the Hostel

Student is required to submit the No Dues Certificate to Sr. Assistant Warden as per format F-HF-08. After proper verification of No. Dues Certificate the file is put up to Competent Authority through Chief Warden for refund of Security Deposit (Hostel + Mess). For the same the student is asked to fill a refund form as per format F-HF-09.

3.11 Anti Ragging

The regulations for curbing ragging activities in the hostel are as per the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institute, 2009” documented in the Hostel Information Bulletin, IGDTUW.

3.12 Mess

Currently IGDTUW Hostel Mess is running under cooperative mess (run by students) with coordination of Manager and Assistants hired by the students. Monthly Mess Menu is prepared by Hostel Council after approval of Sr. Assistant Hostel Warden and is forwarded to Mess Manager. Mess Feedback form as per format F-HF-10 is taken every semester.

3.13 Feedback /Complaint Form

Feedback and Complaint are taken periodically (six months) through a feedback and complaint form as per format F-HF-11 & F-HF-12 respectively.

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4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Hostel Application Form	F-HF-01	5 Years	Hostel Wardens
2	Hostel Medical Information Form	F-HF-02	5 Years	Hostel Wardens
3	Certificate for availing Admission against Physically Handicapped Quota	F-HF-03	5 Years	Hostel Wardens
4	Affidavit by the Students	F-HF-04	5 Years	Hostel Wardens
5	Affidavit by the Parents/Guardian	F-HF-05	5 Years	Hostel Wardens
6	Undertaking	F-HF-06	5 Years	Hostel Wardens
7	Guest Accommodation Form	F-HF-07	5 Years	Hostel Wardens
8	No Dues Certificate	F-HF-08	5 Years	Hostel Wardens
9	Hostel Refund Form	F-HF-09	5 Years	Hostel Wardens
10	Mess Feedback Form	F-HF-10	5 Years	Hostel Wardens
11	Feedback form	F-HF-11	5 Years	Hostel Wardens
12	Suggestion form	F-HF-12	5 Years	Hostel Wardens

5.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	After submission of No Dues Certificate the refund form is put up - within one month
2	Complaint/Feedback matters related to PWD resolved within one day.
3.	Complaint/Feedback matters related to Hostel facilities resolved within three working days after the approval of Competent Authority.
4.	Complaint/Feedback matters related to MESS resolved within one day.

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1.0 RESPONSIBILITIES

1.1 Registrar

1. The registrar acts as Head of Office of the IGDTUW.
2. To hold and manage the properties of the University including trust and immovable properties for fulfilling any of the objects of the University (IGDTUW).
3. To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted on the equipment and other material in the offices and branches of the University.
4. The Registrar is the Head of the following branches of the University and these branches work under his supervision:
 - (i) Personnel Branch
 - (ii) General Administration Branch
 - (iii) Accounts Branch
 - (iv) Legal Branch
 - (v) Vigilance Cell
 - (vi) Recruitment Cell
 - (vii) Store Branch
 - (viii) Procurement/Purchase Branch
5. A Registrar designation especially on its behalf by the Board of Management shall have the powers to take disciplinary action against such employees, excluding teachers, as may be specified by the Board of Management by general or special order.
6. The Board of Management shall designate a Registrar to act in one or more of the following capacities, namely:-
 - (i) Secretary to the Court.
 - (ii) Secretary to the Board of Management.
 - (iii) Secretary to the Academic Council.
 - (iv) Secretary to the Planning Board
7. A Registrar so designated shall, in relation to the authority concerned –
 - (i) Be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to his charge;
 - (ii) Issue notices and convene meetings of that authority and the committees appointed by it;
 - (iii) Keep the minutes of the meetings of that authority and the committees appointed by it;

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- (iv) Conduct official proceedings and correspondence; and
- (v) Supply to the Chancellor a copy of each agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.

8. Any Registrar may be designated by the Vice Chancellor to represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
9. The Registrar shall also perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Board of Management or the Vice Chancellor.

