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- 7.21 Maintenance of Course File and Lab Manual
- 7.22 Department Society Formation
- 7.23 Student Recommendation
- 7.24 Industrial Visit
- 7.25 Seminar/Conference/Workshop/FDP in the Department
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Abbreviations

- **AC:** Academic Council
- **AC:** Applied Chemistry
- **AM:** Applied Mathematics
- **AP:** Applied Physics
- **APAR:** Annual Performance Assessment Report
- **BT:** Biotechnology
- **BOM:** Board of Management
- **BOS:** Board of Studies
- **CE:** Civil Engineering
- **CR:** Class Representative
- **CSE:** Computer Science and Engineering
- **DPC:** Departmental Purchase Committee
- **DTU:** Delhi Technological University
- **DPC:** Departmental Purchase Committee
- **DRC:** Departmental Research Committee
- **DSM:** Delhi School of Management
- **ECE:** Electronics and Communication Engineering
- **EE:** Electrical Engineering
- **EN:** Environmental Engineering
- **FDP:** Faculty Development program
- **HOD:** Head of the Department
- **HU:** Humanities
- **I/C:** In-charge
- **IT:** Information Technology
- **ME:** Mechanical Engineering
- **MTS:** Multi Tasking Staff
- **PI:** Principal Investigator

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- **PPC:** Petty Purchase Committee
- **PVC-I:** Pro Vice-Chancellor – I
- **PVC-II:** Pro Vice-Chancellor – II
- **SRC:** Student Research Committee
- **UG:** Under Graduate
- **PG:** Post Graduate
- **VC:** Vice-Chancellor

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1. Introduction

Delhi Technological University is firmly inspired by the talent and driven by innovations. The university is committed to provide industry relevant, socially responsible skilled manpower to meet the challenges of future generations with sustainable development. With illustrious history spanning over 76 years, the university strives towards becoming the epitome of excellence in the field of Science and Technology, Engineering, Management and allied areas. To achieve this, the university is running with 13 Academic departments and offers B. Tech programme of 4-year duration, M. Tech programme of 2-years duration, M.B.A, M.B.A (Executive) and Ph.D. programmes.

The Academic Departments are enlisted as

1. Applied Physics
2. Applied Chemistry
3. Applied Mathematics
4. Biotechnology
5. Civil Engineering
6. Computer Science and Engineering
7. Electrical Engineering
8. Electronics and Communication Engineering
9. Environmental Engineering
10. Humanities
11. Information Technology
12. Mechanical Engineering
13. Delhi School of Management
14. Department of Design

This document contains the detailed structure and procedures related to the various activities of the Academic Departments of DTU.

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2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the various processes in respective Departments of DTU, Delhi.

3.1 Welcome

This SOP belongs to academic departments of DTU and describes SOPs to be followed for the various processes involved for the smooth functioning of the departments and integrate them with the competent authorities. There are numerous processes which are common to all the academic departments and function on the basis of common SOPs. The registration process, conduct of classes including theory, practical, project work and other academics related work are taken care by the departments. The departments organise conferences, seminars, symposia, expert lectures and industry-academic interactions for the overall development of the students and make them aware about the recent developments in the respective fields.

3.2 Quality Policy

The academic departments of DTU are dedicated to create and disseminate cutting edge knowledge and research in the various disciplines of Science and Technology, Engineering, Management and allied areas in pursuit of excellence with a deep sense of commitment and responsibility towards the society and nation at large. The endeavour is to develop holistically developed professionals with high ethical standards. In the pursuit to achieve academic excellence, talent is nurtured and groomed in an intellectually sound and research driven environment by facilitating with congenial environment and state of the art infrastructure.

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3.3 Quality Objectives

- To produce highly skilled, analytic and proficient technocrats.
- To impart quality education to ensure academic excellence.
- To provide state-of-the-art laboratory facilities to create practical skills among students.
- To develop a new knowledge base for research and innovation.
- To motivate faculty to be a lifelong learner, experiment and innovate for improved delivery of knowledge and skill.
- To develop academia-industry relations to fulfil the technological need of mankind for current and future perspective.
- To act as a facilitator for incubation, product development, transfer of technologies and entrepreneurship.
- To develop and inculcate knowledge, skills and right attitude with responsibility, commitment, professionalism, moral & ethical standards amongst everyone in the department.

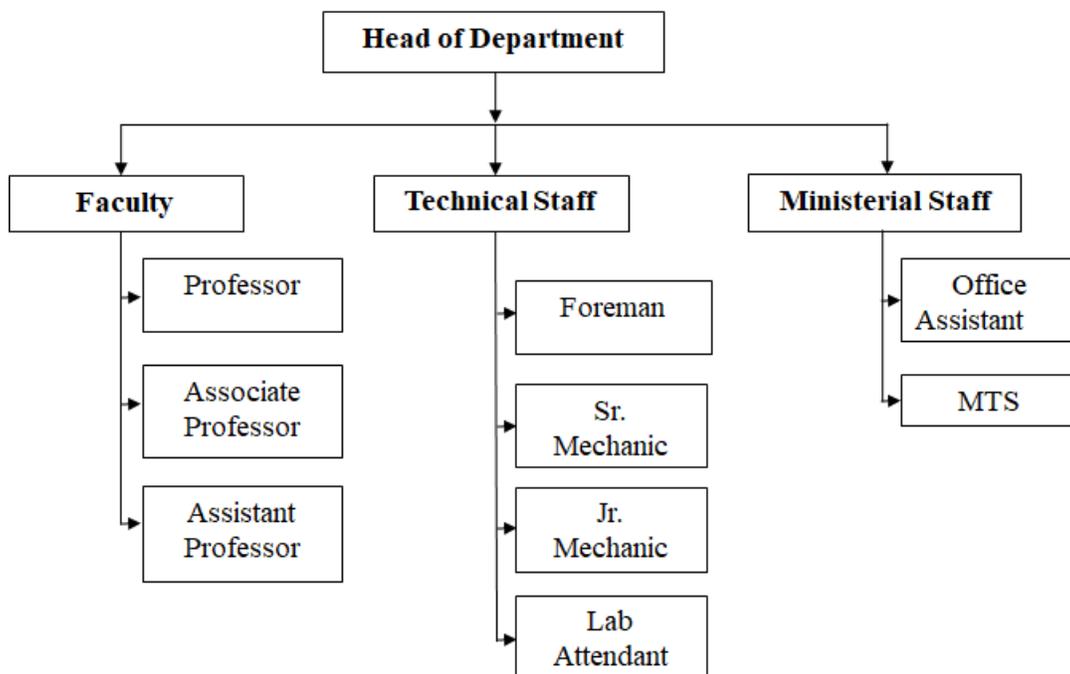
4. Responsibilities

The objective is to ensure that the departmental activities to be completed in a time bound manner with strict compliance of specified SOPs.

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4.1 Context of the Organization

4.1.1 Organization Chart



4.1.2 Responsibilities and Authorization

Designation	Responsibility	Authority
Head of the Department	<ol style="list-style-type: none"> To maintain overall smooth functioning of the department. To chair BOS, DPC, SRC, DRC (if applicable) and other department relevant committees. 	<ol style="list-style-type: none"> Purchase up to 1 Lakh. Sanction leave as per DTU guideline. Nominate <ol style="list-style-type: none"> Time Table In-charge. Guide allocation for UG and PG projects . Coordinators for various activities to be held in the department like FDP, Conference, Gian course etc. Course Coordinators

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		<ul style="list-style-type: none"> (e) Semester Coordinators (f) Program Coordinators (g) Lab In-charges (h) Teaching staff allocation (i) Fill APAR of the faculty members and forward it to competent authority. (j) Issue of student recommendations.
Faculty	<ol style="list-style-type: none"> 1. To engage lecture/ tutorial/ practical as per norms of AICTE/UGC. 2. Involve actively in curriculum and co-curriculum development, laboratory development and learning resource development. 3. To perform students' assessment and evaluation. 4. To provide guidance and counselling to students and help them shape personal character. 5. To carry research and development activities and provide research guidance to students. 6. To perform additional duties assigned by the HOD and other competent authority. 	<ol style="list-style-type: none"> 1. To give recommendations to the students as per their requirements. 2. To prepare and/or consolidate the theory and practical marks after evaluation and further submit to competent authority. 3. Fill APAR of subordinate staff, if applicable and forward it to HoD. 4. To give opinion in departmental staff meeting. 5. To initiate the purchase file for his/her research/academic lab.
Technical Staff	<ol style="list-style-type: none"> 1. To ensure that the lab is ready with all the requisites before commencement of semester. 2. To maintain stock registers and lab manuals. 3. To maintain instruments. 4. To maintain lab attendance. 	

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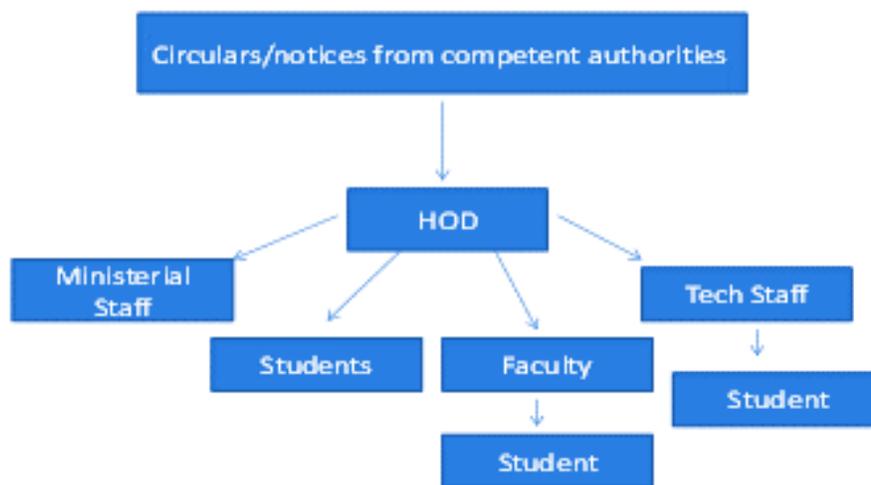
	5. To help Office In-charges, Laboratories in purchase of lab consumables/ non-consumable items. 6. Any other activity considered necessary by HOD/ faculty in charge/Faculty.	
Ministerial Staff	1. To facilitate HOD, faculty and Technical staff in their work.	

4.1.3 Work Culture

All the activities of the Academic departments are time bound and for the all-round development of students, faculty members and Non-teaching staffs. There is frequent interaction between faculty and student either in group or one-to-one to clear their subject doubt and any other matter that students want to discuss. Departmental meetings held on regular basis to discuss about the development of the department.

4.1.4 Flow of processes and Information

The information's from the competent authority is received by the office of the department and further circulated to concern stake holders as per the chart given below.



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4.1.5 Internal issues

- Shortage of work-force
- Repair of Instruments
- Shortage of Space

4.1.6 External issues

- Receiving list of admitted students to the Academic Departments
- Receiving of budgets
- Receiving files from outside the department

4.1.7 Risk

- Placement
- Performance of student
- Attendance
- Risks involved in practical labs
- Academic depression
- Harassment
- Discrimination

4.1.8 Opportunities

- Placement
- Industrial exposure
- Sports
- Conferences and seminars
- Extracurricular and co-curricular activities

4.2 Interested Parties

- 4.2.1 Students
- 4.2.2 Parents
- 4.2.3 University
- 4.2.4 Faculty

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- 4.2.5 Vendors
- 4.2.6 Industries
- 4.2.7 Academic and Non-academic departments of DTU
- 4.2.8 Govt. of NCT of Delhi and its ministerial staff
- 4.2.9 Govt. of India and its ministerial staff
- 4.2.10 Employers

5. Scope

5.1 Scope of the Quality Management System

This procedure is applicable to all the departments and defines all the processes and activities carried out in the academic departments.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

5.3 Exclusions

- None.

6. Procedures

6.1 Process Management Methodology

- Refer processes and information flow chart mentioned at 4.1.4

6.2 Top Level Processes

- 6.2.1 Vision & Mission of the Department
- 6.2.2 M.Tech./ M. B. A. Admissions
- 6.2.3 Ph.D. Admissions
- 6.2.4 Student Registration
- 6.2.5 Guide Allocation
- 6.2.6 Course Allotment

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- 6.2.7 Elective Choices
- 6.2.8 Time-table Creation
- 6.2.9 Guest Faculty Appointment
- 6.2.10 Course Coordinator Appointment
- 6.2.11 Appointment of Lab In-charge
- 6.2.12 Formation of BoS
- 6.2.13 Formation of DRC
- 6.2.14 Formation of SRC
- 6.2.15 Formation of DPC
- 6.2.16 Department Budget
- 6.2.17 Department Purchase
- 6.2.18 Stock Entry
- 6.2.19 MTech/PhD scholarship
- 6.2.20 Leave Rules: M.Tech., PhD
- 6.2.21 Maintenance of Course File and Lab Manual
- 6.2.22 Department Society Formation
- 6.2.23 Seminar/Symposia/FDPs
- 6.2.24 Student Recommendation
- 6.2.25 Industrial Visit
- 6.2.26 Purchase of books
- 6.2.27 Central Instrumentation Facility
- 6.2.28 Record keeping

7. Complete departmental procedures

The procedure for the activities of the academic departments are listed below:

7.1 Vision & Mission of the Department

7.1.1 Summary

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Every department shall be required to form a committee for outlining Department's vision, mission, and PEO in line with vision and mission of university; and its subsequent revisions to accommodate the dynamics of the university and the global and local challenges. The constitution of the committee should include Head of the Department and representatives from other stakeholders such as faculty and students of the department, parents and alumni, people from industry, other reputed academic institutions within/outside India, research sponsoring agencies like DST, AICTE, UGC, DSIR, DRDO etc. and professional bodies like IEEE, ACM and CSI.

7.1.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.1.3 Procedure

- Department shall propose the committee for outlining Department's vision, mission, and PEO; and its subsequent revisions and put forward to competent authority for approval.
- Meetings are held with all the stakeholders to formulate the Vision, Mission and PEOs. The minutes of the meetings are drafted.
- The proposed Vision, Mission and PEOs shall be discussed further in BoS and submitted to competent authority for approval.
- After approval, the department's Vision, Mission and PEOs are published and disseminated to the stakeholders through: • Department Office • Laboratories • Notice Boards • Department meetings • Department/Institute website • Course Manuals and Lab Manual • University Prospectus.

Check list: Existing University and department Vision, Mission and PEOs

Timeline: As per modifications in University vision and mission.

7.2 M.Tech./MBA Admission

7.2.1 Summary

University appoints an M. Tech./MBA Admission in-charge for admissions in current academic year. The HODs are requested to nominate admission in-charge for their respective

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departments along with admission team. The applications are invited online and admission is done through two processes:

- Admission through GATE score for M.Tech and through CAT score for MBA.
- Admission under sponsored category/part time.

The received applications are segregated department-wise and are sent to the respective department for further processing.

7.2.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.2.3 Process for admission through GATE/CAT score

- (a) The admission in-charge shall scrutinize the received application forms for required eligibility criteria.
- (b) The list of eligible/non-eligible candidate along with the remark is sent to the University M. Tech./MBA admission in-charge for notification on University website.
- (c) The schedule of the admission process along with the check list of documents is published on the University website.
- (d) The eligible candidates report for admission as per schedule along with their original mandatory documents at respective departments.
- (e) An admission slip is issued to the candidate after due verification of documents by admission team and deposition of admission fee by the candidate. A hardcopy file is created for each student.
- (f) After completion of each rounds of admission the department admission in-charge prepares a report of vacant seats and convey the same to University M.Tech./MBA admission in-charge. This list along with guideline for next counselling round in turn is published on university website.
- (g) The departmental admission in-charges send a final report of all admitted candidates to the University M. Tech./MBA admission in-charge. This report along with the files of each student is sent to PG section.

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7.2.4 Process for admission through sponsored category/part time

- (a) The admission in-charge shall scrutinize the received application forms for required eligibility criteria.
- (b) The list of eligible/non-eligible candidate along with the remark is sent to the University M. Tech./MBA admission in-charge for notification on University website.
- (c) The schedule of the admission process along with the check list of documents is published on the University website.
- (d) The written examination/personal interview is conducted by the respective departments for the admission.
- (e) HoD is responsible for setting up of question paper and departmental admission in-charge is responsible for conducting the examination, making of merit list and conducting interviews and send final list for further processing.

Check List: Original Certificates, GATE/CAT Score Card, Application Form, NOC from employer (if applicable), and Experience Certificate (if applicable).

Timeline: According to University admission notification.

7.3 Ph.D Admission

7.3.1 Summary

The Dean PG initiates the process for Ph.D admission and probable specializations of each department are asked for. University appoints a coordinator for Ph.D admissions who helps in finalization of guidelines for Ph.D admission as per Ph.D ordinance and preparation of admission brochure. The brochure shall be published on the University website which also include number of vacancies and scholarship available in each department, the schedule of admission process i.e., Date of test, interview etc.

The HoDs are requested to nominate coordinator for PhD admission for their respective departments along with admission team. The applications are invited online and the received applications are segregated department-wise and are sent to the respective department for further processing.

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7.3.2 Revision and Approval

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7.3.3 Procedure

- The departmental coordinator shall scrutinize the received application forms as per eligibility criteria.
- The list of eligible/non-eligible candidate with the remark is sent to the University PhD Coordinator for notification on University website along with required information. The list also indicates the candidates eligible for waiving off of entrance examination as per PhD ordinance.
- The candidates report for entrance examination as per schedule.
- The interview schedule is published for the candidates who cleared entrance test and those whose entrance test is exempted.
- The members of interview board shall be decided as per PhD ordinance. The short-listed candidates appear for interview.
- The list of selected candidates shall be compiled at Dean PG office.
- Dean PG along with PhD Admission coordinator shall take approval from Vice chancellor and publish the result on website.
- The selected candidates shall report at admission venue along with their original mandatory documents.
- An admission slip is issued to the candidate after due verification of documents by admission team and deposition of admission fee by the candidate. A hardcopy file is created for each student.

Check List: Original Certificates, Application Form, NOC from employer (if applicable), and Experience Certificate (if applicable).

Timeline: As per University admission notification.

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7.4 Student registration

7.4.1 Summary

Every student shall be required to register in each semester on the scheduled date as per academic calendar of the University till the completion of the degree. If the student does not register on scheduled date he/she has to pay late registration fee notified from time to time upto a maximum of 10 working days. Registration in absentia may be permitted by the Dean Academic (UG/PG). In absentia registration may be allowed only in rare cases such as illness or any other contingencies, at the discretion of the Dean Academic (UG/PG).

In case, a student is proceeding on industrial training/ internship/short term course, late registration may be allowed only up to a maximum of 10 working days after the scheduled registration date without late registration fee by the Dean Academic (UG/PG).

7.4.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.4.3 Procedure for UG (First Year) registration

- Admitted candidate has to register on online portal prescribed by DTU at DTU website.
- The candidate shall attend orientation program, report at specified venue and submit hardcopy of the registration form to the staff/ faculty present there and collect university regulation booklet.
- After registration, candidates have to go for campus visit to get acquainted with the venues for classes.

7.4.4 Procedure for UG (2nd to 4th Year)

- The students have to register on online portal at DTU site.
- The students have to report to their respective departments and have to submit the hard copy of registration form to the faculty member assigned in person on the first day of opening of the University.
- In case of ineligibility to register on scheduled date he/she has to pay late registration fee notified from time to time up to a maximum of 10 working days. Registration in

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absentia may be permitted by the Dean Academic (UG/PG). In absentia registration may be allowed only in rare cases such as illness or any other contingencies, at the discretion of the Dean Academic (UG/PG).

7.4.5 Procedure for PG (M. Tech., M. B. A.)

- (a) Student admitted for M. Tech./ MBA should report in the department and submit the subject registration form to the concern M. Tech. Coordinator in the department.
- (b) Student shall fill the registration form with subject choice as per prescribed syllabus.
- (c) The filled registration form is submitted and is duly signed by HoD and is sent to PG section.

7.4.6 Procedure for PhD Registration

- (a) After admission, PhD student shall report to HoD and get information about the supervisor.
- (b) Student shall fill the registration form with subject choice for course work after consultation with supervisor.
- (c) The filled registration form is submitted and is duly signed by HoD and is sent to PG section.

Check List: List of students received from academic section; duly filled in and authorised registration form

Timeline: As mentioned in the procedure.

7.5 Supervisor Allocation

7.5.1 Summary

Supervisors are allocated to all the final year B. Tech. students for project, pre-final and final year M. Tech. students and Ph. D. students of the department. Students shall be equally allocated among all faculty members with the mutual consent of the faculty and students. The Head and Departmental Research Committee of the concerned Department are responsible for appointment of Ph. D. supervisors.

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7.5.2 Revision and Approval

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7.5.3 Procedure for Project supervisor allocation for B.Tech. Students

- HoD appoints project coordinator for smooth conduction of project.
- The project coordinator issues notice to student for formation of project group with a limit of four students per group.
- Students shall interact with faculty members of the department to formalize the project problem and the same shall be conveyed to project coordinator.
- Finalization of the project groups and project supervisor shall be done in consultation with HoD so that every faculty members gets approximately equal number of project groups.
- The allocation process has to be completed before the commencement of the semester where project work is part of curriculum.
- The finalized list of allotted students along with project supervisor will be communicated to concerned faculty member and students.

7.5.4 Procedure for Project supervisor allocation for M. Tech./ MBA Students

- Students should be allocated to faculty members according to the specialization of the branch with the consultation of the faculty coordinator.
- Course coordinator shall discuss about the area of research interest for project with students and faculty and finalize the list allocated students to particular faculty member.
- The allocation process has to be completed within the first semester of PG program.
- The finalized list of allotted students along with project supervisors shall be communicated to HOD, concerned faculty member and student.

7.5.5 Procedure for Allocation of Ph.D. Students

Ph.D. research supervisors are appointed from the regular faculty members as per regulation R.7 of Ph.D. ordinance 2017.