1.2 Section Officer (Teaching & Non-Teaching)

- 1) To issue Offer of appointments on the basis of the recommendations of the Selection Committee duly opened/ approved by the competent authority.
- 2) To refer the selected candidates before an authorised Medical Board/Authority for Medical Examination on first/initial appointment and also as & when required during service.
- 3) To get the Character & Antecedents of new recruited staff verified from the concerned Police Authorities/District Magistrates.
- 4) To issue appointment order/taken on strength order of newly recruited staff after following prescribed procedure and staff joined on transfer/transfer on deputation basis.
- 5) To initiate action for fixation of pay of staff and issue pay fixation orders in consultation with the Accounts Functionaries.
- 6) To process matter relating to stepping up of pay of staff in consultation with Accounts Functionaries
- 7) To process matters/claims of staff for issue of NOC for various purposes.
- 8) To process claims for sanction of one time Professional Development Grant for Faculty Members.
- 9) To maintain record of sanctioned staff strength and vacancy position.
- 10) To maintain reservation roster of promotion & direct recruitment separately in respect of various posts/group of posts/cadres.
- 11) To maintain Seniority List of Staff in respect of posts/group of posts/cadres.
- 12) To process action for identifying vacancies for Persons with disabilities (PWD)
- 13) To process & sanction various kinds of Leaves of the Staff including leaves to proceed outside the country and maintain leave record in prescribed format.
- 14) To process & sanction various claims of Staff in consultation with accounts functionaries e.g.-
 - (a) LTC/HTC claims reimbursement as per GFR Rules (GAR-14C)
 - (b) Tuition Fee reimbursement (Form No. 2 as per GFR Rules)
 - (c) Leave encashment with LTC/HTC.

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- (d) TA/DA claims on Tour for performing Local Journeys/Extra-Jurisdictional Journeys/Journeys outside the country. (As per GFR Rules)
 - (e) TA on retirement
 - (h) CPF/GPF advance/withdrawal (Form No. 4 as per GFR Rules)
 - (i) Matters relating to various perks & benefits
 - (j) Matters relating to grant of Honorarium, as per rule, if otherwise admissible. (Format No. F-PB-01).
- 15) To process & forward applications of staff for appointment outside the University.
 - 16) To process resignation/technical resignation matters of staff on personal ground or appointment outside the University.
 - 17) To process matter relating to relieving of staff on selection outside the University whose applications were forwarded through proper channel.
 - 18) Process matters relating to maintenance of lien of staff during appointment outside the University.
 - 19) To finalise terms & condition of staff appointed by the University by transfer on deputation basis.
 - 20) To propose & get the terms & conditions finalise in respect of staff sent on deputation/foreign service by the University.
 - 21) To process matter relating to various training programmes of staff within station and outstation training programmes within the country.
 - 22) To grant periodical increments in consultation with Accounts Functionaries.
 - 23) To process & sanction various personal increments of staff in consultation with Accounts Functionaries.
 - 24) To process & sanction various admissible allowances of staff in consultation with accounts functionaries.
 - 25) To maintain record of Property Return of staff
 - 26) To maintain record of Annual Performa Assessment Reports (APARs) of staff. (As per format F-PB-02 to F-PB-11)
 - 27) To examine cases of staff covered under conduct rules
 - 28) To process & issue orders relating to constitution of various DPCs, screening and selection Committees
 - 29) Matters relating to clearance of Probation period (as per format F-PB-12)
 - 30) Matters relating to confirmation
 - 31) To process promotion matters of staff as per rule against promotion quota vacancies.
 - 32) To process matters relating to pro-forma promotions of staff.
 - 33) To process matters relating to grant of MACP in consultation with Accounts Functionaries.
 - 34) To process matters for seeking approval of the competent authority for up gradation of scales of pay of staff.
 - 35) To process matters for seeking approval of the competent authority for grant of non-functional scale to staff where admissible.
 - 36) Matters relating to appointment on compassionate ground.
 - 37) To process matters for promotion under CAS to faculty members.

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- 38) To process matters for grant of various permissions to staff as per rules as & when applied for.
- 39) To process matters relating implementation of New Pension Scheme/Old Pension Scheme for employees of IGDTUW.
- 40) To process matters relating implementation of DGEHS for the employees of IGDTUW.
- 41) To issue retirement Orders.
- 42) To process matters for release of all retirement benefits on due dates.
- 43) Final Payment of CPF on retirement.
- 44) Maintenance of Service Books of Staff as per the provisions of rules and govt. of India Instructions under S.Rs.
- 45) Maintenance of Personal Files of Staff.
- 46) Matters relating to creation of posts.
- 47) Matters relating to engagement of consultants
- 48) Any other subject relating to personnel matters.
- 49) To process matters related to various types of leaves of staff/faculty members viz. CL, EL, RH, SCL, Medical Leave etc. (as per format no. F-PB-13 to F-PB-18)
- 50) Any other work assigned by the Vice Chancellor, IGDTUW.

1.4 DEALING ASSISTANT

- 1) Regular entry of service book of individual staff members
- 2) Maintenance of files, formats, records
- 3) Processing of claims / advances / reimbursements / leave and other applications for sanction
- 4) To follow any instruction or work as assigned by Office Superintendent
- 5) Indexing of Files and their management
- 6) Daily recording of receipt and dispatch
- 7) Typing of letters
- 8) Any other work as assigned by Office Superintendent

2.0 PROCEDURE

2.1 Procedure Followed By Personnel Branch

Upkeep of service book of staff and maintenance of associated records like

- Certificates like medical, educational, professional and other details to be recorded in service book
- Entries to be recorded in the service book like appointment, promotions, increments, availed LTC etc. and updation of various declarations
- Cooperate with staff for inspection of their service book

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- Attestation of entries made in the service book by Competent Authority on annual basis
- Maintenance of leave records of staff
- Verification and communication of qualifying service after 25years service or 5years before retirement

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	GPF/CPF withdrawal Form	As per GFR Rules	Part of record of personal file	Dealing Asstt.
2	LTC Bill Form			Dealing Asstt.
3	Children Education Allowance			Dealing Asstt.
4	Intimation form for Immovable Property			Dealing Asstt.
5	Form for Provident Fund Account Number			Dealing Asstt.
6	Periodical Increment Certificate Form			Dealing Asstt.
7	Payment Voucher/Honorarium Form	F-PB-01		Dealing Asstt.
8	API Form for the Academic Year	F-PB-02		Dealing Asstt.
9	APR Form for Faculty	F-PB-03		Dealing Asstt.
10	API form	F-PB-04		Dealing Asstt.
11	APR Form for the Officers	F-PB-05		Dealing Asstt.
12	APAR Form for Group "C" & Group "D"	F-PB-06		Dealing Asstt.
13	APAR Form for LA	F-PB-07		Dealing Asstt.
14	APAR Form for Librarian/Programmer	F-PB-08		Dealing Asstt.
15	APAR Form for Sr. TA/TA	F-PB-09		Dealing Asstt.
16	APAR Form Asstt. Librarian/Library Attendant	F-PB-10		Dealing Asstt.
17	APAR Form PS/Stenographer/Sr. Steno	F-PB-11		Dealing Asstt.
18	Assessment Report for Probation Clearance	F-PB-12		Dealing Asstt.
19	Application for Child Care Leave	F-PB-13		Dealing Asstt.
20	Application for Casual Leave/Restricted Holiday	F-PB-14		Dealing Asstt.
21	Application for Earned Leave/ Commuted Leave/Half Pay Leave	F-PB-15		Dealing Asstt.

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22	Application for Maternity Leave/Paternity Leave	F-PB-16		Dealing Asstt.
23	Application for Grant of Special Casual Leave	F-PB-17		Dealing Asstt.
24	Joining Report after Availing Leave	F-PB-18		Dealing Asstt.
25	Attestation Form	F-PB-19		Dealing Asstt.
26	Career Advancement Form	F-PB-20		Dealing Asstt.
27	Proforma for Extension of Contract Appointment	F-PB-21		Dealing Asstt.
28	Declaration of Family Members	F-PB-22		Dealing Asstt.
29	Home Town Declaration Form	F-PB-23		Dealing Asstt.
30	Marital Declaration Form	F-PB-24		Dealing Asstt.
31	Oath of Allegiance	F-PB-25		Dealing Asstt.
32	Work Conduct & Integrity Status Form	F-PB-26		Dealing Asstt.
33	No Dues Certificate	F-PB-27		Dealing Asstt.
34	Performa of Offer Appointment for Teaching on contract basis	F-PB-28		Dealing Asstt.
35	Performa of Offer Appointment for Teaching on Regular basis	F-PB-29		Dealing Asstt.
36	Performa of Offer Appointment for Non-Teaching on contract basis	F-PB-30		Dealing Asstt.
37	Performa of Offer of Appointment for Non Teaching on Regular basis	F-PB-31		Dealing Asstt.
38	Vigilance Clearance Report	F-PB-32		Dealing Asstt.