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Check List: List of students received from academic section

Timeline: As mentioned in the procedure.

7.6 Elective Choices

7.6.1 Summary

Department offers departmental and open elective courses that may be undertaken by the B. Tech. students of parent department as well as outside the department. The list of courses that individual department can offer in a particular semester is sent to examination branch for compilation. The compiled list of courses is notified on university website and students are advised to select courses from this pool of electives.

Department also offers elective courses to M. Tech. students. The list of courses that individual department can float in a particular semester is sent to competent authority for compilation. The compiled list of courses is notified on university website and M. Tech. students are advised to select courses from electives specific to particular specialization.

7.6.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.6.3 Procedure

- HoD shall ask the faculty members about their willingness to teach elective course from the available pool of courses for specific semester and the interested time slot.
- The elective courses offered in a particular semester preferably have an expert in-house faculty to deliver the course.
- Decision on electives to be offered shall be made in a departmental meeting and the list is published in minutes of the meeting.
- The list of elective courses offered by the department or University should be published at least 07 days before the start of semester for information of students.

Check List: Syllabus

Timeline: At least 7-days before the start of the semester.

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7.7 Course Allotment

7.7.1 Summary

The courses are allotted to the faculty members as per the syllabus and choices of the faculty members.

7.7.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.7.3 Procedure

- HoD appoints a faculty member as time table in charge for an academic year.
- Time table in charge invites subject choices from the faculty members.
- The allocation of teaching load shall be done as per AICTE norms and on the basis of choices of subjects submitted by the faculty.
- If no choice is submitted for a particular course, the faculty shall be appointed as per the expertise of faculty determined on the basis of his research field, related project work, Ph.D. guidance, and related subjects taught in earlier semesters.
- The distribution of theory and practical courses of each semester shall be done in a departmental meeting.

Check List: Syllabus

Timeline: At least 7-days before the start of the semester.

7.8 Time-table

7.8.1 Summary

The time-table in-charge prepares time table as per load allocation done in 7.1.7. The time table is displayed on department notice board and submitted to competent authority. Subject wise and faculty wise time table is also submitted for online attendance monitoring.

7.8.2 Revision and Approval

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7.8.3 Procedure for appointment of Time Table In-charge

- (a) The HoD appoints the time-table in-charge for ensuing academic year and the same is notified. A co-in-charge may also be appointed to assist the time-table in-charge.
- (b) The time-table in-charge is to be appointed for one academic year. Subsequent upon the completion of period, a new time-table in-charge will be appointed. This process of appointment of time-table in charge shall be adopted on rotation basis among the faculty-members.

7.8.4 Procedure for allocation of Teaching Load

- (a) The allocation of teaching load and distribution of theory and practical courses of each semester shall be done in a departmental meeting by the HOD and the time table in-charge.
- (b) The allocation of courses should be done based on the subject choices submitted by the faculty members. If no choice is submitted for a particular course, the faculty will be appointed as per the expertise of faculty determined on the basis of his/her research field, related project work, Ph.D. guidance, and related subjects taught in earlier semesters.
- (c) Each faculty shall be allocated load as per university norms.

7.8.5 Procedure for preparation of Time-Table

- (a) The time table (class wise, faculty wise, laboratory wise and room wise) shall be prepared for five working days of a week for the regular courses starting from 8 am in the morning till 6 pm in the evening.
- (b) Priority should be given to allotment of theory courses in fore-noon (FN) session and practical courses in afternoon (AN) session as per availability of teaching resources.
- (c) No faculty member would be allotted continuous slots for more than two (02) hours of theory classes.
- (d) The time-table in charge should try to ensure that the load per week is evenly distributed over the five working days in a week.

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7.8.5 Procedure for display of Time-Table and Monitoring of classes

- (a) The time-table should be prepared and displayed at least seven (07) days before the start of semester. It should be circulated/distributed among the concerned faculty/lab staff well in advance before the start of teaching schedule.
- (b) The time table should clearly state name of the Department, Course name, Semester, Period of the semester, Room No., and name and signature of Time-table in charge and Head of Department.
- (c) Each box for a slot in the time-table should clearly mention the Subject Code, name of the faculty, and Room No. allotted (if different from the one allotted on top) for that slot.
- (d) The time-table shall be displayed on the Notice Board and circular file of Department, allotted room/Laboratory, university website for information of the students and faculty.
- (e) The display of time-table at required locations shall be the responsibility of Head and time-table In-charge of Department
- (f) Monitoring of effective implementation of time-table shall be ensured by the Head of Department or his representative.

Check List: Syllabus, time table - class wise, faculty wise, laboratory wise and room wise

Timeline: As mentioned in the procedure.

7.9 Guest Faculty Appointment

7.9.1 Summary

Department offers few subjects to the persons from industries, academia or qualified individuals as per the requirement.

7.9.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.9.3 Procedure

- (a) Time table in charge shall appraise the HoD about unallocated load.

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- (b) The faculty shall be asked about their interest in taking extra load of B. Tech. program.
- (c) The extra load allocation for in house faculty shall be discussed and HoD shall decide on such load allocation.
- (d) Time table in charge shall initiate the file for load sanction for pt. (iii) of 7.9.3.
- (e) The HoD shall identify the Guest faculty against the remaining unallocated courses in the department on the basis of his/her qualifications and credentials
- (f) The eligible, prospective guest faculty may be called for interaction with Head of the department.
- (g) The list of proposed guest faculties along with permissible number of teaching hours shall be send for approval and sanction by Competent authority.
- (h) The establishment branch shall issue sanction order with respect to the guest faculty.
- (i) The academic department shall maintain an attendance register for guest faculty. The guest faculty shall be required to sign the attendance.
- (j) The guest faculty shall submit bills along with copy of attendance to the time-table coordinator in required form. The time-table coordinator shall verify the bills as per the time-table, academic calendar and gazetted holidays and forward them to HoD. The HoD shall send the verified bills to the establishment department for further action.

Check List: Work load calculation, CVs of candidate

Timeline: 15 Days from the date of initiation.

7.10 Course Coordinator Appointment

7.10.1 Summary

Every course / subject offered by a Department shall be coordinated by a Course Coordinator appointed by the HoD. The Course Coordinator shall have full responsibility for the course. He / she shall coordinate the work of other faculty members involved in that course in respect of their participation in various activities related to the course including continuous evaluation of the students through tests, quizzes, assignments, mid-term and end term examination and the award of the grades

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The distribution of weights for each component shall be announced by the Course Coordinator at the beginning of the Course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given program.

7.10.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.10.3 Procedure

- (a) HoD shall appoint a Course Coordinator for every course / subject offered by a Department.
- (b) The course coordinator shall ensure proper delivery of contents of related courses and coordinating the work of faculty member(s) involved in that course, including examinations and the award of grades.
- (c) The course coordinator shall coordinate the work of other faculty members involved in that course in respect of their participation in various activities related to the course including continuous evaluation of the students through tests, quizzes, assignments, mid-term and end term examination and the award of the grades.
- (d) The distribution of weights for each component shall be announced by the Course Coordinator at the beginning of the Course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given program.
- (e) Each Course Coordinator (s) shall prepare and type his / her question paper, set for Mid-Term and End-Term Examination. In case the course is taught by many faculty members papers shall be set in consultation with all the faculty members teaching the course to avoid confusion arising due to coverage of course by each faculty member. The question paper may be got photocopied in his / her presence to maintain confidentiality.
- (f) The course coordinator shall ensure that the faculty prepares course file of laboratory manual of the related course.

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- (g) Course coordinators for major projects in UG and PG programmes will be responsible for withdrawing advance for payment of Remuneration and TA/ DA to the external examiner.

Check List: Syllabus

Timeline: Before the commencement of semester

7.11 Appointment of Lab In-charge

7.11.1 Summary

As per the curriculum of B. Tech and M. Tech/MBA, the courses for which labs are to be conducted are identified through discussion in the departmental meeting. Based on the specialization, faculty member(s) is (are) appointed as Lab in charge.

7.11.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.11.3 Procedure

- As per the curriculum of each semester, practical courses for which labs are to be conducted shall be identified/ discussed in the departmental meeting.
- Duration of lab in-charge for B.Tech/ M.Tech/ MBA practical courses may be decided as per the requirement/ availability of expertise of the respective course.
- Associate lab in-charge may also be appointed to assist the in-charge, if required.
- A faculty member would be the In-charge of a research lab established by him/her. If a research lab In-charge is on long leave (more than one year), he/ she may hand over charge of the concern research lab to any faculty member for the period of leave.

Check List: List of laboratories

Timeline: At least 7-days before the start of the semester.

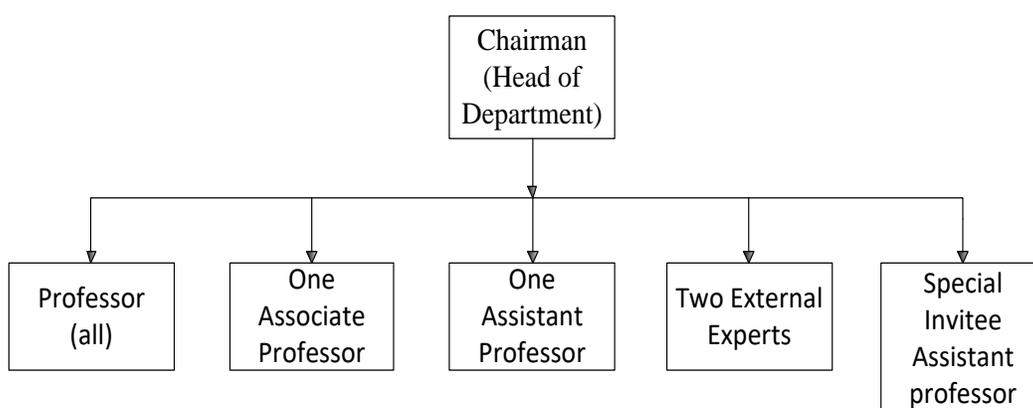
7.12 Formation of BoS

7.12.1 Summary

The Board of Studies (BoS) shall be a sub-committee of the AC, which shall consider all the academic matters related with the Department. It shall also consider and recommend to the AC

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the broad framework and policies related to the UG programs offered by the University. The composition of BoS of the Department shall consist of the following members, namely: - Head of the Department (Chairman), All professors of the Department (Members), Two experts appointed by Vice Chancellor (Members), One Associate Professors and one Assistant Professor of the Department by rotation (Members) for a period of two years.



7.12.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.12.3 Procedure for formation of BOS

- Before six months of the completion of existing BOS tenure, HOD shall call a meeting of faculty to decide the panel of external subject experts based on their academic qualifications and expertise.
- HOD shall forward the suggestive panel of external experts names along with names of Professors, Associate Professors and Assistant Professors as per recommendation of BOS to Dean UG/ PG.
- Further the Dean PG/ UG shall forward the tentative structure of BOS to Vice Chancellor for approval/ appointment of the BOS committee.
- The members of the BOS of a department are appointed by the Vice Chancellor as per the University regulation.

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(e) The approved BOS shall be notified by Dean UG/ PG.

7.12.4 Criteria for external experts

- Ph. D. degree mandatory for experts from Academics/ research area.
- Relevant specialisation for experts from academic/ research with proven track record.
- Relevant teaching/ research experience for experts from Industry with proven track record.

Check List: Request from HoD

Timeline: 15 Days from the date of initiation of file.

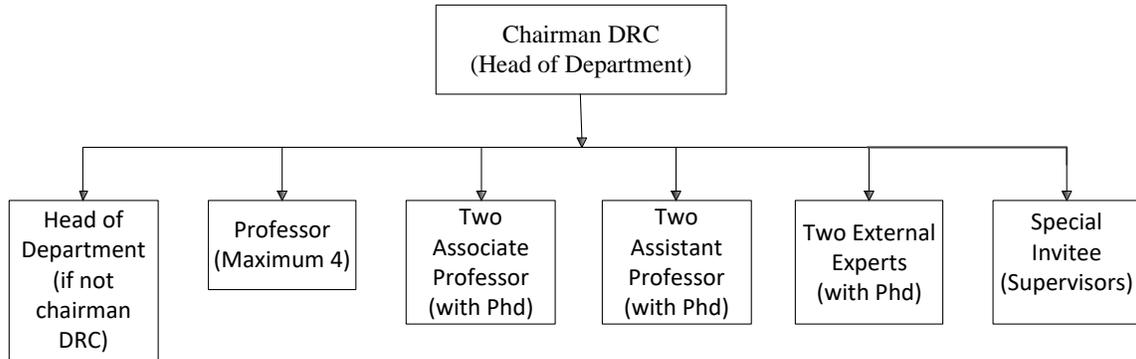
7.13 Department Research Committee (DRC)

7.13.1 Summary

The minimum number in any DRC shall be five, including at least two academic staff at the level of professors. In case any department fails to have the required number, or the number of professors is less than two, a joint DRC shall be constituted by the competent authority with other department having closest affiliation. The members of the DRC shall satisfy the eligibility requirements as specified in PhD ordinance and the composition of the DRC shall be as follows:

- (a) Chairman DRC
- (b) Head of the concerned Department (if he is not the DRC Chairman).
- (c) Professors of the concerned Department(s) maximum up to four, appointed by Vice Chancellor for tenure of two years in rotation.
- (d) Two Associate Professors of the Department(s) appointed by Vice Chancellor for tenure of two years on rotation.
- (e) Two Assistant Professors of the Department(s) appointed by Vice Chancellor for tenure of two years on rotation.
- (f) Two outside experts nominated by Vice-Chancellor in consultation with the Dean PG from the panel suggested by the concerned HOD(s).
- (g) Supervisor(s) only in the cases where the progress report of the concerned scholar is to be discussed.

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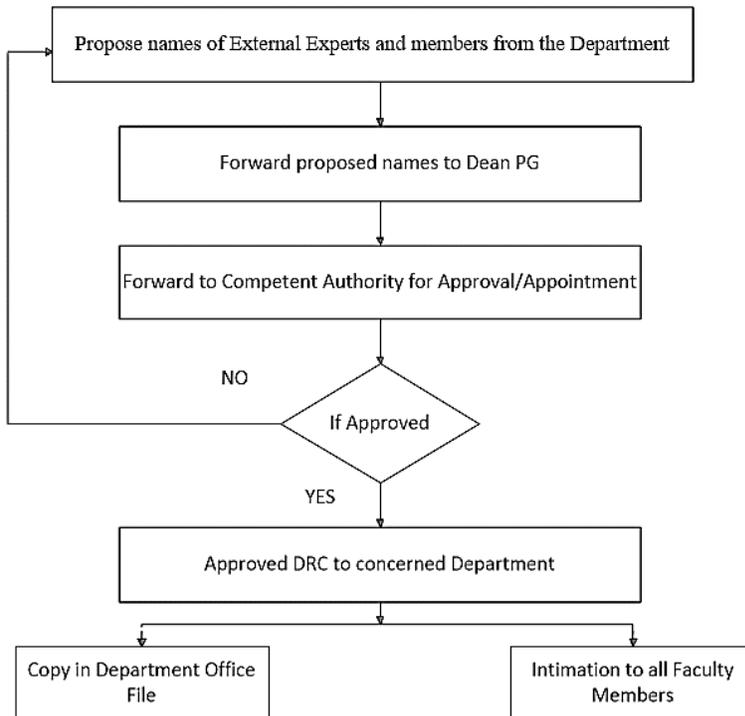


7.13.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.13.3 Procedure

- Dean PG initiates the process of DRC formation as per Ph.D. ordinance.
- After approval from Vice-Chancellor, Dean PG shall issue notification of composed DRC to respective department.



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Check List: Initial request from Dean PG

Timeline: 15 Days from the date of initiation of file.

7.14 Formation of Student Research Committee (SRC)

7.14.1 Summary

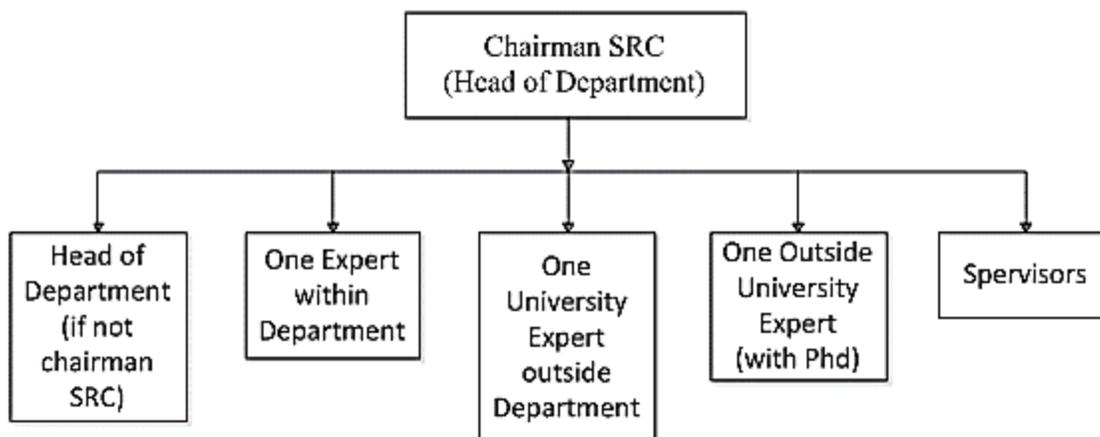
SRC of the Ph.D. student/scholar shall conduct Comprehensive Examination, examine/modify/ fine tune and approve the Research Plan, monitor the progress of the Ph.D. student/scholar in each semester, submit the observation on progress report to DRC chairman in each semester, conduct Pre-Ph.D. Seminar, recommend a panel of inland and foreign examiners for the student to Dean PG for appointment of examiners by Vice Chancellor.

Composition of SRC:

The Composition of SRC will be as follows:

- (a) Chairman DRC or his nominee.
- (b) Head of Department (if he is not Chairman DRC).
- (c) Two outside experts nominated by Vice Chancellor in consultation with the Dean PG from the panel proposed by supervisor(s) and recommended by DRC chairman of the concerned department.
- (d) One University faculty expert preferably in the concerned area, from within the Department appointed by Vice Chancellor in consultation with the Dean PG from the panel proposed by supervisor(s) and recommended by DRC chairman of the concerned department.
- (e) One University faculty expert from outside the Department appointed by Vice Chancellor in consultation with the Dean PG from the panel proposed by supervisor(s) and recommended by DRC chairman of the concerned department.
- (f) Supervisor(s).

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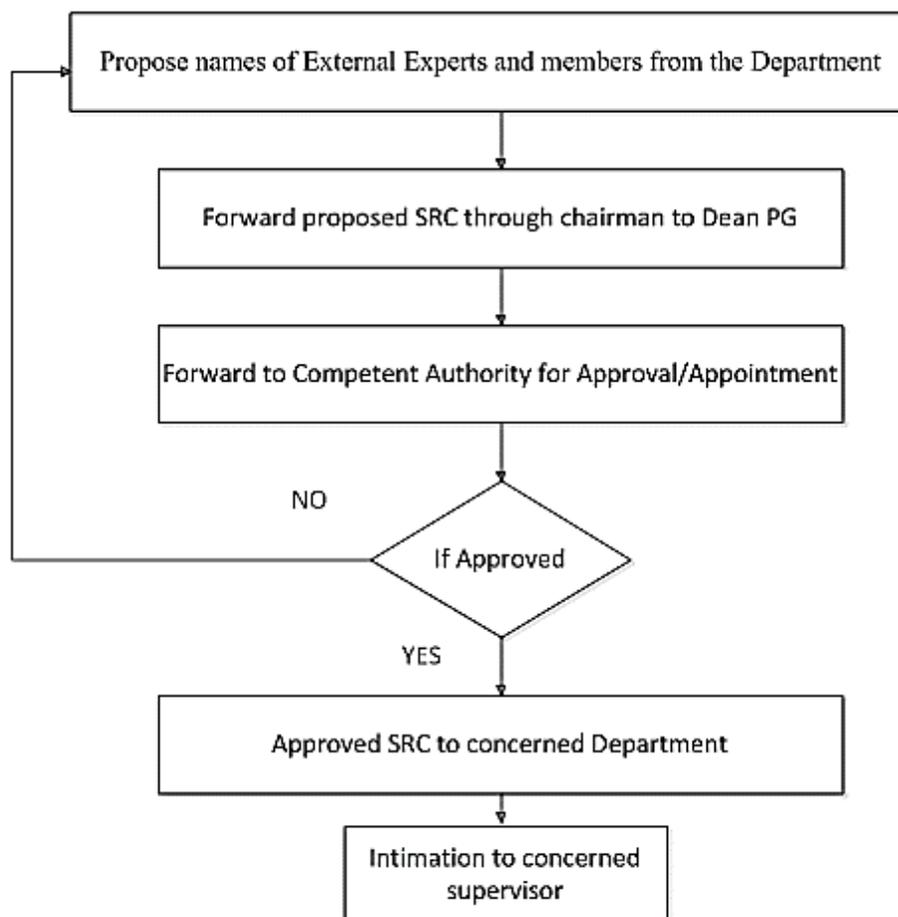
7.14.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.14.3 Procedure

- The supervisor shall initiate the file for the formation of SRC upon successful completion of requisite course work and sufficient literature survey.
- The DRC chairman shall forward the file to Dean PG.
- Dean PG shall further send this file to Vice Chancellor for approval.
- After approval the Dean PG shall notify the composed SRC.

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Check List: List of proposed subject expert (within & outside DTU).Result/certificate of course work completion of respective student.

Timeline: 15 Days from the date of initiation of file.

7.15 Formation of Departmental Purchase Committee (DPC)

7.15.1 Summary

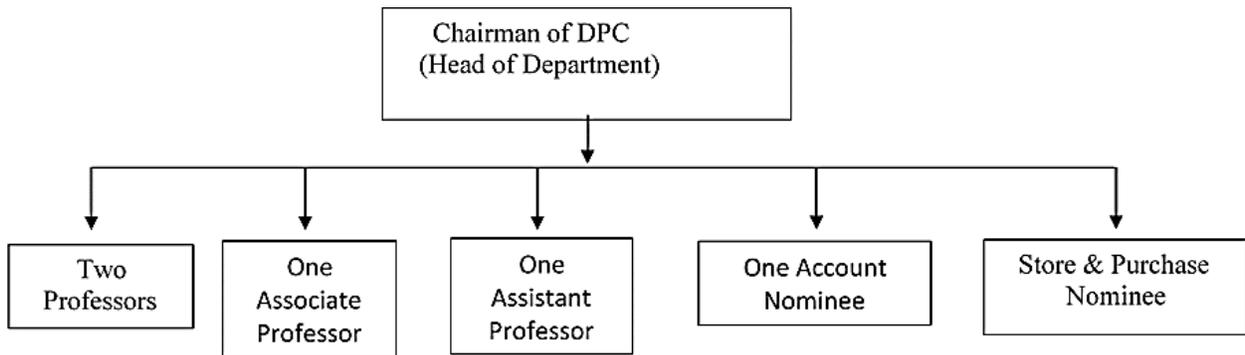
DPC of each department is made to purchase/ procurement of required consumable items / non-consumable items in labs / AMC/ maintenance for existing equipment or any kind of purchase in the department.

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Composition of DPC: DPC will be constituted by Vice Chancellor on the recommendation of HoD of respective department. Constitution may be as follows:

- (a) HoD (Chairman)
- (b) Two Professors of the Department
- (c) One Associate Professor
- (d) One Assistant Professor
- (e) One nominee from Account section of DTU as per rules
- (f) One nominee from Stores and Purchase section of DTU as per rules

In any case, number of members should not be less than five. In case of non – availability of Professor/ Associate Professor in the respective department, Assistant professor may replace them.



7.15.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.15.3 Procedure for formation of DPC

- (a) Initially HoD shall propose the names of members of DPC according to composition of committee to Store & Purchase (S&P) of University.
- (b) S&P shall send the proposed composition of DPC to Vice-Chancellor for approval / appointment of DPC.
- (c) After approval from Vice Chancellor, S&P shall issue order to the respective department about the composition of DPC.

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Check list: List of proposed names

Timeline: 15 days from the date of file initiation

7.16 Preparation and distribution of Departmental budget

7.16.1 Summary

Every department is allocated with specified budget to function efficiently in each financial year.

7.16.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.16.3 Procedure

- The Head of the Department shall call a meeting during January-February of every year to finalize proposed budget of the Department for next financial year.
- All the members of faculty should attend the meeting for finalization of budget.
- The laboratory in-charges, departmental library in-charge, and other faculty shall be asked to submit the approximate budget required to run the laboratories, library, and other facilities in the Department.
- The faculty may also be asked to submit budget proposal for conducting any seminar, conference, workshop, and faculty development programme, and guest lectures in the coming financial year.
- The proposed budget may be finalized after discussion based on relevance of the equipment, consumables, programme etc. for different stake-holders.
- The finalized budget may be forwarded by the HoD within the time-frame decided by the concerned branch.
- After due approval from the competent authority, the budget may be distributed to all the laboratories/activities as decided. If the approved budget is less than the proposed budget, proportionate deduction to all the subheads be made.
- The Head of Department and concerned in-charges must ensure that the allocated budget is utilized within the specified time-frame.

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- (i) Proper record of the expenditure be maintained in Departmental register as well as individual registers of the labs.

Check list: List of consumable and non-consumable items

Timeline: As per the office order received

7.17 Departmental Purchase

7.17.1 Summary

Every department shall purchase the required consumable and non-consumable items from the allocated budget in a financial year. The HoD shall call the meeting of all faculty members as per the requirement of the department or the procurement matter can also be discussed in any department meeting.

7.17.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.17.3 Procedure

- For the requirement of consumable/ non- consumable items/ AMC or any kind of purchase; concerned faculty/lab in-charge/ coordinator has to initiate the purchase / procurement proposal.
- File in proper format should be submitted to HoD of the department.
- HoD shall forward it to the competent authority for administrative and financial approval.
- The copy of the minutes should be attached with technical specification/indent of the proposed item, while proposal submitted for administrative / financial approval to HoD at the department.

Check list: Requisition form with technical specification

Timeline: 30 Days from the date of initiation.

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7.18 Stock Entry

7.18.1 Summary

Every department must have stock registers where entry of the purchased items listed. Any non – consumable item should be entered in the departmental stock register and individual lab register. Any consumable item should be entered in the individual lab stock register.

7.18.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.18.3 Procedure for non-consumable items

- The non-consumable item shall be received in the department by the requisitor from the vendor.
- The non-consumable item shall be placed in the laboratory as discussed in the faculty meeting during the initiation of the file.
- The requisitor shall arrange the demonstration of the machines. After successful installation and demonstration, the instrument shall be entered into the departmental stock register and individual lab register.
- The file shall be sent to S & P for entry into the University/central stock register.

7.18.4 Procedure for consumable items

- The consumable item shall be received in the department by the requisite from the vendor.
- The consumable item shall be placed in the laboratory as discussed in the faculty meeting during the initiation of the file.
- The requisite shall verify the consumable items and make their entry in individual consumable lab register.

Check List: Challan receipt in duplicate, Bill of the item in triplicate, departmental stock register, stock register of lab, indent book, installation & demonstration report, compliance report for technical specification

Timeline: Within two weeks from the date of installation.

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7.19 M.Tech. /PhD scholarship

7.19.1 Summary

DTU through the department provides scholarship to some branches of M Tech and selected PhD students.

7.19.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.19.3 Procedure

- The scholarship form filled by the candidate to be submitted within the first three days of each month with photocopy of attendance sheet to the supervisor for verification and signature.
- The signed form is further submitted to HoD for signature and further forwarded to Dean (PG).

Check List: Scholarship form, Photocopy of attendance (verified by supervisor)

Timeline – 7 days

7.20 Leave Rules: M.Tech, PhD, Faculty

7.20.1 Summary

The students enrolled in M.Tech. and Ph.D are entitled for the leave as per their ordinances. The candidate shall apply for the leave in prescribed format duly forwarded by concern supervisor. The faculty are entitled to get the leave as per leave rule of DTU.

7.20.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.20.3 Procedure

- The leave application shall be submitted to the HoD and the HoD office shall notify the candidate of its acceptance/rejection.
- A leave of duration of more than one week should be applied for at least a week in advance.
- The department shall maintain a register for record of leaves granted to each candidate.

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(d) In case of medical leave, the candidate should submit proper medical certificate from a medical practitioner.

(e) For faculty, the leave application is submitted to HoD as per the DTU leave rule.

Check List: Leave application in prescribe format.

Timeline – As per DTU leave rule

7.21 Maintenance of Course File and Lab Manual

7.21.1 Summary

Every department shall maintain proper course file and lab manual for smooth functioning of the theory and practical classes.

7.21.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.21.3 Procedure

- There should be a course file for each subject offered by the respective department.
- For common courses, course file shall be prepared by the course coordinator in consultation with all the faculty members involved in teaching of the course/ subject.
- Course file shall be prepared by course coordinator for each subject.
- Format of course file shall be available in the office of each department.
- Course file shall be prepared within fifteen days after the commencement of the semester.
- Course file shall be submitted to HoD office of respective department at the end of the semester.
- Each academic lab shall have a lab manual which should be prepared/ improved/ edited by the concerned Lab In-charge each year as per the working / model of the equipment.

Check list: Course File, Lab Manual

Timeline: As per procedure

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7.22 Department Society Formation

7.22.1 Summary

Every department shall be required to appoint a faculty advisor to carry out the functioning of the society. The faculty advisor selects a team of students through interview and personal interactions for smooth functioning of the society.

7.22.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.22.3 Procedure

- The approved team shall present proposals for organizing the society's events like technical fests, workshops, etc. which shall be approved by the faculty advisor and the HoD.
- The team shall formally interact with the sponsors and other partners within/outside the university for organization of society's events such as technical festivals, workshops etc.
- The advance for conducting society's events should be applied at least 30 days in advance to the commencement of the event by the faculty advisor. The vice-chancellor will approve the advance for conducting such events.
- The settlement of advance received for conducting society's event should be done at most 30 days after the event date by the faculty advisor.

Checklist: List of events

Timeline: 10 Days from the date of initiation of file

7.23 Student Recommendation

7.23.2 Summary

Every department should have a faculty in-charge to look after the student recommendation for industrial training, internship within India, recommendation for higher studies and experience certificates by PhD scholars/project fellow. The department should have a prescribed Performa for

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the following which should be issued by the HoD on recommendation of faculty-in-charge. In case of PhD students/project fellow, the concern supervisor or PI shall give the recommendation.

- Industrial training
- Internship within India
- Recommendation for higher studies
- Experience certificate

7.23.3 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.23.4 Procedure

- (a) Student should apply for the recommendation in the prescribed format duly forwarded by the faculty concern/supervisor/PI and shall submit to the faculty in-charge.
- (b) The faculty in-charge shall further submit the application to HoD for issue of certificate.
- (c) The signed certificate to be issued to the candidate from HoD office by keeping a photocopy as record in the department.

Checklist: Request letter or filled format

Timeline: 7 Days from the date of initiation.

7.24 Industrial visit

7.24.1 Summary

Industrial visit has its own importance in a career of a student who is pursuing a professional degree. This is a part of DTU curriculum to provide students an insight regarding internal working of companies. The department shall encourage the students to visit industries under the supervision of faculty-in-charge assigned by the HoD in consultation with concern faculty.

7.24.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.24.3 Procedure

- (a) The industry/location of the visit and shall duration be finalized in consultation with HoD, faculty-in-charge and CR.
- (b) Proper sanction of advance per student can be applied as per DTU norms. The advance for industrial visit should be applied at least 30 days in advance to the visit.
- (c) The settlement of advance received for industrial visit should be done at most 30 days after the event date by the faculty in-charge.
- (d) A report on industrial visit should be submitted to the HoD office duly approved by faculty-in-charge.

Check list: Request letter of student, Consent letter of concern industry

Timeline: As mentioned in procedure

7.25 Seminar/Conference/Workshop/FDP in the Department

7.25.1 Summary

The Seminar/Conference/Workshop/FDP has its importance for up-to-date knowledge in the subject. Faculty member or a team desirous of organizing a Seminar/Conference /Workshop/FDP in the department should submit a proposal in prescribed format and recommended by HoD to the competent authority.

7.25.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.25.3 Procedure

- (a) The submitted proposal shall be evaluated by the competent authority for approval.
- (b) The approved proposal shall be sent to the concern department for further course of action.
- (c) An organizing committee is to be constituted by faculty-in-charge/convener/coordinator to assist the event. The committee may be assigned responsibilities as per the requirement.

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(d) This is the responsibility of faculty-in-charge/convener/coordinator to meet/follow all the guidelines/formalities.

(e) The settlement of advance received should be done at most 60 days after the event date by the faculty in-charge.

Checklist: Proposal in format

Timeline: 15 Days from the date of initiation of file

7.26 Purchase of Books/journals/magazines etc

7.26.1 Summary

The books/journals/magazines etc are required by the students for understanding their subjects, to update about the recent developments in the field. The department initiates the purchase on recommendation of the faculty members and students.

7.26.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.26.3 Procedure

- a) Requisition form to be filled by faculty/student
- b) The filled requisition form shall be discussed in departmental meeting.
- c) The filled requisition form forwarded to Library

Check list: Requisition form

Timeline: 30 days

7.27 Process for Central instrumentation facility

7.27.1 Summary

Central instrumentation facility is a central laboratory situated in any department which is available for data to all the students duly forwarded by the faculty under which candidate works. An in-charge of Central instrumentation facility shall be appointed by the HoD of the department with proper approval of the Vice-chancellor. The I/C should be from the department where the facility exists or is being developed. I/C shall be a faculty keeping in view the area of research / experience required related to facility.

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A Committee of five member's to be appointed to look after the use and maintenance of facility/ equipment. This will include: (i) I/C (ii) HoD of the dept. where facility exists and (iii) Other three members - should be from the outside/inter dept. of the university exceeding the facility.

For Independent central instrumentation facility, the I/C shall be decided from any department by Vice-Chancellor of the university. Proper trained main power at the level of scientific officer and trained staff shall be attached for smooth working of the instruments.

7.27.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.27.3 Procedure

- (a) Requisition form to be filled by the candidate and forwarded by the mentor/supervisor to the I/C giving the required information about the sample.
- (b) The I/C evaluate the requisition form and give suitable number and time to the candidate.
- (c) The candidate shall get the data of the sample submitted.

Checklist: Requisition form.

Timeline: As per the number received from I/C.

7.28 Record Keeping

7.28.1 Summary

All academic departments are required to maintain the records of the events/activities pertaining to their respective departments which are not falling under the purview of its listed procedures.

7.28.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.28.3 Procedure

All academic departments are required to maintain the following records for each academic year:

- (a) Research/ book publications of the faculty members of the department.

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- (b) List of FDP/Conferences/seminar/workshops/ expert lectures etc. organized by the department.
- (c) Honours/awards to faculty members/staff.
- (d) List of visitors to the department.
- (e) Visit of faculty members of the department as an expert to other organizations.
- (f) Completed / ongoing sponsored research projects.
- (g) Participation of faculty members in short term courses/FDP/ Conferences/symposia/seminar/workshops/ expert lectures/.

8. Overview

8.1 Process Sequence

- None.

9. Related Documents

- Students' Roll List
- Academic Brochures
- Ordinance and Regulations

10. Related Forms

S. No.	Forms Name
1.	APAR forms
2.	Feedback Form NBA
3.	Form CL/EL etc
4.	Form for SRC for new Ph.D students
5.	Ph.D. new Performa of stipend form
6.	Proposal submission form store and purchase
7.	Registration form Ph.D.
8.	Revised + Reimbursement + form (2004)
9.	M. Tech. Stipend form
10.	Student leave format
11.	Guest faculty bill format
12.	B.Tech project report format

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13.	Ph.D. Form
14.	Feedback form graduate alumni 2011-15
15.	Feedback form
16.	New Performa of stipend form
17.	Ph.D. students information form
18.	Requisition form consumable items
19.	Requisition form general items

11. References

- University's Act and Statutes
- B. Tech. Ordinances & Regulations: ORDINANCE 1(A) and ORDINANCE 5(A)
- M.Tech. Ordinance and regulations
- Ph.D. Ordinance and regulations

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

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Abbreviations

- **AC:** Academic council of the University.
- **BoM:** Board of Management of the University.
- **BoS:** Board of Studies of the concerned Department.
- **B.Tech:** Bachelor of Technology
- **M.Tech:** Master of Technology
- **MBA:** Master of Business Administration
- **EMBA:** MBA (Executive)
- **Ph.D:** Doctor of Philosophy
- **FT:** Full Time
- **PT:** Part Time
- **DRC:** Departmental Research Committee (Ph.D)
- **SRC:** Student Research Committee (Ph.D)
- **CGPA:** Cumulative Grade Point Average.
- **COE:** Controller of Examinations of the University.
- **DA-UG:** Dean Academic (UG).
- **Dean-PG:** Dean, Post Graduate Studies & Ph.D.
- **DOSW:** Dean of Students Welfare.
- **HoD:** head of the department
- **JEE:** Joint Entrance Examination (Main) for admission to undergraduate (B. Tech.) program of Delhi Technological University.
- **CAT:** Common Admission Test.
- **GATE:** Graduate Aptitude Test Engineering
- **JKPMSSS:** Prime Minister special Scholarship Scheme for Jammu Kashmir students.
- **OBC:** other backward classes as notified by the Government of India/Government of NCT of Delhi from time to time.
- **PD:** persons with disability as specified by the Government of India from time to time.
- **Pro VC:** Pro Vice chancellor

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- **SC/ST:** Scheduled Castes and Scheduled Tribes as notified by the Government of India/Government of NCT of Delhi from time to time.
- Examination for a branch of study as approved by the BoM.
- **SGPA:** Semester Grade Point Average.
- **Student:** a student registered for an undergraduate program for full-time study leading to the Bachelor of Technology degree.
- **UG:** Under Graduate.
- **PG:** Post Graduate.
- **UTTC:** University Time Table Committee.
- **VC:** Vice chancellor

Definitions

- (a) “Applicant” shall mean an individual who applies for admission to any UG/PG & Ph.D program of the University.
- (b) “Academic Centre” means centre established in the University for running the academic and research activities.
- (c) “AC” and “Council” shall mean the Academic Council of the Delhi Technological University.
- (d) “Academic Program” includes a program of courses or any other component leading to a Bachelor of Technology / Post Graduate & Ph.D. Degree.
- (e) The Board of Studies (BoS) of a department is a sub-committee of the AC, which considers all the academic matters related with the concerned Department.
- (f) “Coordination Committee” shall mean the committee of the faculty members involved in a course.
- (g) “Registration” means registration for course or semester at the start of the semester of any program of the University.
- (h) “Course” shall mean a curriculum component of the academic program identified by a designated code number, a title and specific credit assigned to it.
- (i) “Course Work” shall mean courses to study prescribed by the Department in consultation with the supervisor to be undertaken by a student registered for the Ph.D. Degree.

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- (j) “Course Coordinator” shall mean a faculty member who shall have full responsibility for the course; coordinating the work of faculty member(s) involved in that course, including examinations and the award of grades.
- (k) “Ph.D. & PG Coordinator” shall mean faculty member of Delhi Technological University appointed by Vice Chancellor, to supervise and conduct the admissions to Ph.D & PG program and register the students.
- (l) “Degree” shall mean the Bachelor/Post Graduate/Ph.D degree of the University as may be approved by the BoM from time to time.
- (m) “Faculty Advisor” shall mean a teacher nominated by the Department to advise a student on the courses to be taken by him/her and other matters related to the academic program.
- (n) “Supervisor” shall mean a supervisor nominated by the Head of the Department to supervise a student on his/her research work.
- (o) “Joint Supervisor” shall mean the additional supervisor approved by the Academic Council on the recommendation of DRC to guide the student jointly with supervisor in the accomplishment of the research work of the student/candidate.
- (p) “Grade Moderation Committee” shall mean the committee appointed by the Board of Studies to moderate grades awarded by the Course Coordinators in different courses in a semester at a given level of a curriculum.
- (q) “NRI Student” shall mean the student who is admitted against NRI / PIO / FN category.
- (r) “Scheme of Teaching and Examination” shall mean the scheme of teaching and examination.
- (s) “UG Program” shall mean a program of courses and/or any other component leading to the Bachelor of Technology degree in a specified discipline/branch.
- (t) “University” shall mean the Delhi Technological University.

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1. Introduction

The Academic Department is the backbone of the University and is responsible to conduct admission and registration in to UG, PG, Phd. Programmes of the students who fulfill the requisite eligibility Criteria as per the admission brochure. The Academic Department deals with the admission, registration, allotment of roll nos, maintenance of student's records, awarding scholarship/stipends to the students and preparation of list for examination of Mid Term and End-Term examinations, processing the bills of travel grants and advances for conducting SRC, DRC and process of evaluation of Ph.D thesis Pre Phd Seminars. The entire work of academics is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009.

The Academic Department of the University functions through two sections namely UG Section of the Academics and PG Section of Academic.

This document contains the detailed structure and procedures related to the various activities of the Academic Department.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

The Academic Department conducts Admissions and Registration of students to UG, PG and PhD programmes of the University related to academic yearly session as per the norms of admissions of the university. Various activities and work related to Academic Department can be categorized as follows: UG, PG and PhD Programme.

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3.1.1 Activities of academic (UG, PG & Ph.D.) section

- (a) Admission of students at UG, PG & Ph.D levels.
- (b) Final up-gradation of branches of students at the end of first year. (For UG programme).
- (c) Allotment of Roll Nos to PG & Ph.D students.
- (d) Framing and revising rules and regulations pertaining to academics and obtaining approval through statutory bodies. (Academic council and Board of management).
- (e) Design and Development of Curriculum and Validation through statutory bodies. (Academic council and Board of management).
- (f) Preparation of academic calendar.
- (g) Preparation of time table of first year. (For UG programme)
- (h) Orientation of newly admitted students at the beginning of first semester and facilitating in student registration.
- (i) Preparation of I-Cards.
- (j) Notification of BOS of various academic departments.
- (k) Grade Moderation for common courses of first year and scrutiny of Grades. (For UG programme).
- (l) Attendance requirements.
- (m) Preparation of list of students to be allowed to appear in mid and end semester Makeup examinations.
- (n) Granting course withdrawal, semester withdrawal on genuine grounds to the students as per B.Tech, M.Tech, MBA & Ph.D Ordinance and regulations.
- (o) Termination of enrolment (For UG programme).
- (p) Fee payment monitoring (For UG programme).
- (q) Fee concession benefit for students belonging to economically weaker section.
- (r) Implementation of various Govt and Private scholarship.
- (s) Implementation of JRF & TRF DTU Fellowships to Ph.D students. (For Ph.D).
- (t) Constitution of SRC. (For Ph.D).
- (u) Issuance of Formal registration letters. (For Ph.D).