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	Processing of leave applications – within 2 week
2	Processing of claims / advances - within 4 weeks
3	Verification and updation of earned leaves of staff - half-yearly
4	Verification and updation of annual increment of staff - yearly
5	Verification and updation of leaves of staff - within 1 week after joining.
6	Attending complaints related to service matters of staff- within 2 weeks

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1.0 RESPONSIBILITIES

1.1 Deputy Finance Officer (DFO)

- 1) General supervision of all funds of the University.
- 2) To ensure compliance of financial rules & regulation as prescribed by the University.
- 3) Responsibility for proper & timely investments of funds.
- 4) Responsible for getting internal and external audit of the accounts of the University.
- 5) Responsible for accounts approved by Finance Committee.
- 6) Finalization of Budget Estimate (B.E.) and Revised Estimate (R.E.) of the University.
- 7) Monitoring of bank balances and investments
- 8) Any other related activities as directed by Competent Authority.

1.3 Assistant Finance Officer (AFO)

To Assist the DFO in the disposal of the above functions.

1.4 Assistant Accounts Officer (AAO)/ Drawing & Disbursing Officer (DDO)

- a) Verification and authentication of all types of bills viz.
 - ❖ Pay & Arrear bills
 - ❖ LTC
 - ❖ Children Education Allowance (CEA)
 - ❖ Medical
 - ❖ Contingency
 - ❖ Scholarship payment etc.
- b) Coordinate and assist in conducting ELFA (Examiner Local Fund Account) & AGCR audit.
- c) Preparation of reply of the Audit Para / queries raised.
- d) Monitoring of Student Welfare Fund.
- e) Preparation of all types of statements viz.
 - ❖ Monthly Expenditure Statement
 - ❖ Filing of quarterly E-returns of TDS
 - ❖ Reconciliation of expenditure
 - ❖ Checking of cash book
 - ❖ Finalization of income tax calculations/issuance of Form-16/16A.
 - ❖ Verification of PBR, budget control register, all types of advances registers viz. LTC, TA, Contingency Advance etc.

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1.4 Cashier

- a) Writing of Cash Book
- b) Preparation of Contingency bill
- c) Preparation of Student Welfare Fund and Payment of Bills
- d) Release of student security deposit fees.
- e) Release of all types of scholarship.
- f) Maintenance of Contingency Advance Register
- g) Maintenance of Tally Accounts
- h) Monitoring the bank statements.
- i) Any work as assigned by DFO/AFO/AAO

1.5 Dealing Assistant

- a) Preparation of all types of salary related bills viz. pay bill, arrear bills, LTC, CEA, Medical, TA, CPF Advance etc.
- b) Maintenance of pay bill Register and all types of register viz. CPF Ledger, CPF statement etc.
- c) Preparation of Income Tax calculation sheet.
- d) File management
- e) Typing and daily updating of account records
- f) Receipt and dispatch of documents
- g) Maintenance and upkeep of all formats, records, registers, files etc.
- h) Any work as assigned by DFO/AFO/AAO

2.0 PROCEDURE

2.1 Procedure for Accounts Department

- Preparation of bills (salaries, CPF), contingency bills, medical reimbursements / claims, TA/DA claims etc.
- Preparation of budget.
- Payment to contractors / suppliers.
- To prepare monthly expenditure statement that needs to be submitted to Competent Authority.
- To prepare quarterly Income Tax statement that needs to be submitted to Income Tax Department through CA.

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- All files related to purchases, PIC, Tuition fee, LTC, LTC advance, CPF Advance / withdrawal / final payments etc. goes through the Accounts Branch.
- Maintenance of Pay Bill Register, Advance Register, Bill Register, Budget control registers etc.
- Reconcile the expenditure.
- Issuing the CPF statement of all employees annually.
- Internal/AGCR Audit replies.
- Advise cases related to service matter, finance etc
- Writing of Cash Book related to Govt & Non Govt Fund.
- Preparation of Form 16 & Form 16A.
- To maintain Student Welfare fund

2.2 For all the mentioned activities, file is sent from concerned department for examination and necessary comments.

2.3 After issuing of sanction from Competent Authority, the payment is released to the beneficiary after completing all formalities like preparation of bill, authorization to bank, submitting the accounts details of the beneficiary to book etc.