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- (v) Process of advance, reimbursement, advance adjustments for SRC/DRC/Viva-Voce etc. (For Ph.D).
- (w) Grant permission for conduction Pre-Ph.D seminar(For Ph.D).
- (x) Issuance various type of permissions like extension of Ph.D programme, extension for submission of Ph.D thesis. (For Ph.D).
- (y) Evaluation process of Ph.D thesis (For Ph.D).
- (z) Initiate process for final Viva-Voce examination. (For Ph.D).
- (aa) Process of Honorarium for evaluation of Ph.D thesis dissertation for foreign examiners. (For Ph.D)
- (bb) Internship programmes-(SN Bose, Indo Canadian, Germany DAAD.....)
- (cc) Travel Grant to students.
- (dd) Reimbursement of Travel Grant sponsored by DST & various Govt. Organizations. (For Ph.D)
- (ee) Preparation and issuance of Certificates and Transcripts.
- (ff) Application to AICTE for extension of course approval.
- (gg) Convocation.
- Course Registration by the students.
- Handling requests by the students for course/subject change.
- Preparation of schedule/date-sheet of Examinations for Mid Semester, End Semester, Supplementary/Makeup Examination.
- Appointment of Paper-setters, Examiners, Tabulators, Moderators and Scrutinizers for all the examinations.
- Appointment of Center Superintendent and Coordinator of Central Evaluation, Fixing of venue of Central Evaluation Center.
- Making arrangement for advances to the University Departments for conduct of various exams.
- Receive Question Papers from Paper Setters.

3.2 Quality Policy

The Academic Department is committed for smooth conduct of Admissions to the students for UG, PG and Ph.d programmes within the given schedule so the academic department conduct

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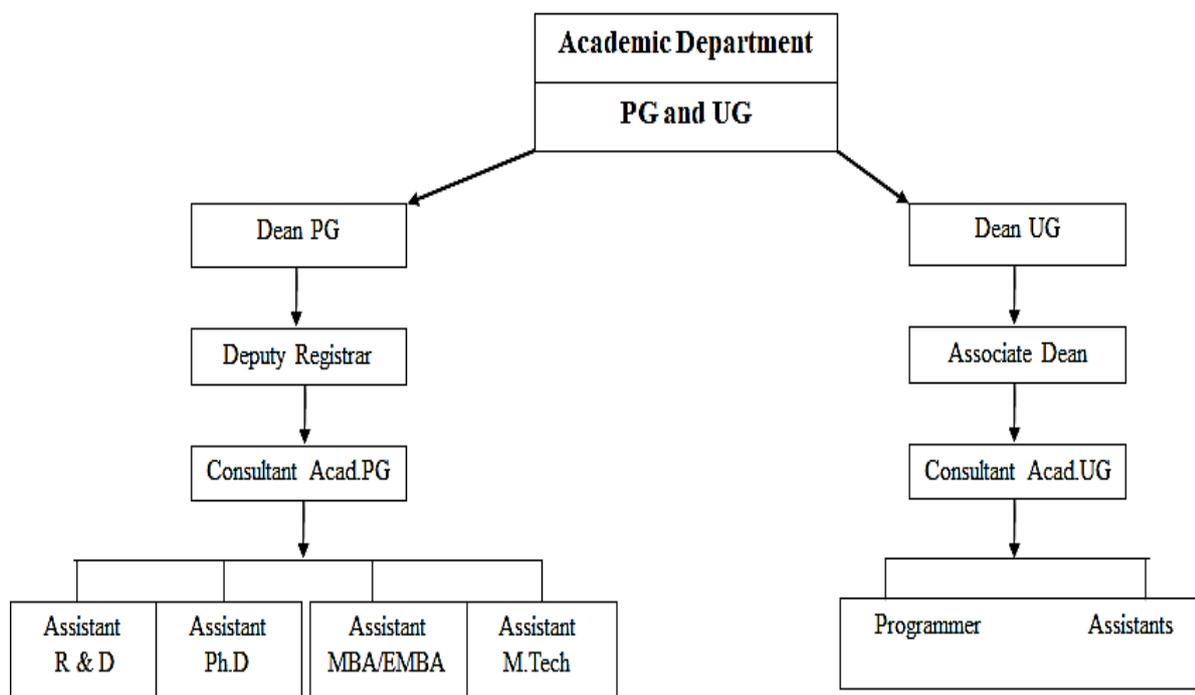
the classes of the students as per the schedule of the University. Students are admitted as per the intake numbers of each programme of the University as per the University Admission Norms, the Act statutes ordinances and Rules & Regulations of the University. It is ensured that accuracy and sanctity of the admission is being maintained by this department of the University.

4. Responsibilities

4.1 Context of the Organization

4.1.1 Organization Chart

Organisation Chart of Academic Department



The admission will be made as per the DTU norms within the stipulated period and schedule for the various UG,PG & Ph.D programme.

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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authorization
DEAN PG/UG	<ol style="list-style-type: none"> 1. The Academic Department is headed by Dean Academic PG/UG and he supervises all the activities of all the sections of the Academic Department 2. Co-ordinate all the activities related to Academic of the University. 3. Approval of New Academic Session Brochure. 4. Approval for Convening SRC, DRC etc. relating to PhD Programme. 	<ol style="list-style-type: none"> 1. Approval for issuing Norms, Circulars, Notification, U.O, Notes, Memorandums, etc. related to Academic Department. 2. Approval of Academic Schedule 3. Approval of conduct activities of various programmes as per the University norms. 4. Finalize of various Agendas from BOM and Academic Council and Notification for Academic Council and Board of Management Meetings.
Deputy Registrar/ Associate Dean	<ol style="list-style-type: none"> 1. In charge of the Academic Department. 2. To Supervise the Academic Department. 3. Supervise the whole admission activity. 4. Issuance of student ID cards. 5. To issue various types of Circular, Notification, U.O. Notes, Memorandums, Office Orders etc. related to Academic Department. 	<ol style="list-style-type: none"> 1. In charge of the Academic Department. 2. To Supervise the Academic Department. 3. To issue Norms Circular, Notification, U.O., Notes, Memorandums, etc. related to Academic Department. 4. Preparation of New session academic brochure for various programs.

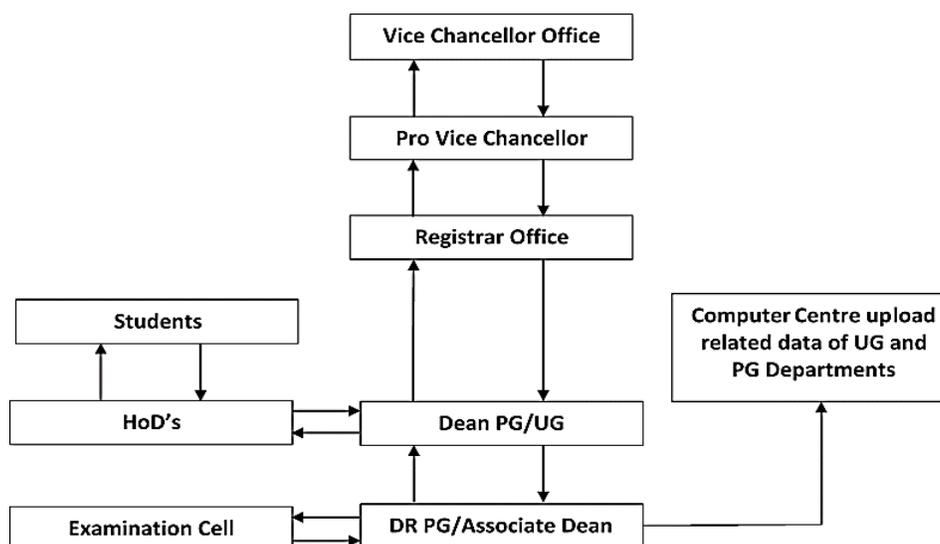
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	6. Preparation of New session academic brochure for various programs. 7. Preparation of Academic Calendar Issue sanctions for SRC, DRC, Pre-Ph.D, Viva Voce, Ph.D Scholarship. 8. Issue of bonafide Certificate, Fee Structure and Character Certificate. 9. Ph.D thesis whole evaluation activity. To 10. To verify Exam. Forms	5. Preparation of Academic Calendar 6. Issue of Bonafide Certificate, Fee Structure and Character Certificate. 7. Verify Exam. Forms.
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4.1.3 Work Culture

All the activities of the Academic department are time bound and urgent in nature. The officials posted in the Academic department are committed to timely completion of various activities thereby maintaining due coordination and sanctity of the work.

4.1.4 Flow of Work Processes and Information



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4.1.5 Internal Issues

- Shortage of work-force
- Shortage of Computers and its peripherals
- Shortage of Space

4.1.6 External Issues

- Receiving of funds from AICTE, UGC, Delhi Govt.
- Receiving of stipend/scholarship
- Receiving of Awards/Grades

4.1.7 Risks

- Data Confidentiality and Security
- Server Malfunctioning
- Admission on fake Certificate

4.1.8 Opportunities

- Academic department contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various admissions of UG, PG and Ph.D programme through prescribed rules and regulations, dedicated staff and support from all departments.

4.2 Interested Parties

4.2.1 Students

4.2.2 Parents

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of DTU

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4.2.5 Govt. of NCT of Delhi and its ministries/departments

4.2.6 Govt. of India and its ministries/departments

4.2.7 Employers

5. Scope

5.1 Scope of the Quality Management System

This procedure is applicable to all the departments and defines all the processes and activities carried out in the academic departments from admission of students in undergraduate / postgraduate courses to graduation / post graduation & Ph.D.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

5.3 Exclusions

- None

6. Procedures

6.1 Process Management Methodology

- Refer processes and information flow chart mentioned at 4.1.4

6.2 Top Level Processes

- 6.2.1 Admission to UG programme
- 6.2.2 Admission to PG programme
- 6.2.3 Admission to Ph.D programme
- 6.2.4 Withdrawal of Admission
- 6.2.5 Upload the List of Admitted Students at DTU Website
- 6.2.6 Change/Correction in Name

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- 6.2.7 Issue of Denial letter to Student
- 6.2.8 Approval to appear in exam due to Short of Attendance with the reason on Medical ground
- 6.2.9 Issue of Fee Structure
- 6.2.10 Fee Concession to the Students
- 6.2.11 Preparation of Academic Calendar
- 6.2.12 Approval & issue sanction orders to conduct SRC, DRC, Pre-Ph.D Seminar, Viva-Voice, Travel Grant for attending National and international Conferences, Contingency BOS etc.
- 6.2.13 Payment of DTU Scholarship/Stipend to UG,PG and Ph.D Students
- 6.2.14 Issue of Bonafide Certificate
- 6.2.15 Verification of Exam Forms
- 6.2.16 Distribution of Degree/Marksheet
- 6.2.17 Issue of Migration Certificate to the passed out Students
- 6.2.18 Refund of Security Deposit
- 6.2.19 Maintenance Admitted Students Data/Record
- 6.2.20 Approval of Constitution of SRC for Ph.D. Scholars
- 6.2.21 Issue of Registration letter to Ph.D Students
- 6.2.22 Approval for conducting of Pre-Ph.D Seminar
- 6.2.23 Approval of Constitution of DRC for Various Departments
- 6.2.24 Evaluation of Ph.D. Theses
- 6.2.25 Approval of Change/Addition of Supervisor (Ph.D)

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6.2.26 Upgradation of Ph.D Candidature form JRF to SRC

6.2.27 Extension of 5th year Fellowship for Ph.D. Students

6.2.28 Conversion of Ph.d Candidature from Full time to Part time as per Ordinance

7. Complete Departmental Procedure

7.1. Process for Admission of students at UG levels

Admissions of Indian students for UG Programs are carried out by Dean UG through Chairman, Joint Admission Committee.

(1) For B.Tech Programme

- (i) Invitation of application form for online admission.

Checklist: Receipt of application along with registration fee.

Timeline: It takes usually 20 days.

- (ii) Conduct of counselling on the merit basis of JEE exam.

Checklist: PCM required 60% for Gen, 58% for OBC and 55% for SC/ST in 12th class pass certificate plus JEE score.

Timeline: It takes usually one month.

- (iii) Preparation of admission list of B.Tech students.

Checklist: List of successful candidate on the basis of merit.

Timeline: It Takes usually one week.

- (iv) Allotment of roll no for the admitted students.

Checklist: List of on the basis of result of successful candidate.

Timeline: It takes usually one day.

- (v) Admissions of B.Tech. students

Checklist: Upload of admitted student list at DTU website.

Timeline: It takes usually one day.

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(2) For BBA

- (i) Invitation of application form for online admission.
Checklist: Advertisement for admission is given in to newspaper.
Timeline: It takes usually 15 days.
- (ii) Admission on the basis of merit of marks obtained in 12th class.
Checklist: Minimum 60% marks required in 12th class.
Timeline: It takes usually 20 days.
- (iii) Preparation of admission list of BBA students.
Checklist: On the basis of merit of percentage of 12th class.
Timeline: It takes usually 20 days.
- (iv) Allotment of roll no for the admitted students.
Checklist: List of on the basis of result of successful candidate.
Timeline: It takes usually one day.

(3) For B.A (Hons.) Economics

- (i) Invitation of application form for online admission.
Checklist: Advertisement for admission is given in to newspaper.
Timeline: It takes usually 15 days.
- (ii) Admission on the basis of merit of marks obtained in 12th class.
Checklist: Minimum 60% marks required in 12th class.
Timeline: It takes usually 20 days.
- (iii) Preparation of admission list of B.A (Hons.) Economics students.
Checklist: Admission on the basis of merit of percentage of 12th class.
Timeline: It takes usually 20 days.
- (iv) Allotment of roll no for the admitted students.
Checklist: List of on the basis of result of successful candidate.
Timeline: It takes usually one day.

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7.2 Process for Admission of students at PG levels

For PG Programme

Admissions of Indian students for PG Programs are carried out by M.Tech Coordinator, Joint Admission Committee. Admission on supernumerary seats for NRI/PIO/FN is done by Dean international affairs.

(1) For M.Tech- Full Time /Sponsored

- (i) Advertisement.

Checklist: Advertisement is given in to national reading newspaper.

Timeline: usually take 10-15 days.

- (ii) Online registration along with prescribed fee online.

Checklist: Registration fee online filled in admission for

Timeline: usually take 20 days.

- (iii) Scrutiny of Applications as per laid down eligibility criteria.

Checklist: as per the eligibility criteria 60% in B.Tech.+ GATE Score

Timeline: usually 10 days.

- (iv) Display of merit list on the basis of GATE Score.

Checklist: upload on the DTU website.

Timeline: usually take within a week.

- (v) Admission at different departments by the departmental coordinators.

Checklist: merit on GATE Score.

Time line- takes one month counselling of 4 rounds.

(2) For M.Tech- Part Time

- (i) Advertisement.

Checklist: As per regular M.Tech.

Timeline: Same as regular.

- (ii) Online registration along with prescribed fee online.

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Checklist: Same as regular.

Timeline: Same as regular.

- (iii) Scrutiny of Applications as per laid down eligibility criteria.

Checklist: Same as regular.

Timeline: Same as regular.

- (iv) Conduct of entrance test at department level by the departmental coordinators.

Checklist: On the basis of B.Tech. Degree + experience certificate.

Timeline: Usually one week.

- (v) Display of merit list on the basis of entrance test.

Checklist: List of successful candidate uploaded in DTU website.

Timeline: Usually take one week .

- (vi) Admission at different departments by the departmental coordinators.

Checklist: As per result of successful candidate.

Timeline: Usually one week.

(3) For MBA

- (i) Advertisement.

Checklist: Advertisement is given into two newspapers.

Timeline: Usually take one month.

- (ii) Online registration along with prescribed fee online.

Checklist: Eligibility criteria B.Tech + CAT Score.

Timeline: Usually takes one month.

- (iii) Scrutiny of Applications as per laid down eligibility criteria.

Checklist: On the basis of eligibility criteria + CAT Score.

Timeline: Usually takes one week.

- (iv) Display of merit list on the basis of CAT Score.

Checklist: On the basis of merit of qualification + CAT Score.

Timeline: Usually takes one week.

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- (v) Admission at Delhi School of Management/ USME by the coordinator.

Checklist: Admission on the basis of qualifying GD/PI.

Timeline: Usually takes two months.

(4) For Executive MBA

- (i) Advertisement.

Checklist: Same as regular MBA.

Timeline: Usually takes ten days.

- (ii) Online registration along with prescribed fee online.

Checklist: Same as regular MBA.

Timeline: Usually takes one week.

- (iii) Scrutiny of Applications as per laid down eligibility criteria.

Checklist: Graduation with 60% + three years' experience.

Timeline: Usually takes one week.

- (iv) Display of merit list on the basis Educational Qualifications Merit + Experience.

Checklist: List of successful candidate for admission.

Timeline: Usually takes two days.

- (v) Admission at Delhi School of Management by the coordinator.

Checklist: on the basis of result of successful candidate for admission

Timeline: usually takes one month.

7.3. Process for Admission of students at Ph.D levels

For Ph.D Programme

Admissions of Indian students for Ph.D Programs are carried out by Ph.D. Coordinator, Joint. Admission Committee. Admission on supernumerary seats for NRI/PIO/FN is done by Dean international affairs.

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- (i) Advertisement.
Checklist: Advertisement is given in two newspapers.
Timeline: usually takes ten days.
- (ii) Online registration along with prescribed fee online.
Checklist: online application form along with registration fee.
Timeline: one month as per admission schedule.
- (iii) Scrutiny of Applications as per laid down eligibility criteria.
Checklist: on the basis of post-graduation with 55% marks.
Timeline: usually takes one month.
- (iv) Screening Test.
Checklist: Eligible candidate.
Timeline: usually takes one day.
- (v) Presentation + Interview of qualified candidates in screening test.
Checklist: qualified screening test candidate.
Timeline: usually takes two days.
- (vi) Admission.
Checklist: verification of original documents.
Timeline: usually takes two days.

Whatever order is given from time to time it will be added in the list of procedures of admission of UG, PG & Ph.D programme from the higher level.

5.3 Withdrawal of Admission

- (a) Application of withdrawal received from the students through their HoD's.
- (b) To put the case for approval.
- (c) Approval from competent authority.

5.4 Upload the List of Admitted Students at DTU Website

- (a) Preparation of the list of selected students.
- (b) Approval for the competent authority.

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(c) Hand over the list to computer centre.

5.5 Change/Correction in Name

(a) The following documents are required for change of name:

1. Request of Students for change of name duly forwarded by their respective HoD's.
2. Affidavit on Rs. 10 stamp paper
3. Advisement in two newspapers
4. 10th class certificate
5. Govt. Gazette notification
6. Marriage certificate in required if name is changed after marriage

(b) The following documents are required for correction in name:

1. Request of Students for change of name duly forwarded by their respective HoD's.
2. 10th class certificate.

5.6 Issue of Denial letter to Student

(a) Denial letter is issued to the students on submission of fake certificate, untimely submission of certificate, none payment of fee.

5.7 Approval to appear in exam due to Short of Attendance with the reason on Medical ground

- (a) Received application of students duly forwarded by their respective HoD's.
- (b) To put the case for approval.
- (c) Confirmation from the HoD's
- (d) Approval from Competent Authority i.e. VC.

5.8 Issue of Fee Structure

- (a) Issue of fee structure on Demand of students.
- (b) Before issue of fee structure approval from Competent Authority may be sought.

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5.9 Fee Concession to the Students

- (a) Constitution of committee for fee concession.
- (b) To present the list of the students who has requested for fee concession.
- (c) Committee called the listed students for face to face interview.
- (d) Recommendation of the cases for fee concession to the financial weaker students.
- (e) Notice to the students who got to fee concession.

5.10 Preparation of Academic Calendar

- (a) Academic calendar finalize by the Dean-UG.

5.10.1 Approval & issue sanction orders to conduct SRC, DRC, Pre-Ph.D Seminar, Viva-Voce, Travel Grant for attending National and international Conferences, Contingency BOS etc.

- (a) Request received for advance & reimbursement from the concerned supervisor for SRC, Pre-Ph.D, BOS, and Ph.D students for travel grant and contingency through their respective HoD's.
- (b) Process the file for the approval of Competent Authority.
- (c) Issue Sanction Order, after taking the approval from the Competent Authority.

5.11 Payment of DTU Scholarship/Stipend to UG,PG and Ph.D Students

- (a) Monthly stipend forms received from the departments duly verified by the HoD's.
- (b) Process the file for taking the approval from the Competent Authority for releasing the stipend in r/o of UG PG & Ph.D students.

5.12 Issue of Bonafide Certificate

- (a) Student apply for the bonafide certificate in prescribed Performa after depositing the requisite fee of Rs. 200/-.
- (b) Preparation of Bonafide certificate.
- (c) Issue the certificate to the student concerned.

5.13 Distribution of Degree/Marksheet

- (a) Degrees/Mark sheets received from the result section.

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(b) Distribute the same to the students after taking the proper receiving in the degree/mark sheet register.

5.14 Issue of Migration Certificate to the passed out Students

(a) Student apply for the Migration certificate in prescribed Performa alongwith the requisite documents like copy of degree, application duly forwarded by the concerned HoD & fee slip of Rs. 200/-.

5.15 Refund of Security Deposit

(a) Student apply for the refund of security along with the following documents:-

- i. Application duly forwarded by the HoD.
- ii. No Dues.
- iii. Original fee slip (payable at the time of admission).
- iv. Candidate Bank Account details.

(b) Process the case for taking the approval of the Competent Authority.

(c) After taking the approval, issue the sanction order towards refund of security money.

5.16 Maintenance Admitted Students Data/Record

(a) Creating the personal files of admitted students.

(b) Merging the part files/routine records like Six monthly progress report, registration forms, SRC documents etc. in the main file of the Ph.D scholars.

5.17 Approval of Constitution of SRC for Ph.D. Scholars

(a) Proposal received from the concerned DRC Chairman/Chairperson along with names of proposed experts & Performa for constitution of SRC for constitution of SRC.

(b) Process the file for nominating the name of experts by the Hon'ble Vice Chancellor.

(c) After nomination of the experts, issue the office order for constitution of SRC.

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5.18 Issue of Registration letter to Ph.D Students

- (a) After successful completion of SRC, related documents, forms of SRC received from the DRC Chairman/Chairperson for the record purpose.
- (b) Prepare the list of scholars who have completed their SRC's for taking the formal approval from the Academic Council.
- (c) After approval of the Academic Council, formal Registration letter issued to the Ph.D scholars.

5.19 Approval for conducting of Pre-Ph.D Seminar

- (a) Proposal received from the concerned DRC Chairman/Chairperson along with Performa for permission of Pre-Ph.D seminar.
- (b) Process the file for taking the approval from the Competent Authority.
- (c) Issue the permission order to conduct the Pre-Ph.D seminar.

5.20 Approval of Constitution of DRC for Various Departments

- (a) Proposal received from the HoD's alongwith proposed names of experts inside the University and outside the University.
- (b) Process the file for nominating the name of experts by the Hon'ble Vice Chancellor.
- (c) Issue the office order for constitution of DRC's.

5.21 Evaluation of Ph.D. Thesis

- (a) After successful completion of Pre-Ph.D seminar, related documents like, panel of examiners, soft copy of synopsis, recommendation of examiners duly forwarded by the DRC Chairman/Chairperson.
- (b) Process the file for nominating the name of Indian & Abroad examiners by the Hon'ble Vice Chancellor.
- (c) After the nomination of experts, send the synopsis (via mail) to the examiners for taking their consent in form of acceptance.
- (d) Received acceptance from the examiners via mail.
- (e) DRC Chairman forwarded the Thesis of the research duly for sending the same to the examiners (Indian/Abroad).

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- (f) Send the thesis to the examiners along with Performa of assessment report.
- (g) After receiving the reports from the examiners and supervisor(s) send the same to the Hon'ble Vice Chancellor.

5.22 Approval of Change/Addition of Supervisor (Ph.D)

- (a) Request duly forwarded by the supervisor through their HoD.
- (b) Process the case as per the applicable clause of Ph.D Ordinance for the approval.
- (c) Convey the approval of the Competent Authority.

5.23 Upgradation of Ph.D Candidature form JRF to SRF

- (a) Request received from the candidate duly forwarded by the DRC Chairman/Chairperson along with recommendation on Performa for upgradation from JRF to SRF.
- (b) Process the case to the Competent Authority for approval.
- (c) Convey the decision of the Competent Authority.

5.24 Extension of 5th year Fellowship for Ph.D. Students

- (a) Request received from the candidate duly forwarded by the DRC Chairman/Chairperson along with recommendation on Performa for extension of 5th year fellowship.
- (b) Process the case to the Competent Authority for approval.
- (c) Convey the decision of the Competent Authority and release/extend the fellowship for the applicable period.

8. Overview

8.1 Process Sequence

- Refer Flow of Processes and Information flowchart at 4.1.4

9. Related document

- DTU University Acts & Statues 2009

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- Minutes of the Board of Management meetings
- Minutes of the Academic Council meetings
- Ordinances Of various programs.
- Information Brochures for admission to various programs.
- Forms related to admission in various programs.

10. Related Forms

- Fee Concession form
- Form for verification of the transcripts
- Form for Constitution of SRC
- Form for permission for Pre-Ph.D seminar
- Form A
- Form B
- Form C
- Form for Comprehensive and Approval of Research Plan
- PhD Six monthly progress report
- Form for Contingency
- Registration Form
- Examination Form
- For issuance of Bonafide Certificate/ Character Certificate / Special Certificate / Provision Certificate / Migration Certificate
- Form for submission of M.Tech Major Project
- Dues Clearance form

11. References

- DTU Acts, Statutes, Ordinances & Regulations
- Ordinance of Ph.D, M.Tech, MBA and B. Tech

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- Information Brochure for admission to various programmes like Ph.D, M.Tech, MBA and B. Tech

12. Attachments

Performa annexed as per related documents & Forms mentioned at Point 9 and 10 above.

LIST OF STUDENTS

.....

... From C HAVING SHORT ATTENDANCE (<75%)

Academic Year

Chairman, BoS to Course Coordinators

DEPARTMENT OF

Class

Semester Odd/Even

Course Title Course Code

.....

All Course Coordinators,

Please inform the name(s) of UG students having less that 75% attendance (L+T+P) upto

..... (as per academic calendar) in the course of which you are the coordinator in Odd

/Even Semester The information may please be sent to undersigned latest by

..... In the proforma given below along with a photocopy of attendance record of entire

class. If there is no short attendance case in your course, please write NIL in the proforma.

S.No.	Student Enrolment / Roll Number	Name of Student	Branch	Attendance Record (L+T+P)		
				Classes Held	Classes Attended	Percentage of Attendance

Signature

Name of the Course Coordinator

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From Chairman, BoS to Notice Boards

DEPARTMENT OF

NOTICE

LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)

Academic Year Class Semester Odd /Even

As per attendance Regulations in force, a student is required to have attended at least 75% of the total classes held in a subject, in order to be eligible to appear in the end-term examination of that subject. Upto (as per academic calendar, the following students are having short-attendance in the courses indicated against their names. These students are advised to be extra careful and make up for the short attendance; otherwise they may be debarred from appearing in the end term examination.

S.No.	Student Enrolment / Roll No.	Name of Student	Branch	Course		Percentage of Attendance
				Code	Title	

Chairman, BOS

Copy to:

1. DR Academic (UG) to inform student's parent / guardian.
2. Students Notice Board.
3. Respective program advisors with the request to call the students and counsel them.

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NOTICE UNDER CERTIFICATE OF POSTING

From Assistant Registrar Academic (UG) to student's parent / guardian

LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)

No:

Dated

Dear Guardian / Parent,

Your ward is studying B. Tech.. (.....Year) degree course at this University.

I have to inform you that as per B. Tech. Regulations of the University governing the attendance of the students, a student is required to have at least 75% attendance in a course in a semester to be eligible to appear in the End-Term Examination of that course. But your ward is not attending the classes regularly and his / her attendance has fallen below the required level in following course(s).

S.No.	Course		
	Code	Title	Percentage of attendance

This is for your kind information. You may also kindly advise your ward to be regular in attending the classes and bring his/her attendance to the required level failing which he / she will not be allowed to appear in the examinations.

Yours truly,

DR Academic (UG)

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From Chairman, BoS to Notice Boards
LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)

DEPARTMENT OF

Academic Year

Semester Odd / Even

Course Title

Course Code

All Course Coordinators,

Please inform the names of UG students having less than 75% attendance (L+T+P) upto (as per academic calendar) in the course of which you are the coordinator in Odd /Even Semester The information may please be sent to undersigned latest by In the proforma given below along with a photocopy of attendance record of entire class. If there is no short attendance case in your course, please write NIL in the proforma.

S.No.	Student Enrolment / Roll No.	Name of Student	Branch	Attendance Record (L+T+P)		
				Classes Held	Classes Attended	Percentage of Attendance

Name of the Course Coordinator

Signature

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ATT.5/6

From Chairman, BOS to Student Notice Boards
DEPARTMENT OF
LIST OF STUDENTS NOT ELIGIBLE TO APPEAR IN END-TERM EXAMINATION
AS PER REGULATIONS

Academic Year Class
 Semester Odd / Even
 Course Title
 Course Code

S.No.	Enrolment / Roll No.	Name of Student	Percentage of Attendance

1. (a) Dates on which the names of the students were placed on the Notice Boards of the Department

- (b) If the names of the students were not placed on the Notice Boards, specify the reasons for the same.

2. As per the information given by all teachers of this subject, there are no other cases of shortage of attendance in this subject.

3. The students as listed above are detained from appearing in the end term examination in the subject noted above as per the attendance record given above.

Signature of Chairman, BoS

Members of Academic Committee

(CHAIRMAN)

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ATT.6/6

From AR Academic (UG)
LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)

Academic Year
Class
Semester Odd / Even

OFFICE ORDER

As per Attendance Regulations and recommendation made by competent authority, following students are not eligible to appear in End-Term Examination of Odd / Even semester in the courses mentioned before their name. Invigilators are requested not to allow these students to appear in the concerned examinations.

S.No.	Course		Roll number of students detained for end term examinations.
	Code	Title	

Date :

Dy. Registrar Academic (UG)

Copy to:

1. Dean Academic (UG)
2. All HODs
3. Superintendent of Examinations (B. Tech.)
4. Registrar
5. Controller of Examinations.

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Academic Section (UG)
Delhi Technological University

FORM OF APPLICATION

for

Make-up Examination for Mid / End Semester (Odd / Even) Examination 201____ - 201____

The form when completed should be submitted to: The Assistant Registrar, Academic Section(U.G.), Delhi Technological University	(For use by the Academic Section {UG}) Permitted by Dean Acad.(UG) / NOT Permitted by Dean Acad.(UG)
To be filled in by the applicant	
Name:.....	Address for Communication:
Roll No:
Mobile No.....
Email:

A. Courses requested for Make-up Examination:

S.No	Course Code	Name of the Course	Credits	Date & time slot of the Exams scheduled	Reason for missing the Exams
1					
2					
3					
4					
5					
6					

B. Supported Mandatory Documents for the claim:(Please tick the annexed documents below)

<input type="checkbox"/>	Recommendation of concerned Warden (if the student resides in University Hostel)
<input type="checkbox"/>	Medical Certificate issued by the Medical Officer of the Hospital the student was admitted duly endorsed by Medical Officer of University Health Centre
<input type="checkbox"/>	Proof of admission in Hospital and discharge slip etc
<input type="checkbox"/>	Proof of medical tests conducted
<input type="checkbox"/>	Fitness certificate of the hospital

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	Endorsement by parent/guardian on the certificate of treatment(if the student is a Day Scholar)
	Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre
	Prior Approval of Dean Academic (UG) for any authorized work in the academic interests

DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the result for the requested courses for make-up examination be cancelled.

Signature of the Parents/Guardian
Name (in Capital Letters)

Signature of Student
Name (in Capital Letters)

Date :

Date :

Place :

Place :

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Fee Concession for AY 2017-18

(Submitted before Fee Concession Committee on)

1.	Name of the student	
2.	Registration No.	
3.	Roll No.	
4.	Mobile number	

5. Details of the family members: (No column is to be left blank)

Name	Age	If working, Name, Address & Phone nos. of employer/office/Business (give details)	If retired, Amount of last pension being drawn (also enclose the copy of bank passbook)	Annual Income	Income from other sources
Father name (A)					
Mother name (B)					

(A) Details of other dependents and Brothers and Sisters etc.

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Name	Qualification	Age	Whether Married	If working, Name, Address & Phone nos. of employer/office	Annual Income(C)	If studying, Name & Address of School/ College	Annual Fees of School/ College

6. Details of Family Properties:-

(i). (a).	Address:	
(b)	Total Plot Area of House (Sq mtr./ Sq yards/ Sq. ft.)	
(c)	Total carpet area of Flat / Floor (Sq mtr./ Sq yards/ Sq. ft.)	
ii	How many floors have been constructed on (i) above: Ground/First/Second / Third	
iii	If any floor given on rent? What is the monthly rent received (D)	Rs.
Iv	Is there any shop in the house, if rented what is the monthly rent received (E)	Rs.
v	Is there any shop in house if yes details of business running / monthly income (F) : ...	Rs.
vi	If you have any ancestral agricultural land, if yes give the details:	

vi) Details of vehicles owned by any of the family members:

	2- wheeler	4- wheeler
Make and Model	i)	i)
	ii)	ii)

Total Income: (A)+(B)+(C)+(D)+(E)+(F) above= Rs.....

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7. If you are living in a Joint Family, give the details of family with their income:

8. If living in rented accommodation, address of rented accommodation and what amount of rent is being paid by you?

9. Details of expenditure:

Monthly expenditure	July 2016	August 2016	December 2016	January 2017
Rent paid				
Electricity				
Water				
Mobile				
Transport				
Total				

10. Did you get any other Scholarship/ Financial Assistance, since your admission if yes, give details:

Year of award	Name & address of the organization	Amount of monthly/ annually assistance received	From how many days/ months/year, the assistance received	Type of assistance received

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Abbreviations

- **AE:** Automobile Engineering
- **AEC:** Allied Engineering Course
- **AICTE:** All India Council for Technical Education
- **CWS:** Central Workshop
- **DCC:** Departmental Core Courses
- **DOE:** Directorate of Education
- **DTU:** Delhi Technological University
- **HOD:** Head of Department
- **ME:** Mechanical Engineering
- **MHRD:** Ministry of Human Resource Development
- **NCT:** National Capital Territory
- **PE:** Production & Industrial Engineering
- **PG :** Post Graduate
- **PRE:** Practical Examination
- **Pro VC:** Pro Vice Chancellor
- **PRS:** Practical Sessional
- **TEC:** Technical Evaluation Committee
- **UG:** Under Graduate
- **VC:** Chancellor

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1. Introduction

Workshop is centralized body of DTU which provides various facilities to carryout practical jobs by their own hand using different machine tools viz. in machine shop (including CNC)sheet metal shop, fitting shop, welding shop, forging shop and foundry shop etc. for workshop practice and project work of the students and faculty. It is backbone of university for converting ideas into tangible reality and exposing students to different types of machines and manufacturing process. Further it's the place for all kind of innovative projects being done by students and faculty and provisioning of latest machines and processes to enable research. It has responsibility of providing safe workplace, machines and tools etc. for learning and developing use of machines for realizing physical products.

2. Amendments

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

DTU has a well-equipped Central Workshop to cater to the needs of students and faculty of the university. It is housed, in a magnificent state-of-the-art building having specialized laboratories to provide variety of platforms and computing environment for UG, PG and research students.

Workshop is the centre of learning about engineering Materials, manufacturing practices, equipments, tools and safety precaution to be observed in manufacturing operations.

- (a) **As a Subject of Study:** Workshop practice is taught either as a subject of study for future engineering professionals or as general education for students on different machine tools and practical knowledge

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- (b) As an Industry Academia Interface:** Industry interface is indeed the most critical differentiator for educational institutions worldwide. Our objective has been to provide skilled manpower by enabling the students to support the vast development programs, being implemented in the country. In turn it enable us to establish, promote and propagate Education programs there by providing the right kind of professionals and skilled personals required by the corporate. Our students are made to undertake as need by industry projects and research work to get practical experience of industrial working environment.
- (c) As a Means of Learning, Teaching and Research:** This refers to the use of various machine tools and other facilities and their use to tangible product. In the curriculum the students go through the hands-on practical experience of different machine tools and equipment's viz. in machine shop (including CNC)sheet metal shop, fitting shop, welding shop, forging shop and foundry shop etc. for workshop practice and project work of the students and faculty.
- (d) As a Tool for Skilled Manpower:** The central workshop of DTU aimed at providing an insight to the basics of machining, foundry and forging, sheet metal operations, fitting, fabrication and welding technology and various other mechanical/production engineering aspects.
- **Foundry Shop:** The workshops have facilities for Heat Treatment, Casting, Forging, Pattern and Die Manufacture. The Central Workshop of DTU has a Sand Laboratory for testing of sands and binders, and a Foundry Workshop for melting, moulding and casting of ferrous and non-ferrous metals and alloys.
 - **Forge shop:** The Forge workshop, Forge Laboratories and Heat treating facilities which includes a Furnace, a Muffle Furnace and a Glow bar Furnace.

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- **Sheet metal shop:** Today, most industry verticals use sheet metal fabrication and design. We groom students today all of the industry need, like for Automobile industry, Shipbuilding industry.
- **Machine shop:** The shop provides safety training and technical guidance as well as machine operation instruction for the purpose of providing hands on experience which seeks to balance and compliment the strong theoretical education here at DTU. It serves engineering students from the ME, CE, EE, and Biotech Engg. Departments. It also supports engineering team competitions: Formula SAE, Super Mileage Vehicle, Human Powered Vehicle, and Other Engineering branches.

The Machine Shop provides student instruction covering safe working skills using hand tools, operating power machine tools safely, and the general procedures operating those machine tools. The machine tools include engine lathes, vertical and horizontal milling machines, drill presses, off-hand grinders, band saws, and additional equipment used in teaching manufacturing processes.

- **Welding shop:** The welding shop encourages students to get welding learn aspects of hands-on manufacturing and is designed to educate engineers to meet the manufacturing challenges of the 21st century.

3.2 Quality Policy

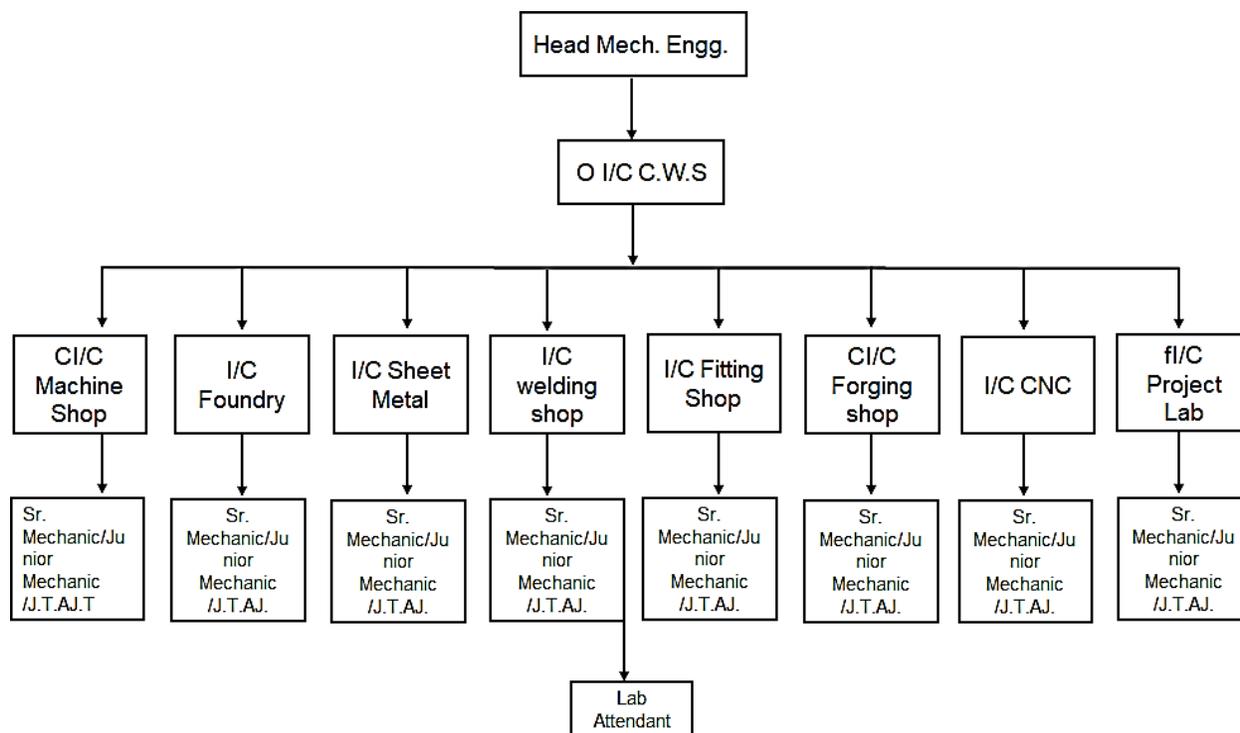
Central workshop strive to develop skill of the student to convert idea in to tangible product. To insure respect of all and encourage the stake holder to engage for the betterment the workshop.

4. Responsibilities

4.1 Context of the Organization

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4.1.1 Organizational Chart



Organization Chart of DTU Central Workshop

4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Head of Mech. Engg. Deptt.	Head of Mechanical Engineering manages all functions related to central workshop. Additionally: 1. Ensure smooth functioning of CWS. 2. Ensure CWS has sufficient Machines to meet lab requirements of different classes related to workshop.	1. Issues orders / notices / UO note / circular related to central workshop DTU. 2. Authorize acceptance of any new equipment

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	<ol style="list-style-type: none"> 3. Ensure sufficient manpower serviceable machines Tools and equipment for academic Training. 4. Ensure latest infrastructure as per latest technology in market. 5. Ensure smooth functioning of practical classes as per the syllabus/Time-Table. 6. Ensure available of consumable for classes as well as project work. 	<ol style="list-style-type: none"> 3. Appoints committee for condemnation of items. 4. Prepares budget for enhancement of central workshop capabilities. 5. Approves indent of DTU Central workshop. 6. Approval of biometric records of CWS shops staff for respective working hours. 7. Approver of extended working hours shift and weekend shift. 8. Approver of any recruitment of CWS shops. 9. Recommender and performance evaluator of work done by CWS shops staff.
OI/C CWS	<ol style="list-style-type: none"> 1. Ensure smooth functioning of all the workshops in CWS shops. 2. Ensure timely demands of consumable for training/workshop practice requirement. 3. Ensure servicing and availability of all the machines and equipment at CWS shops. 	<ol style="list-style-type: none"> 1. Issues orders / notices / UO note / circular related to CWS shops and its services. 2. Authorize acceptance of any new equipment

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		<ol style="list-style-type: none"> 3. Prepares budget for enhancement of capabilities in CWS. 4. Approves indent of CWS. 5. Approval of biometric records of CWS shops staff for respective working hours. 6. Approver of extended working hours shift and weekend shift. 7. Approver of any recruitment of CWS shops.
Lab I/C	<ol style="list-style-type: none"> 1. Responsible for smooth working of CWS shops. 2. Resolves complaint and issues related to respective Labs and Machine Tools. 3. Authorized and approved working of machines by students and staff. 	<ol style="list-style-type: none"> 1. Issues orders / notices / UO note / circular related to CWS shops and its services. 2. Authorize acceptance of any new equipment 3. Prepares budget for enhancement of capabilities in CWS shops.