3.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Pay Bill Form	GAR-13	Three years or One year after completion of all statutory audit, whichever is later	DDO/DA
2	Fully Vouched Contingent Bill	GAR-29		DDO/DA
3	Abstract Contingent Bill	GAR-30		DDO/DA
4	Consolidated Travelling Allowances Bill	GAR-14		DDO/DA
5	Sub-Voucher for Petty contingent Expenditure	GAR-28		DDO/DA
6	Leave Travel Concession Bill	GAR-14C		DDO/DA
7	Travelling Allowance Bill for Tour	GAR-14A		DDO/DA
8	Bill for Short Term Advances	GAR-37		DDO/DA
9	Medical Bill Form	GAR-23		DDO/DA
10	Long Term Advance Form	GAR-36		DDO/DA
11	Different Types of Schedule Form i.e. CPF, CGEIS, License fee, DHS, Income Tax etc.	GAR-41		DDO/DA

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12	Form-16	Form -16		DDO/DA
13	Form-16A	Form-16A		DDO/DA
14	Office copy of all type of bills	-		DDO/DA
15	Income Tax File i.e. Form 16 & Calculation Sheet	-		DDO/DA
16	Budget File	-		DDO/DA
17	Monthly Exp File	-		DDO/DA
18	Medical Files	-		DDO/DA
19	Certificate "A" & "B" duly filled by Doctor regarding Medical Claim	N.A		DDO/DA
20	Medical Application Form submitted by employee	F-AT-01		DDO/DA
21	Advances Register	F-AT-03		DDO/DA
22	Application form for LTC/ LTC Advance	F-AT-04		DDO/DA
23	Application form for Contingency Advance	F-AT-05		DDO/DA
24	CPF Account no. allotment form	F-AT-06		DDO/DA
25	CPF Advance/Withdrawal Bill	FAT-07		DDO/DA
26	Cash Book	F-AT-02	10 years	DDO/DA
27	Complaints register	F-AT-08	5 years	DDO/DA
28	PBR	GAR-17	35 years	DDO/DA
29	Bill Register	GAR-9	5 years	DDO/DA
30	External origin Documents like Acts, Rules and Manual related to Accounts	-	Permanent, Latest Copy	DDO/DA

4.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities

S. No	Time frame for execution of activities
1	Disposal of third party bills within 3 weeks
2	Disposal of files for concurrence within 10-15 days
3	Disposal of CPF bills within 3 weeks
4	Disposal of work of dairy and dispatch on same day

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1.0 INTRODUCTION

- 1) Encourage and empower women entrepreneurship and start-ups (Women Enterprise) so that they become self reliant.
- 2) Our business incubator gives preference to start-ups promoted by women so that they become job providers and not job seekers.
- 3) Aim is to encourage creativity, innovation, skill development and business incubation.

2.0 RESPONSIBILITIES

2.1 Board of Directors

- 1) Framing and approval of policies related to Incubation Centre (IC)
- 2) Implementation of all the policies of IC
- 3) Framing & approval of purchase policies related to IC.
- 4) Selection of Managing Director (signing authority on behalf of the board) among the board of directors.
- 5) Appointment of CEO, Consultant(s) and other staff of IC.
- 6) Provide infrastructure related to IC.
- 7) Approval of terms and conditions between incubator and incubatee.
- 8) Formation of various committees required to run IC smoothly.
- 9) Periodic risk assessment of various department activities and assessing opportunities for improvement.

2.2 Chief Executive Officer (CEO)

Planning, coordination, monitoring and implementation of all the activities related to:-

- Pre-incubation
- Incubation
- Acceleration
- Post-incubation

In the pre-incubation formation of E-Cell (Entrepreneurship Cell), IPR facilitation and Innovation Centre/Society are main three activities. From the generation of a business idea to the preparation of project report and presentation for pitch is done at pre-incubation.

Business Incubator is responsible to convert a conceptual idea to an actual business venture (of Incubates) and commence the commercialization activities associated. Office space, ICT facilities, shared space, provision of seed money and strategic & technical consultancies are provided by Business Incubator (BI).