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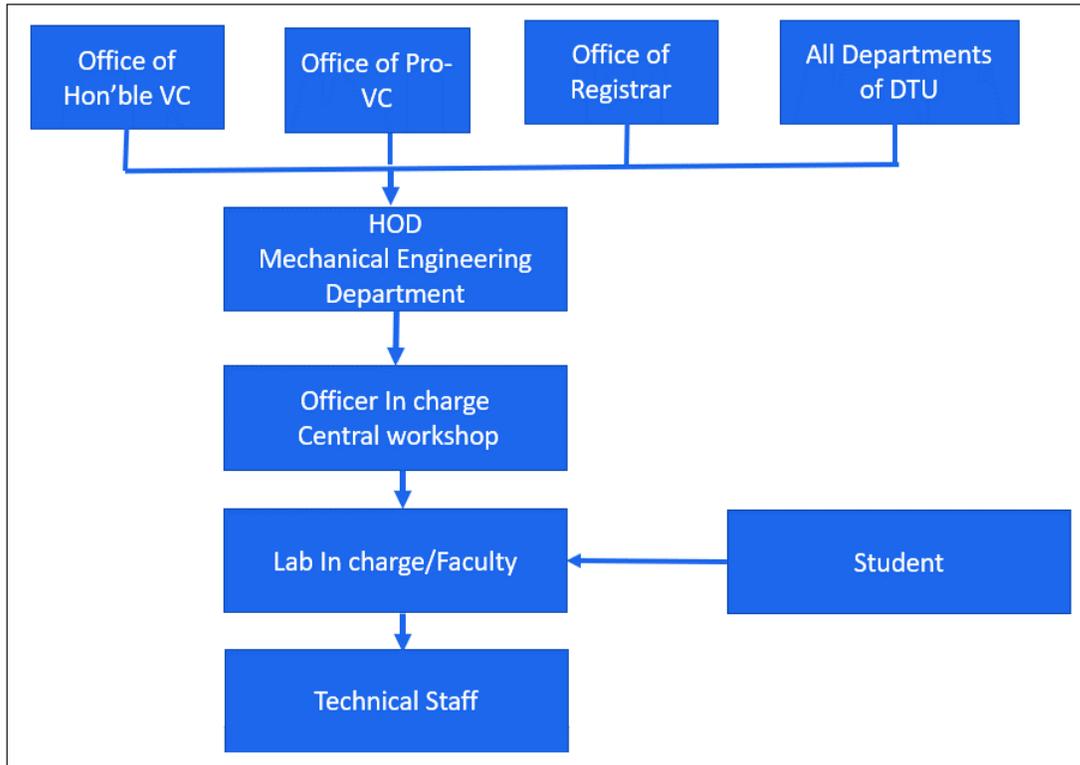
		<ol style="list-style-type: none"> 4. Approves indent of CWS. 5. Approval of biometric records of CWS shops staff for respective working hours. 6. Approver of extended working hours shift and weekend shift. 7. Approver of any recruitment of CWS shops.
Senior Mechanic/ Junior Mechanic/ J.T.A	<ol style="list-style-type: none"> 1. Responsible for smooth working and operations of CWS machine tools. 2. Demonstrate and train different machines tools to users. 3. Issue necessary tools and accessory to students. 4. Insure that all the tools/machines/equipment are neat and clean and working properly. 	- None -

4.1.3 Work Culture

Central workshop work culture is transparent. All the University Students project mechanical fabrication work has been carried in the workshop premises. Lot of work is done in the development, reliability and safety aspects of all machines. It encourages everyone to utilize the workshop on all times.

4.1.4 Flow of Process and Information

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4.1.5 Internal Issues

- Increase in work requires increase in man power and accountable work culture.
- Absence of clear-cut authorities and responsibility
- Maintenance of machines and requirement of consumables & safety issues.

4.1.6 External Issues

- Safety regulations approval

4.1.7 Risks

4.1.7.1 Threats

- Electrical issues
- Chemical issues
- Gases leak
- Equipment failure

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- Sharp objects
- Power cuts
- Raw material/consumables requirement

4.1.7.2 Opportunity

- Centralised and periodical maintenance of machines and equipments.
- Control monitoring of workshops.
- Procurement of spare parts and replacing in well advance.

4.2 Interested Parties

Following are the stakeholders

- 4.2.1 HOD mechanical, Officer I/C central workshop, In charges of workshop.
- 4.2.2 All existing and passed out students of DTU.
- 4.2.3 Parents of all students of DTU.
- 4.2.4 Any guest faculty and organizational teams who visit DTU.
- 4.2.5 Industries visiting DTU for training and placement.
- 4.2.6 Government of Delhi and its respective departments.

5. Scope

5.1 Scope of the Quality Management system

The procedure defined in this document are applicable to all respective stakeholders and departments under Delhi Technological University. Central workshops has considered the external and internal issues and procedures for all its services. It further defines responsibilities for all personnel at central workshop along with references and documents.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

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5.3 Exclusions

- None

6. Procedures

6.1 Process Management Methodology

Below steps of methodology are followed at central workshop for all requirements and procedures:

- (a) **Prepare:** Preparing annual requirements for the entire central workshop. It includes raw materials, consumables, measuring equipment's, machines, software's, gases, chemicals etc.
- (b) **Plan:** Involves Identifying detailed requirements based on outputs, facilities, user needs and so on. The plan phase involves complete usage of the equipment's and other things with complete justification and fulfilling the gaps.
- (c) **Design:** The initial requirements that were derived in the planning phase drive the activities of the design specialists. The design phase involves in technical and financial requirements, reliability, durability and user friendly etc.
- (d) **Implement:** Implementing the plan and design phase into action for better achievements.
- (e) **Operation and Maintain:** Operation is the final test of the appropriateness of the design. The operational phase involves maintaining the workshop with full utilization with lesser expenses. Monitoring and maintaining the workshop in working order.

Refer processes and information flow chart mentioned at section 4.1.4 of this document.

6.2 Top Level processes

- 6.2.1 Conduct of workshop practical classes.
- 6.2.2 Evaluation of workshop practical classes.
- 6.2.3 Safety Procedure in workshop.
- 6.2.4 Procedure to avail workshop facility.

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6.2.5 Continuous modernization and upgradation of the facilities.

6.2.6 Offering services and consultancy to outside organizations.

6.2.7 To coordinate with other departments for better services.

7. Complete Workshop procedures

7.1 Conduct of workshop practical classes

7.1.1 Summary

- This procedure defines steps to conduct Workshop Practical Classes

7.1.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.1.2 Procedure

(a) Conduct of classes for I & II semester workshop practice classes

The group of about 60 students will be divided into five groups. Each group will attend minimum of 2 classes in each of the following workshops.

- Foundry
- Welding
- Sheet metal
- Smithy
- Fitting

In each workshop the allotted teacher will discuss the theoretical aspects of the practical work, working principles and practices etc. The concern workshop technical staff will give the demonstration, working practices, safety procedures etc.

Students will be evaluated continuously as per criteria.

(b) Conduct of classes for III & IV Semester Machine Shop practice

The group of around 20 students will be report to the machine shop classes. The will perform the various machining operations using various machines such as Lathe, Drilling, Milling, Shaping etc.

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In each workshop the allotted teacher will discuss the theoretical aspects of the practical work, working principles and practices etc. The concern workshop technical staff will give the demonstration, working practices, safety procedures etc.

(c) Working procedure to conduct practical classes in machine shop

1. Study of various machines in the machine shop.
2. Study of working of various parts and controls of a Centre lathe.
3. Study of working of various parts and controls of a Mechanical shaper.
4. Study of working of various parts and controls of a Milling machine.
5. Demonstration of working of various machine tools and various machining operations.
6. Practice of various machining operations on different machine tools.
7. Sawing of work pieces to be used on lathe, shaper and milling machine.
8. To machine the given work piece as per drawing on lathe, milling and shaper.

Branch	Subject code	Course Title	Semester	Credits	Subject Area	Contact Hrs	Exam Duration	PRS	PRE
	ME 103 & ME 106	Workshop Practice	I& II	2	AEC (Allied Engineering Course)	3 Hrs/Week	3	50	50
Mechanical	PE 252	Manufacturing Machines	IV	4	AEC	2 Hrs/Week	--	15	--
Automobile	AE 205	Manufacturing Machines	III	4	DCC	2 Hrs/Week	--	25	--
Production	PE 205	Manufacturing Machines	III	4	DCC	2 Hrs/Week	--	15	--

7.2. Evaluation of students in workshop practical classes

7.2.1 Summary

- This procedure defines steps to Evaluation of workshop practical classes.

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7.2.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.2.3 Procedure

(a) PRS (continuous Evaluation Criteria for 50 marks) for I & II semester work shop practice classes

Number of workshops to be attend: 5

Name of the shop	JOB Marks	Viva Marks	File/Attendance	Total
Foundry	6	10	10	50
Welding	6			
Fitting	6			
Sheet Metal	6			
Smithy	6			

(b) Criteria for PRE (End semester Evaluation) for 50 Marks I & II semester work shop practice

Practical work Marks	Viva voce Marks	Total Marks
25	25	50

- All the teachers/Examiners concerned have to submit the PRE-& PRE marks to the Subject coordinator.
- The Coordinator will compile the marks, do necessary grading and the grades will be moderated by the Dean (UG) and finally submitted to the COE office.
- Students will be evaluated continuously as per following criteria.

(c) PRS (continuous Evaluation Criteria)

Subject code	JOB Marks	Viva voice Marks	File & Attendance	Total
PE 252	5	5	5	15
PE 205	5	5	5	15
AE205	8	7	10	25

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7.3. Safety Procedure in workshop

7.3.1 Summary

- This procedure defines steps to Safety Procedure in workshop

7.3.2 Revision and approval

- [ver 1.0]-[19-03-2018]- [First approved version]-[Head Mechanical]

(a) **Standard Operating Procedure for Machine Shop Safety Precautions**

IMPORTANT: DO NOT use machine tools of machine shop unless you have been instructed and have been given permission

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Check the job is clamped tight in the work holding device.
- Remove all tools from the bed and slides of the machine.
- Ensure the correct speed for machining process is selected.
- Remove the chuck key before starting the lathe.

(b) **Operational safety checks**

- Before making adjustments or measurements, switch off and bring the machine to a complete standstill.
- Always remove the chuck key from the chuck.

(c) **Ending operations and cleaning up**

- Switch off the machine when work completed.
- Reset all guards to a fully closed position.
- Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
- Leave the machine in a safe, clean and tidy state.

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(d) Potential hazards and injuries

- Flying objects such as the chuck key left in chuck.
- Cutting tool injury when cleaning, filing or polishing.
- Hair/clothing getting caught in moving machine parts.
- Metal splinters and swarf.
- Eye injuries.

(e) Personal protective equipments

- Safety glasses must be worn at all times in work areas
- Sturdy footwear must be worn at all times in work areas
- Long and loose hair must be contained.
- Close fitting/protective clothing must be worn.
- Gloves must not be worn when using this machine.
- Rings and jewellery must not be worn.

(f) Waste management procedures

- When finished with the lathe, always clean the area. There should be no chips filings, or dust on the work table or floor. Dustpan, hand broom, regular broom, paper towels and cleaning solution can be found in the shop. Place all wrenches, clamps, raw materials, and vice grips back in the appropriate place.

7.4. Procedure to avail workshop facility

7.4.1 Summary

- This procedure defines steps to avail workshop facility

7.4.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.4.3 Procedure

- Apart from the regular practical classes Central work is utilised by the UG/PG and PhD students for their Project, Research works and innovative projects.

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- To avail the central work shop facility for above mentioned work the students have fill the work order mentioned below by the concerned project guide or supervisor and signed by the concerned Lab in charge. The complete form to be submit to the technical staff in charge.

7.5. Procedure to continuous modernization and upgradation of the facilities

7.5.2 Summary

- This procedure defines Procedure to continuous modernization and upgradation of the facilities

7.5.3 Revision and approval

- [ver 1.0]-[19-03-2018]- [First approved version]-[Head Mechanical]

7.5.4 Procedure

The Central workshop is updated to adding of latest machines and equipment's decided by students, Lab incharge. and OIC WS. The purchase procedure of the University are followed.

7.6. Procedure to offering services and consultancy to outside organizations

7.6.1 Summary

- This procedure defines procedure to offering services and consultancy to outside organizations

7.6.2 Revision and approval

- [ver 1.0]-[19-03-2018]- [First approved version]-[Head Mechanical]

7.6.3 Procedure

The central work shop may conduct practical classes to outside universities as per rules of the university.

7.7 Procedure to coordinate with other departments for better services

7.7.1 Summary

- This procedure defines procedure to coordinate with other departments for better services

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7.7.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.7.3 Procedure

- The Central work is a central facility of the university and it is utilized by all other departments for project and research work.
- To avail the central work shop facility for other departments the students have to fill the work order form(available in each shop) and duly signed by the concerned project guide or supervisor and approved by the concerned Lab in charge. The complete form to be submit to the technical staff in charge.

8. Overview

- Refer Flow of Processes and Information flowchart at Section 4.1.

9. Related documents

- Lab Manuals of the various shops.
- List of Machines and equipment's available.

10. Related Forms

- Work order form is available in all the workshops.

11. References

- ISO 9001 specific standards and differences between industries, referred page of the ISO (<https://www.iso.org/iso-9001-quality-management.html>)
- Referred more detailed information on ISO-9001:2015 (<https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en>)
- <http://www.moef.gov.in/>
- <http://www.nielit.gov.in/> & <http://nielit.gov.in/delhi/>
- <https://doe.gov.in/>
- www.edudel.nic.in/

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- http://www.delhi.gov.in/wps/wcm/connect/DOIT_TT/training+and+technical+education/home
- <http://www.tec.gov.in/>
- <http://www.traai.gov.in/>
- <https://www.aicte-india.org/>
- <http://mhrd.gov.in/> & <http://mhrd.gov.in/nct-delhi>

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

13. Appendix

13.1 Work order form to avail workshop facility

Work order Form

Name		Date	
Roll. No.		Mobile No.	
Department/ University		E-mail:	
Project Name		Supervisor Name	
Student Signature			

Description of work	
Name of Lab to be work	
Tools required	
Consumables required	
Machines to be operate	
Time of Work	
Supervisor/Project Guide Signature & Name	
Lab In Charge Signature & Name	
Signature of Technical Staff	
Allotted Time & Date	

Note: The persons working in the Lab/Workshop have to follow the safety rules and regulations otherwise the concern Lab/workshop authority is not responsible for any abnormal incidents.

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Abbreviations

- **DTU** : Delhi Technological University
- **VC** : Hon'ble Vice Chancellor
- **Pro VC** : Pro Vice Chancellor
- **CC** : Computer Centre
- **HW** : Hardware
- **SW** : Software
- **NW** : Network
- **HOD** : Head of Department
- **NCT** : National Capital Territory
- **EDP** : Electronic Data Processing
- **CMS** : Configuration Management System
- **ERP** : Enterprise Resource Planning
- **UG** : Under Graduate
- **PG** : Post Graduate
- **IT** : Information Technology
- **ICT** : Information and Communication Technology
- **MOEF** : Ministry of Environment and Forest
- **DOE** : Directorate of Education
- **TEC** : Technical Evaluation Committee
- **AICTE** : All India Council for Technical Education
- **MHRD** : Ministry of Human Resource Development
- **TRAI** : Telecom Regulatory Authority of India
- **E-Waste** : Electronic waste
- **NIELIT** : National Institute of Electronics and Information Technology

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1. Introduction

Computer Centre is centralized body of DTU responsible for providing internet and networking related facilities in whole campus. It is backbone of university IT infrastructure. Further it's the interfaces for all kind of HW/SW related functionalities and provisioning of latest technology to enable research, CMS, ERP, EDP, etc. It has responsibility of securing university network from internal and external cyber-attacks and different kinds of malfunctioning related to IT services. It adheres to latest policy and rules under IT ministry of Government of India and Government of NCT of Delhi.

2. Amendments

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

DTU has a well-equipped centralized computer centre to cater to the needs of students and faculty in the university. It is housed, in a magnificent state-of-the-art building having specialized laboratories to provide variety of platforms and computing environment for UG, PG and research students.

Computer Centre is responsible for the provision of central computing facilities and technical services to support the following aspects of computer and network within the University.

- As a Subject of Study:** Computer technology is taught either as a subject of study for future computer professionals or as general education for students' computer literacy and practical knowledge.
- As a Computational Tool:** Computers are used as computational tools to solve problems arising from various applications, research and development activities in the

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areas of science, engineering, business, etc. Students may use computers as tools to do assignments and homework with various software packages.

- (c) **As a Means of Learning, Teaching and Research:** This refers to the use of educational packages and computer aided learning software, the use of computer presentation tools, and the use of networks including Internet and Portal for information retrieval, idea exchange, discussion forum, etc.
- (d) **As a Tool for Administration:** This involves the development and the use of computer software to meet the operational and managerial needs of various departments.

To ensure adequate support, the role of the Computer Centre can be identified as follows:

- (i) **Facility Management:** CC manages the central computer facilities including the campus network, the central host computers, public computing facilities such as computers in the Lecture Theatres, classrooms & express terminals for public access and student terminal rooms in the CC. It also carries out assessment of facilities, both software and hardware, based on the needs of its users, and makes recommendations for new facilities as necessary for the enhancement of the existing facilities.
- (ii) **Technical Services:** CC provides centralized and integrated technical services on a university-wide basis including the provision of consultation and advice on the use of University computer facilities. It evaluates suitable equipment and software so that it can keep pace with developing technology in order to better serve the University community.
- (iii) **Administrative Data Processing Systems:** CC is responsible for the provision of infrastructure and technical support for the maintenance of all electronic data processing systems used in defined administrative offices and departments.

3.2 Quality Policy

Computer Centre strive to in still upon the learners to apply the knowledge as a whole and live up to global standards in field of IT and networking. To ensure dissemination of information

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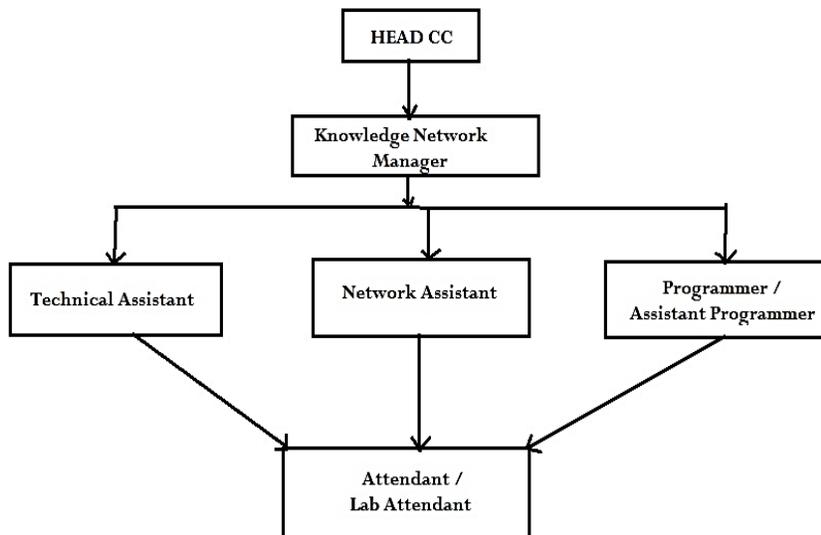
in the best possible way and encourage all to perform in accordance of constant technological advancement.

4. Responsibilities

4.1 Context of the Organization

4.1.1 Organizational Chart

Organisation Chart of DTU Computer Centre



4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Head CC	Head of Computer Centre manages all functions related to computer centre and university networks. Additionally:	1. Issues orders / notices / UO note / circular related to networks and web services in DTU.

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	<ol style="list-style-type: none"> 1. Ensure smooth functioning of internet in all DTU campus. 2. Ensure CC has sufficient computer desktop to meet lab requirements of different classes related to computer centre. 3. Ensure centralized capability for hosting any web application on DTU web portal. 4. Ensure university IT and ICT infrastructure is as per latest technology in market. 5. Ensure availability of DTU domain email. 	<ol style="list-style-type: none"> 2. Authorize acceptance of any new network equipment / computer peripheral (both HW and SW) 3. Appoints committee for condemnation of network/computer related items. 4. Prepares budget for enhancement of networking capabilities inside DTU campus. 5. Approves indent of DTU CC 6. Approval of biometric records of CC staff for respective working hours. 7. Approver of extended working hours shift and weekend shift. 8. Approver of any recruitment of CC. 9. Recommender and performance evaluator of work done by CC staff.
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		<p>10. Provides consultancy for network items and related HW/SW as per IT and ICT emerging trends.</p> <p>11. Approver for uploading any document on DTU web portal.</p>
Knowledge Network Manager	<ol style="list-style-type: none"> 1. Ensure smooth functioning of internet in all DTU campus. 2. Ensure CC has sufficient computer desktop to meet lab requirements of different classes related to computer centre. 3. Ensure centralized capability for hosting any web application on DTU web portal. 4. Ensure university IT and ICT infrastructure is as per latest technology in market. 5. Management of web domain and sub-domain of DTU. 	<ol style="list-style-type: none"> 1. Issues orders / notices / UO note / circular related to networks and web services in DTU. 2. Authorize acceptance of any new network equipment / computer peripheral (both HW and SW) 3. Prepares budget for enhancement of networking capabilities inside DTU campus. 4. Approves indent of DTU CC 5. Approval of biometric records of CC staff for respective working hours.

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	<p>6. Handling of web applications for recruitment and registration via online portal.</p> <p>7. DTU domain email management.</p>	<p>6. Approver of extended working hours shift and weekend shift.</p> <p>7. Approver of any recruitment of CC.</p> <p>8. Provides consultancy for network items and related HW/SW as per IT and ICT emerging trends.</p> <p>9. Approver for uploading any document on DTU web portal.</p>
Network Assistant	<p>4. Responsible for smooth network and internet operations in DTU campus.</p> <p>5. Resolves complaint and issues related to networks and its respective devices.</p> <p>6. Issuer of login credentials for using DTU internet.</p>	- None -
Technical Assistant	<p>1. Responsible for smooth working of HW/SW related to computer desktops/laptops/servers in DTU campus.</p>	- None -

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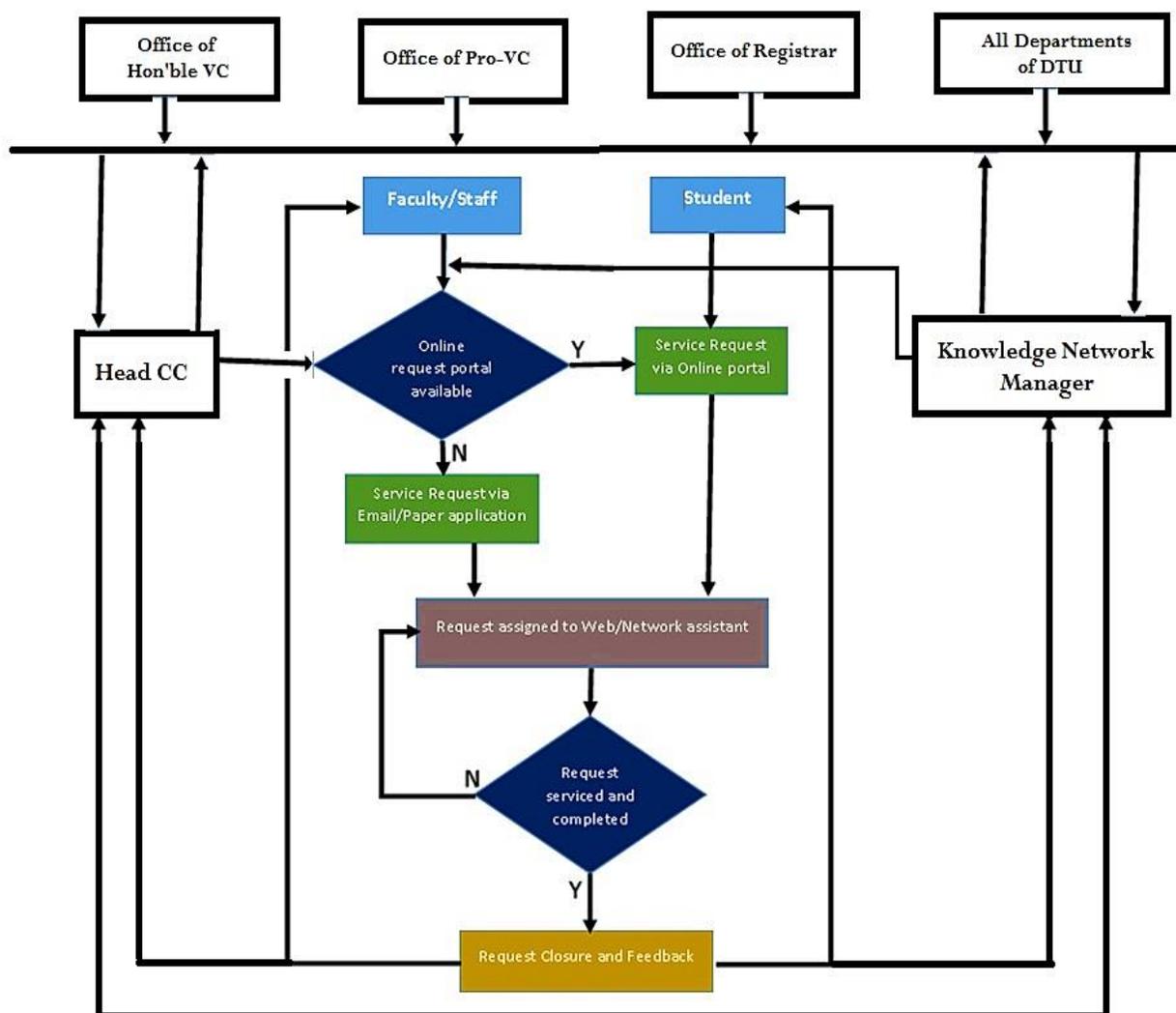
	<ol style="list-style-type: none"> 2. Resolves complaint and issues related computer desktops/laptops/servers in DTU campus. 3. Handling of all file-work. 	
Programmer / Assistant Programmer	<ol style="list-style-type: none"> 1. Responsible for 24*7 availability of DTU website and web applications. 2. Resolves complaint and issues related to DTU website and web applications. 3. Issuer of login credentials for using DTU domain registered email services. 4. Develop, launch and maintain DTU web applications and online portals. 	- None -

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4.1.3 Work Culture

Computer Centre work culture is transparent, ICT supported and solutions oriented. All systems are 'Real time' and fault tolerant. Lot of work is done in the development, reliability and safety assessment of all systems. It encourages everyone to stay focused on all times.

4.1.4 Flow of Process and Information



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4.1.5 Internal Issues

- Increase in work requires increase in man-power.
- Shortage of space for increasing computer desktops capacity.
- Electricity issues causing long power failures.

4.1.6 External Issues

- Approval of TEC (Technical Evaluation Committee) under Government of NCT of Delhi before purchase of any computer / network / ICT item. This causes long delay in project starting and implementation.

4.1.7 Risks

4.1.7.1 Threats

- Confidentiality of digital data on DTU web servers and online portals.
- Security of DTU network and related infrastructure.
- Failure of network lease lines i.e. both primary and secondary.
- Hardware failure for network devices and web servers.
- Long power failures.

4.1.7.2 Opportunity

- Centralized maintenance of digital data for DTU web portal and applications.
- Centralized control of network infrastructure.
- Deployment and maintenance of latest network and web infrastructure as per IT and ICT global trends.

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4.2 Interested Parties

Following are the stakeholders:

- 4.2.1 Computer Centre Staff and Head.
- 4.2.2 All administrative and teaching staff of DTU who uses DTU network.
- 4.2.3 All Students of DTU.
- 4.2.4 Parents of all students of DTU.
- 4.2.5 Any guest faculty and organizational team(s) who visit DTU.
- 4.2.6 Companies visiting DTU for training and placement.
- 4.2.7 Government of NCT of Delhi and its respective departments/ministries.
- 4.2.8 Government of India and its respective departments/ministries.

5. Scope

5.1 Scope of the Quality Management System

The procedures defined in this document are applicable to all respective stakeholders and departments of all locations under Delhi Technological University. Computer Centre has considered the external and internal issues and procedures for all its services. It further defines responsibilities for all personnel at Computer Centre along with references to relevant documents.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

5.3 Exclusions

- None

6. Procedures

6.1 Process Management Methodology

Below steps of methodology are followed at computer centre for all requirements and procedures.

- (a) **Prepare:** Involves gathering high level requirements, developing a strategy, and proposing a high-level conceptual architecture identifying technologies that can best support the

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architecture. The prepare phase can establish a financial justification for strategy by assessing the case for the proposed architecture.

- (b) **Plan:** Involves identifying detailed requirements based on goals, facilities, user needs, and so on. The plan phase involves characterizing sites and assessing any existing networks and performing a gap analysis to determine whether the existing system infrastructure, sites, and the operational environment can support the proposed solution.
- (c) **Design:** The initial requirements that were derived in the planning phase drive the activities of the design specialists. The design to align current financial and technical requirements, and incorporates specifications to support availability, reliability, security, scalability, and performance.
- (d) **Implement:** The solution is built or additional components are incorporated as per design, with the goal of integrating devices without disrupting the existing network or creating points of vulnerability.
- (e) **Operate and Maintain:** Operation is the final test of the appropriateness of the design. The operational phase involves maintaining network health through day-to-day operations, including maintaining high availability and reducing expenses. The fault detection, correction, and performance monitoring that occur in daily operations provide the initial data for the optimization phase.
- (f) **Optimize:** Involves proactive management of the network. The goal of proactive management is to identify and resolve issues before they affect the organization. Reactive fault detection and correction (troubleshooting) is needed when proactive management cannot predict and mitigate failures. A network redesign can also be done if too many network problems and errors arise, if performance does not meet expectations, or if new applications are identified to support organizational and technical requirements.

Refer processes and information flow chart mentioned at section 4.1.4 of this document.

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6.2 Top Level Processes

- 6.2.1 Ensuring the availability of computing facilities (including email and internet access) as and when required by the users.
- 6.2.2 Continuous modernization and upgradation of the facilities.
- 6.2.3 Ensuring the physical infrastructure to be in good working condition/order through preventive and corrective maintenance.
- 6.2.4 Repair and maintenance of network instruments/equipment's in DTU campus.
- 6.2.5 Extending services for purchase and installation of instruments/equipment(s) by Departments.
- 6.2.6 Offering consultancy and services to outside organizations.
- 6.2.7 Ensuring internet and e-mail service to users of University.
- 6.2.8 Ensuring proper working of University Website.
- 6.2.9 To maintain a good level of infrastructure for students, faculty and research scholars as per latest IT and ICT configurations.
- 6.2.10 To coordinate with internet service providers for the delivery of best internet and other services.

7. Complete Department Procedures

7.1 Procedure 1: Faculty/Staff request for DTU Email-Id

7.1.1 Summary

- This procedure defines steps to be followed for requesting DTU Email-Id by faculty/staff of DTU.

7.1.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.1.3 Procedure

- (a) Requesting faculty/staff to send an email on head.cc@dce.ac.in with their complete details mentioning full name, department and designation along with one personal email-Id.

Checklist: Full Name, department and designation should be mentioned along with one personal email-ID.

- (b) Web administrator will process the request within 48 hrs. and send details of new email-Id along with link to reset password to personal email-Id of faculty/staff.

- (c) Link to reset password and activate mail will be active for only 48 hrs from the time mail is sent to faculty/staff. If link is not clicked within 48 hrs then it will expire and faculty/staff has to resend request on head.cc@dce.ac.in to resend the activation link.

Checklist: Check mail Inbox and Spam folder for email with password reset link. Password reset link expires in 48 hrs and request to be submitted again by respective faculty/staff.

7.2 Student request for DTU Email-Id

7.2.1 Summary

- This procedure defines steps to be followed for requesting DTU Email-Id by students of DTU.

7.2.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.2.3 Procedure

- (a) Go to <http://dtunet.dtu.ac.in/email/>
- (b) Select course and batch
- (c) The student should enter/check all the correct details while filling the online registration form for the creation of email id. After successful submission of the form, Application No. will be generated and it will be used for all future correspondence.

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(d) Students are directed to submit the copy of online generated form duly signed by their Head of Department along with the self-attested valid college identity card at computer centre during working hour (03:00 PM - 6:00 PM) (Monday - Friday). Students should carry college ID in original while submitting form.

Checklist: Submit copy of ID-card along with hardcopy of request submitted duly attested by HOD of their respective department.

(e) Student email-Id will be activated within 48 hrs after submitting the form.

Checklist: Check mail Inbox and Spam folder for email with password reset link. Password reset link expires in 48 hrs and request to be submitted again by student.

7.3 Request for DTU internet access credentials by faculty/staff

7.3.1 Summary

- This procedure defines steps to be followed for requesting DTU internet access credentials by faculty/staff of DTU.

7.3.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.3.3 Procedure

(a) Requesting faculty/staff to send an email on head.cc@dce.ac.in with their complete details mentioning full name, department and designation.

Checklist: Full Name, department and designation should be mentioned.

(b) Web administrator will process the request within 48 hrs. and send details of internet login to email-Id of faculty/staff.

(c) Faculty/Staff has to visit computer centre with that login details and get it activated in personal. They can reset password also at same time.

NOTE: Internet access credentials are not to be shared with anyone. Computer centre follows cyber laws as defined by Government of India and any breach might lead to serious actions as defined by the law.

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7.4 Request for DTU internet access credentials by student

7.4.1 Summary

- This procedure defines steps to be followed for requesting DTU internet access credentials by student of DTU.

7.4.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.4.3 Procedure

- Go to <http://dtunet.dtu.ac.in/>
- Select option for internet access, login with registration details and submit form.
- Registration form will be active only if all mandatory details at login are filled correctly. Login and password will be issued only after successful login and request submission is complete.

Checklist: All mandatory details should be filled in online form.

- Student will receive internet login and password on their registered email and same will be activated within 48 hrs after submission of form.
- If student has any issue with login credentials while accessing internet then student has to visit computer centre with that login details and get it checked in personal. They can reset password also at same time. Students should carry college ID in original while visiting computer centre.

7.5 Request for Microsoft License for Windows and MS Office

7.5.1 Summary

- This procedure defines steps to be followed for requesting Microsoft License for Windows and MS Office.
- This facility is only for faculty and administrative officers of DTU and not for students.

7.5.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.5.3 Procedure

- (a) Go to http://www.dtu.ac.in/Web/Facilities/ComputerCentre/req_form/
- (b) Fill request form and submit.
- (c) Take print-out of the form and submit in personal at computer centre.

Checklist: Form should be duly self-attested by respective faculty/staff.

- (d) Laptops/Desktops need to be sent to computer centre along with form for Windows/MS Office installation and license entry.
- (e) Laptop/Desktops will be updated as per submitted request within 48 hrs after receiving respective laptop/desktop at computer centre.
- (f) One form to be filled for single desktop/laptop.
- (g) Requester has to sign in license record book at computer centre once license is updated.

Checklist: License register at Computer Centre should be updated with respective entry of issuing each license.

7.6 Reporting of any network issue

7.6.1 Summary

- This procedure defines steps to be followed for reporting any network issue within DTU campus.

7.6.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.6.3 Procedure

- (a) Go to http://www.dtu.ac.in/Web/Facilities/ComputerCentre/complaint_form/
- (b) Fill complaint form related to any network issue and submit.

Checklist: Full Name, mobile number and contact email to be entered in online form along with location where network issue is observed.

- (c) Network request will be resolved within 72 hrs after receiving the same.
- (d) **Exception:** if there is critical fault in network where device has gone faulty or backbone connectivity of fiber/copper is broken then resolution of same will depend

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upon supply/rectification of respective item by third party vendor (who is selected as per defined procedure of finance and administration).

7.7 Request for uploading notification/circular/office-order on DTU website

7.7.1 Summary

- This procedure defines steps to be followed for requesting upload of notification/circular/office-order on university website.
- This facility is only for faculty and administrative officers of DTU and not for students.

7.7.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.7.3 Procedure

(a) Respective administrative head or faculty to send an email on head.cc@dce.ac.in with soft-copy of notification/circular/office-order having signature of head of that department.

Checklist: Notification/Circular/Office-order should have signature of respective HOD or administrative head.

(b) Web administrator will upload the same within 24 hrs after receiving of email.

7.8 Request for repair/maintenance of desktops

7.8.1 Summary

- This procedure defines steps to be followed for repair/maintenance of desktops in administrative departments.
- This facility is only for faculty and administrative officers of DTU and not for students.

7.8.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.8.3 Procedure

(a) Requester to submit approval of their desktop repair duly signed by their Head of department to Head computer centre.

(b) Desktops need to be sent to computer centre along with approval note.

Checklist: Request should have signature of respective HOD or administrative head.

(c) Desktop will be repaired within 72 hrs after receiving the same.

Exception: if there is fault in desktop hardware and which is not available in inventory of computer centre then resolution of same will depend upon supply/rectification of respective item by third party vendor (who is selected as per defined procedure of finance and administration). In this case, respective department can themselves get their desktop repaired via external vendor rather than through computer centre.

7.9 Booking of computer centre labs for online test

7.9.1 Summary

- This procedure defines steps to be followed for booking computer centre for online tests.
- This facility is only for faculty and administrative officers of DTU and not for students.

7.9.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.9.3 Procedure

(a) Requester to submit request to Head computer centre in-person or via an email on head.cc@dce.ac.in with details of online test (i.e. time schedule, duration, batch size of students, time slots, etc).

Checklist: Request should have signature of respective HOD or administrative head.

(b) Administrator will check computer centre calendar and update on request. If slot is available as per detail of online test then booking will be confirmed to the requester and computer centre staff will support the same.

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7.10 Consultation for procurement of desktop / workstation / server / network devices / ICT devices

7.10.1 Summary

- This procedure defines steps to be followed for taking consultancy in procurement of desktop / workstation / server / network devices / ICT devices.
- This facility is only for faculty and administrative officers of DTU and not for students.

7.10.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.10.3 Procedure

(a) Requester to submit request to Head computer centre in-person or through authorized file record or via an email on head.cc@dce.ac.in with details of requirement.

Checklist: Request should have signature of respective HOD or administrative head and is received through proper channel of administrative authority.

(b) Head CC / Knowledge Network Manager will check the details of requirement and suggest configuration along with available device details (where applicable).

(c) Further it is to be ensured that all purchase to be made as per latest GFR rules of Government of India and Government of NCT of Delhi.

Checklist: All purchases should follow latest GFR rules without any exception.

7.11 Consultation for condemnation of desktop / workstation / server / network devices / ICT devices

7.11.1 Summary

- This procedure defines steps to be followed for taking consultancy in condemnation of desktop / workstation / server / network devices / ICT devices.
- This facility is only for faculty and administrative officers of DTU and not for students.

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7.11.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.11.3 Procedure

(a) Requester to submit request to Head computer centre in-person or through authorized file record or via an email on head.cc@dce.ac.in with details of purchase along with copy of indent.

Checklist: Request should have signature of respective HOD or administrative head and is received through proper channel of administrative authority.

(b) Head CC / Knowledge Network Manager will check the details of purchase along with copy of indent and suggest eligibility of condemnation as per working condition of item and scope of reparability as per its support scope based on requirement.

(c) Further it is to be ensured that all condemnation to be made as per latest GFR rules of Government of India and Government of NCT of Delhi. Also, strict adherence to be ensured as per latest e-waste rules of Government of India and Government of NCT of Delhi.

Checklist: All purchases should follow latest GFR rules without any exception.

7.12 Offering IT / Networks / ICT consultancy services to organizations outside DTU

7.12.1 Summary

- This procedure defines steps to be followed for offering IT / Networks / ICT consultancy services to organization(s) outside DTU.
- This facility is only for location, staff, faculty, government offices/ministries which are outside DTU.

7.12.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.12.3 Procedure

- (a) Requester to submit official request to Hon'ble VC/Pro-VC(s)/Registrar DTU, through authorized file record or via respective authority email with details of requirement for which consultancy is needed.

Checklist: Request should have signature of respective HOD or administrative head and is received through proper channel of administrative authority.

- (b) Hon'ble VC/Pro-VC(s)/Registrar DTU to approve and forward the request to Head CC / Knowledge Network Manager as per feasibility and applicability of request and defined scope.

- (c) Head CC / Knowledge Network Manager will check the details of requirement and provide consultancy support based on feasibility and applicability as per defined scope.

- (d) Further it is to be ensured that any consultancy provided should consider and adhere to latest rules of Government of India and Government of NCT of Delhi.

Checklist: Adherence to all of rules of Government of India and Government of NCT of Delhi.

7.13 Request for sub-domain on DTU website

7.13.1 Summary

- This procedure defines steps to be followed for requesting registration and operation of sub-domain under DTU domain.
- This facility is only for students, staff and faculty of DTU.

7.13.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.13.3 Procedure

- (a) Requester to submit official request to Hon'ble VC/Pro-VC(s)/Registrar DTU, through authorized file record or via respective authority email with details of requirement for which DTU web sub-domain is needed.

Checklist: Request should have signature of respective HOD or administrative head.

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(b) Hon'ble VC/Pro-VC(s)/Registrar DTU to approve and forward the request to Head CC / Knowledge Network Manager as per feasibility and applicability of request and defined scope.

(c) Head CC / Knowledge Network Manager will check the details of requirement and provide configuration and define sub-domain based on feasibility and applicability as per defined scope.

Checklist: Sub-domain can only be provided under DTU main domain.

(d) Further it is to be ensured that any consultancy provided should consider and adhere to latest rules of Government of India and Government of NCT of Delhi.

Checklist: Adherence to all of rules of Government of India and Government of NCT of Delhi.

7.14 Request for hosting online registration form on DTU web portal

7.14.1 Summary

- This procedure defines steps to be followed for hosting online registration form via DTU web portal.
- This facility is only administrative staff and faculty of DTU.

7.14.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.14.3 Procedure

(a) Requester to submit official request to Hon'ble VC/Pro-VC(s)/Registrar DTU, through authorized file record or via respective authority email with details of requirement for which online registration form needs to be hosted on DTU web portal. It should also detail whether online payment system also need to be integrated along with registration form.

Checklist: Request should have signature of respective HOD or administrative head.

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(b) Hon'ble VC/Pro-VC(s)/Registrar DTU to approve and forward the request to Head CC / Knowledge Network Manager as per feasibility and applicability of request and defined scope.

(c) Head CC / Knowledge Network Manager will check the details of requirement and provide timeline for readiness of deployment based on feasibility and applicability as per defined scope.

(d) Head CC / Knowledge Network manager will update all respective authorities and requester when online registration form is made LIVE on DTU web portal and also on closure of same.

Checklist: Online registration can be deployed on DTU web-portal.

(e) DTU web portal interface for respective online registration form is closed after last date of online submission as per respective advertisement.

Checklist: Online registration to be closed after last date as per submitted requirement.

(f) After last date of online registration, Head CC / Knowledge Network manager will share all digital data related to online registration to respective requester in next 2 days post closure of online registration form.

8. Overview

- Refer Flow of Processes and Information flowchart at Section 4.1

9. Related documents

- General Finance Rules of Government of India and Government of NCT of Delhi.
- E-waste Rules of Government of India and Government of NCT of Delhi.
- TRAI Rules of Government of India.

10. Related Forms

- Form listed on Computer Centre tab of DTU website i.e. <http://www.dtu.ac.in/Web/Facilities/ComputerCentre/about/>.

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11. References

- ISO 9001 specific standards and differences between industries, referred page of the ISO (<https://www.iso.org/iso-9001-quality-management.html>)
- Referred more detailed information on ISO-9001:2015 (<https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en>)
- <http://www.moef.gov.in/>
- <http://www.nielit.gov.in/> & <http://nielit.gov.in/delhi/>
- <https://doe.gov.in/>
- www.edudel.nic.in/
- http://www.delhi.gov.in/wps/wcm/connect/DOIT_TT/training+and+technical+education/home
- <http://www.tec.gov.in/>
- <http://www.trai.gov.in/>
- <https://www.aicte-india.org/>
- <http://mhrd.gov.in/> & <http://mhrd.gov.in/nct-delhi>

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

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13. Appendix

13.1 Form for submitting Network complaint

On-line Network / Internet Complaint

Complaint Category :

Name of Person :

Job Category :

Moblie No. :

E-mail ID :

Departmental / Branch / Section Address :

Floor No. Room No.