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Business Accelerator is responsible to accelerate the Incubate Company's product line and/or revenue. Special consideration is given here in the functional strategies of Incubates.

After the graduation of Incubate companies, in the post-incubation phase BI provide services on requirement basis with separate terms and conditions.

To look after revenue generation matters for Incubation Centre IGDTUW.

To Liaison with various govt. /private agencies for signing of MoU.

To handle matters related to fund management of Incubation Centre IGDTUW

To handle matters related to IT returns of Incubation Centre IGDTUW.

To handle matters related to activities as suggested by Competent Authorities of various companies/ company guidelines.

2.3 Office Executive

Compile and collate all matters related to:-

- Incubation centre
- Incubatees
- Funds allocated to IC
- Progress report
- Release of funds and other supports

2.4 Multi Tasking Staff (MTS)

To assist CEO and Office Executive in all the activities mentioned above .

3.0 PROCEDURE

3.1 Pre-Incubation

- (I) E-CELL: Conduct session/workshop related to all the domains of entrepreneurship (creative and design thinking, entrepreneurial thinking, motivation, development of business ideas, preparation of project report, feasibility and viability check and incorporation of the companies)

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(II) INNOVATION CENTRE Product development, which may be commercialised.

(III) IPR FACILITATION Trademark, Patent, Copyright and design of the company/ product/services. Currently it is being outsourced.

3.2 Incubation

- a) Facilitate students /incubatees in company incorporation, guidance & funding through seed-money
- b) Consulting in business and functional areas viz. Operations, Human Resource, Supply Chain, Marketing, and Financial Management etc.
- c) Application is received through online portal (preference to women entrepreneur) as per format F-IC-01.
- d) Applications are scrutinized and selected applications are called for interaction with Selection Committee
- e) At the time of interaction a separate form is filled as per the format F-IC-02.
- f) Incubatees are selected under two categories (i) with investment and (ii) without investment.
- g) Selected incubatees under **with investment category** are required to face another committee known as Investment Committee.
 - They present their business plan and go through question and answer round. Committee evaluates the applicant through an evaluation criterion as per the format F-IC-03.
 - After this the investment company suggests how much investment can be made against 7.5% equity (depending upon the pre-money valuation of the project).
- h) For incubatees under both the categories, letter of intent is issued with proper terms and conditions in duplicate.
- i) Quarterly Progress Report is made as per the format F-IC-04 to monitor activities of the incubatees

3.3 Acceleration

After the second round of seed-money, BI facilitate in the acceleration of the Incubatee's business. If the product line is finalized then the main focus is with the marketing objectives and accordingly marketing strategies are formulated and implemented within the Incubatee's company. Purpose of the Business Acceleration is to augment revenue to such a level where Incubatee Company embarks the level of Investor's ready.

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3.4 Post Incubation

At the end of incubation period (as per the terms and conditions signed between BI and Incubatee), Incubatees are graduated from BI. Post-Incubation is the period after graduation i.e. moving out from the Incubator. If the request comes from the directors of Post-Incubated/ Graduated Company's for any assistance in their businesses, possible facilities are provided by the BI on chargeable basis accordingly.

3.5 Complaints

Complaints are taken and reviewed through complaint register periodically as per format F-IC-05(R).

3.6 Feedback

Feedback and suggestion are taken periodically (six months) through a feedback and suggestion form as per format F-IC-06 & F-IC-07 respectively.

4.0 LIST OF DOCUMENTED INFORMATION

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Online portal application	F-IC-01	3 Years	CEO
2	Application Form	F-IC-02	3 Years	CEO
3	Committee Evaluation Form	F-IC-03	3 Years	CEO
4	Progress Report	F-IC-04	3 Years	CEO
5	Complaint Register	F-IC-05(R)	3 Years	CEO
6	Feedback form	F-IC-06	3 Years	CEO
7	Suggestion form	F-IC-07	3 Years	CEO

5.0 QUALITY OBJECTIVES

S. No	Quality Objectives
1	Achieve at least 90% adherence to schedule of activities.

S. No	Time frame for execution of activities
1	Proposals are presented to Competent Authority after the last date of application - within one month
2	Letter of intent issued to selected incubatees - within one month after date of presentation.