Complaint Details :



[\[click here For Different Image \]](#)

Enter the code shown above :

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13.2 Form for requesting Microsoft license of Windows and Office software

On Line Requisition : Microsoft Volume Licensed Software(VLSC)

Name of Person :

Salutation preferred* (Mr, Ms, Dr, Prof, Maj, General etc)

Job Category :

Department / Branch / Section :

Moblie No. :

E-mail ID :

Software Required :

Software Details	Quantity	Purpose
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>



Enter the code shown above : [\[click here For Different Image \]](#)

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Abbreviations

- **AC** : Academic Council
- **BOM** : Board of Management
- **COE** : Controller of Examination
- **CWS** : Class Work Sessional
- **DTU** : Delhi Technological University
- **ETE** : End Term Examination
- **GA** : General Administration
- **HOD** : Head of Department
- **NCT** : National Capital Territory
- **PG** : Post Graduate
- **PRE** : Practical Examination
- **PRS** : Practical Sessional
- **RR** : Record Room
- **RTI** : Right To Information
- **Supdt** : Superintendent
- **UFM** : Unfair Means
- **UFMSC** : Unfair Means Scrutiny Committee
- **UG** : Under Graduate
- **VC** : Vice-Chancellor

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1. Introduction

The Examination Department is the backbone of the University and is responsible to conduct examinations and confer the degrees to the candidates who fulfill the requisite qualification/conditions. The Examination Department deals with the appointment of paper setters, examiners, tabulators, moderators and scrutinizers, preparation of schedule of examinations, conduct of examinations, assessment and timely declaration of results and confer degrees to the candidates. The entire work of examinations is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009.

The Examination Department of the University functions through four sections namely Conduct & Evaluation, Secrecy, Results and General Administration.

This document contains the detailed structure and procedures related to the various activities of the Examination Department.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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3. Purpose

3.1 Welcome

The Examination Department conducts various Examinations of the University related to Mid Semester, End Semester, Supplementary/Makeup Examination and/or any other examination deemed fit by the Competent Authority of the University. Various activities and work related to Examination Department can be categorized as follows: Pre-Examination work, Conduct of Examinations and Post Examination work.

3.1.1 Pre-Examination work:

- Course Registration by the students
- Handling requests by the students for course/subject change
- Preparation of schedule/date-sheet of Examinations for Mid Semester, End Semester, Supplementary/Makeup Examination
- Appointment of Paper-setters, Examiners, Tabulators, Moderators and Scrutinizers for all the examinations
- Appointment of Center Superintendent and Coordinator of Central Evaluation, Fixing of venue of Central Evaluation Center
- Making arrangement for advances to the University Departments for conduct of various examinations
- Receive Question Papers from Paper Setters
- Printing of Question Papers

3.1.2 Conduct of Examination

- Arrangement for Vigilance Squads for visiting centers/halls
- Visit various examinations centers/halls
- Arrangement for collecting the answer books from the various examination centers/halls

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- Receive the report of the Unfair Means cases reported by the Superintendent from the examination centers/halls

3.1.3 Post-Examination work

- Carry out the work of assessment of answer books by the examiners in Central Evaluation Centre and collect the award sheets submitted by them there itself for onward transmission to Result Section
- Receive the Practical/Project examinations Award sheet from the concerned department
- Feed the awards/grades into the Results Processing System
- Generate tabulations sheets and get verified by the tabulators
- Generate moderation sheets and moderate the results as recommended by the committee
- Declare the results of various examinations and uploading on the University Website
- Make the arrangement for distribution of degrees
- Make arrangement of the answer books received from the Central Evaluation centre and preserve the record of examination
- Deal with the cases of Unfair Means, lapses on the part of the students
- Generate and print mark sheets of declared results and handover to the respective sections.
- Issue Duplicate marksheet required if any
- Prepare and declare consolidate result of the candidates who fulfill the requirements for the award of degree
- Print and generate consolidated marksheets
- Print degree, scroll, etc for convocation
- Process bill related to examination activities
- Verification of Marksheets/Degrees

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- Provide data related to Examinations requested by various stakeholders
- Audit of question papers

3.2 Quality Policy

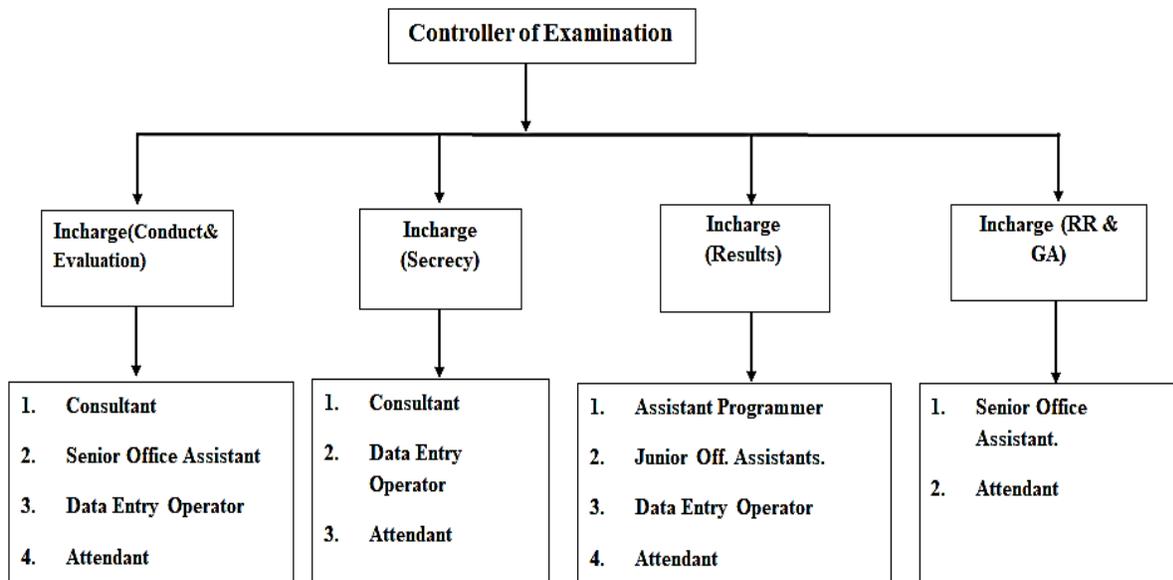
The Examination Department is committed for smooth conduct of Examinations, timely declaration of Results & proper maintenance of the Records with utmost accuracy in accordance to the provisions of the Act, Statutes, Ordinances and Rules & Regulations of the University. It is ensured that due Secrecy and Sanctity is maintained in each activity of the Examination Department.

4. Responsibilities

4.1 Context of the Organization

4.1.1 Organization Chart

Organisation chart of Examination Department



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Controller of Examination	<ol style="list-style-type: none"> 1. The Examination Department is headed by Controller of Examination and he supervises all the activities of all the sections of the Examination Department. 2. Co-ordinate all the activities related to examinations of the University and/or any other examination deemed fit by the Competent Authority of the University 3. Appoints examiners on the recommendations of Honb'le Vice Chancellor 4. Convene the meeting of Unfair Means Scrutiny Committee 5. Convene the meeting of the Committee for moderation of results 	<ol style="list-style-type: none"> 1. Issues Notices, Circulars, U.O Notes, Memorandums, etc. related to Examination Department 2. Issue Examination Schedule 3. Declares the results of the examinations conducted by the department 4. Issue Semester and Consolidated Marksheets 5. Verifies Degrees to be awarded 6. Recommends processing of bills and payments related to conduct, evaluation, result preparation and any other activities of examination 7. Appoints committee for weeding out of records 8. Any authority being delegated by the Competent Authority of University
In charge (Conduct & Evaluation)	<p>Conduct:</p> <ol style="list-style-type: none"> 1. Arrange for online registration for the enrolled students including ex- 	<ol style="list-style-type: none"> 1. Issues Unfair Means Orders

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<p>students of all programmes at the start of each semester</p> <ol style="list-style-type: none"> 2. Receive print outs of Registration forms for all programmes from respective departments. 3. Process for fixation of Examination Centres/Halls & Centre Superintendents including East Campus. 4. To ensure availability of Answer Books for Examinations. 5. Handle Student Problems and Queries. 6. Handle front end activities of the Examination Department. 7. Issue of Advances for Theory & Practical, Projects Examinations. 8. Process Bills of Practical & Theory Examinations. 9. Handle Unfair Means Cases, Conduct of Unfair Means Scrutiny Committee meeting, Communicating the decision etc. 10. Receive Daily Absentee Statement, Original Attendance Sheet and other related material from the concerned Centre Supdt after 	<ol style="list-style-type: none"> 2. Issues Sanction orders of bills and payments related to conduct, evaluation, result preparation and any other activities of examination.
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	<p>completion of the examination.</p> <p>11. Reconciliation of Annual fees, Re-registration or Back Paper fees paid by Students of all programmes.</p> <p>12. To maintain & execute the Board of Studies received from Result Section</p> <p>13. Prepare Date Sheet for all Practical & Theory Examinations.</p> <p>14. To depute flying squad teams for examination Centre.</p> <p>15. Any other work assigned from time to time.</p> <p>Evaluation :</p> <p>1. Process for fixation of Centre Evaluation & Coordinators including East Campus. Process Bills of Evaluation Centres.</p> <p>2. Organize and make payments to Practical Examiners and other Associated Persons.</p> <p>3. Payment to Paper Setters, Tabulators, Moderators, Proof Readers & related Meetings etc.</p> <p>4. To coordinate with evaluation</p>	
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	<p>centre for smooth operation.</p> <p>5. Follow up of evaluation processes at Spot Evaluation Centres for timely and proper evaluation of Answer Scripts.</p> <p>6. Handling of RTI / Complaints, if any.</p> <p>7. To maintain & execute the Board of Studies received from Result Section</p> <p>8. Any other work assigned from time to time.</p>	
In charge (Results)	<p>1. Process the data generated by online registration of the students.</p> <p>2. Maintaining list of Examiners (Board of Studies) forwarded by all the Departments through Software and handing over the copy to Secrecy and Conduct & Evaluation sections.</p> <p>3. Issue of Teacher Code to Examiners</p> <p>4. Receive Award lists for Practical Examinations from the Departments.</p> <p>5. Receive End Term Theory Award lists, from the Evaluation Centres.</p>	<p>1. Issues appointment letters of tabulators/moderators/scrutinizers, etc.</p> <p>2. Declares the results of the examinations conducted by the department</p> <p>3. Prepares Semester Marksheets, Consolidated Marksheets and Degrees</p> <p>4. Verifies the certificates/marksheets/transcripts of students sent by their employers</p>

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	<ol style="list-style-type: none"> 6. Check and verify the result i.e. Tabulations & Moderation etc. 7. Put up the complete result for declaration to Controller of Examination. 8. After the approval of the result for declaration, notify the result and upload on University website along with rank list and promotion list, wherever applicable under the intimation to the Controller of Examination in a prescribed format. 9. Preparation, Printing & Issue of: <ol style="list-style-type: none"> (a) Semester Mark sheets (b) Consolidated Mark Sheets. (c) Provisional Certificates. (d) Transcripts. (e) Degrees. (f) Duplicate Semester/Consolidated Mark Sheets. (g) Scroll of degrees for Convocation. (h) Semester / Annual Mark Sheets, Tabulation Sheets, Merit list. 10. Retain one copy of the Tabulation 	
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	<p>Sheet for records.</p> <p>11. Custodian of integrated data of old & present Students and Servers.</p> <p>12. Custodian of data for the current Semester/ Year.</p> <p>13. Prepare various Statistical Reports of the Result.</p> <p>14. To provide all Statistical Information, as and when, required.</p> <p>15. Custodian of Results, Schemes/ Syllabi etc.</p> <p>16. Arrange Batch wise Schemes/ Syllabi for all Courses</p> <p>17. Custodian of one server for digital records and provides necessary services to the Examination Department, in order to make data readily available for various purposes.</p> <p>18. Effort should be made to create digital records.</p> <p>19. To process requests received for Verification of results from various organizations.</p> <p>20. Appointments of Tabulators/ Scrutinizers</p>	
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	<p>21. Follow up for evaluation of Ph. D Thesis</p> <p>22. Handling of RTI/Complaints, if any.</p> <p>23. Any other work assigned from time to time.</p>	
In charge (Secrecy)	<ol style="list-style-type: none"> 1. Coordinate with the Dean, UG/PG/HOD's for approved Schemes/Syllabi for various programmes and batches 2. Maintain & execute the Board of Studies received from Result Section. 3. Arrange Batch wise Schemes/ Syllabi for all Courses 4. Approval of Panel from the Competent Authority 5. Offer to Paper Setters for End Semester & Supplementary Exam 6. Moderation & proof reading of question papers for End Semester& Supplementary Exam 7. Printing of Question Papers for End Semester, Mid Semester & Supplementary Exam 8. Provide Question Papers to the Examination Centres for End 	

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	<p>Semester, Mid Semester & Supplementary Exam</p> <p>9. Supply five copies of each question paper after the completion of examination to the record room and one copy to the library of the University. Also upload on University website</p> <p>10. Custodian of stock of reserve question papers.</p> <p>11. Handling of RTI/Complaints, if any</p> <p>12. Any other work assigned from time to time</p>	
In charge (General Administration, Record and Store)	<p>Examinations Store</p> <ol style="list-style-type: none"> 1. Maintain Stock Register 2. Receive items from Central Store and Examinations Purchase Section. 3. Issue to concern Sections. 4. Arrange for Weeding of Records as per prescribed procedure. <p>Examinations Purchases</p> <p>Process purchase cases.</p> <ol style="list-style-type: none"> 1. Coordinate with Central Purchase Section for purchases. However, for specific items, purchase may be made at the Department level 	

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	<p>after following due procedure.</p> <ol style="list-style-type: none"> 2. Process Annual Maintenance Contract (AMC) cases. 3. Weed Out of obsolete records as per prevailing retention rules & after following due procedure. 4. General Maintenance of Equipments Day to Day Activity 5. Handling of RTI /Complaints, if any <p style="text-align: center;">Record Room</p> <ol style="list-style-type: none"> 1. Binding of record year/semester/batch wise Storage of record 2. Custodian of all Policy Files and other important files of the Examination Department 3. Digitization of old record & storage of soft data in retrievable form 	
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4.1.3 Work Culture

All the activities of the Examination department are time bound and confidential in nature. The officials posted in the Examination department are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

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4.1.5 Internal Issues

- The activities of the Examination Department are not fully automated.

4.1.6 External Issues

- Receiving recommendation of Board of Studies from Academic Departments
- Receiving of Question Papers
- Receiving of Awards/Grades

4.1.7 Risks

- Data Confidentiality and Security
- Server Issues

4.1.8 Opportunities

- Examination department contributes to maintain the quality and standards of the services provided by the University by ensuring timely completion of various pre and post examination activities through prescribed rules and regulations, dedicated staff and support from all departments.

4.2 Interested Parties

- 4.2.1 Students
- 4.2.2 Parents
- 4.2.3 Faculty
- 4.2.4 Academic and Non-Academic Departments of DTU
- 4.2.5 Govt. of NCT of Delhi and its ministries/departments
- 4.2.6 Govt. of India and its ministries/departments
- 4.2.7 Employers

5 Scope

5.1 Scope of the Quality Management System

This procedure is applicable to all the students and the departments of the University offering various programmes

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5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

5.3 Exclusions

- None

6. Procedures

6.1 Process Management Methodology

- Refer processes and information flow chart mentioned at 4.1.4

6.2 Top Level Processes

- 6.2.1 Course Registration
- 6.2.2 Conduct of Examination
- 6.2.3 Course Evaluation & Declaration of Results
- 6.2.4 Bill claims and Payment Processing
- 6.2.5 Maintenance of Record.

7. Complete Department Procedures

7.1 Course Registration

7.1.1 Summary

- Every student shall be required to register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each of these courses. No credit shall be given if a student attended a course of which he or she has not registered. The performance of a student in all the courses, for which he/she has registered, shall be included in his/her grade card(s).
- A student may normally register for a minimum of 16 credits and a maximum of 32credits. In case the student is not allowed to register the courses of current semester due to backlog of courses(s) of previous year(s), he/she may register

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for credits less than 16 depending on number of backlog of courses(s) of previous year(s).

7.1.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.1.3 Procedure

- (a) Link for online registration is opened for all semesters/programmes as per the academic calendar.

Check List: Examination Department should receive list of Courses offered in the current semester from Academic Departments

Timeline: As per academic calendar, usually 10-15 days

- (b) Students register online for the courses of the current semester and/or any pending courses of the previous year(s).

Check List: Student should know his/her pending/backlog Course(s)

Timeline: As per academic calendar, usually 10-15 days

- (c) Students take the print out of online Registration and submit to the Examination Department through his/her department.

Check List: Registration Form duly signed by HOD/Dean(Academics)

Fee Receipt

Timeline: As per academic calendar, usually 10-15 days.

- (d) In-charge(Conduct & Evaluation) verifies the registration forms to ensure fee payment and registration being done by the students as per the rules of the University.

Check List: Registration Form duly signed by HOD/Dean(Academics)

Fee Receipt

Timeline: Before the mid-semester examination

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- (e) Students who wish to change any course(s) should submit their requests at Controller of Examination office within the time frame specified by Controller of Examination.

Check List: Application Form forwarded through HOD/Dean(Academics)
Registration Form

Timeline: Within the first ten days of the semester

- (f) In-charge (Conduct & Evaluation) processes the course change requests of students.

Timeline: Before the mid-semester examination

7.2 Conduct of Examination

7.2.1 Summary

- All End Term Examinations are conducted by the Controller of Examination. The Examiners for theory as well as practical examinations and dissertation/thesis/project report/training report are appointed by the Vice Chancellor on the recommendations of the Boards of Studies of different departments of the University in case of any exigency.
- The Vice Chancellor is empowered to add names in the panel of examiners by Boards of Studies before the approval is accorded by him and the panel is forwarded to Controller of Examination. It is from out of these panels that the Controller of Examination get the setting of question papers done.
- Question Papers are printed at in-home printing system under the supervision of concerned Officer. The papers are handed over to the persons authorized by Controller of Examination for distribution and acknowledgement is obtained.
- Supplementary Examination in any course(s) shall be permissible only in the semester(s) in which the course(s) is/are run. A student will carry the marks obtained by him/her in the Mid-Term Examination, Practical Examination and Sessional.

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7.2.2 Revision and Approval

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7.2.3 Procedure

- (a) Panel of examiners is received through Board of Studies of all the departments.

Check List: Board of Studies in the prescribed template at 10.7

Timeline: Before the mid-semester examination

- (b) The data of the registered students is compiled.

Timeline: Before the mid-semester examination

- (c) Paper setting is done by the approved panel of examiners of the concerned departments as approved by Hon'ble Vice Chancellor.

Check List: Board of Studies

Timeline: One week before the commencement of examination

- (d) Superintendent is appointed for conduct of examination by the Hon'ble Vice Chancellor.

Timeline: One month before the commencement of examination

7.3 Course Evaluation & Declaration of Results

7.3.1 Summary

- A student shall be evaluated for his/her academic performance in a course through tutorials, particulars, home work, assignments, term papers, field work/industrial training, seminars, quizzes as Class work Sessional (CWS) and Practical Sessional (PRS), Mid-Term Examination (MTE), End –Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the AC.
- Head of Department will ensure that end term examination answer sheets are shown to the students before the day of moderation, on a date to be specified and prominently displayed by the respective teachers. Further, the answer sheets be preserved by the concerned teacher for a prescribed period.

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- End Terms answer scripts are evaluated by the examiners appointed by the Hon'ble Vice Chancellor at the activated spot evaluation centres. The results of the End Term Examinations are declared by the Controller of Examination. The mark sheets containing the marks/grades obtained in each course is issued by the Controller of Examination after declaration of results.

7.3.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.3.3 Procedure

- (a) Panel of examiner is received through Board of Studies of all the departments.

Check List: Board of Studies

Timeline: Before the mid-semester examination

- (b) Coordinator for Central Evaluation is appointed by Hon'ble Vice Chancellor for evaluation of answer scripts.

Timeline: One month before the commencement of examination

- (c) The evaluated answer scripts are shown to the students.

Check List: Notice to Students through Class Representative

Details of Venue

Timeline: Before the submission of the awards to Course Coordinator or Central Evaluation Center

- (d) The concerned course coordinator compiles the grades awarded by various examinations and submits the same to the Result Moderation Committee.

- (e) Result Moderation Committee submits the moderated grades to the Controller of Examination.

Timeline: Within 5 days after the close of central evaluation center

- (f) The submitted awards/grades will be entered into the result processing system by the staff of Result Section.

Check List: Award/Grade Sheets

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Timeline: Within 5 days of the receiving of Award/Grade Sheet

- (g) In-charge(Results) withholds the results of students who were given punishment/case pending under Unfair Means

Check List: Unfair Means Case reports forwarded to Controller of Examination by Supdt(Exam)

Timeline: Within 5 days of the receiving of Award/Grade Sheet

- (h) In-charge (Results) generates tabulation sheets and gets verified by the appointed tabulators.

Check List: Award/Grade Sheets

Timeline: Within 5 days of the receiving of Award/Grade Sheet

- (i) Controller of Examination convenes the meeting of Result Moderation Committee for moderation of results.

Check List: Before-Moderation Sheets

Timeline: Before declaration of Results

- (j) In-charge(Results) arranges for the moderation of results by the moderators as recommended by the Moderation Committee.

Check List: Recommendations of Moderation Committee
Before-Moderation Sheets

Timeline: Before declaration of Results

- (k) The moderated resulted will be scrutinized by the Scrutinizers.

Check List: Recommendations of Moderation Committee
After-Moderation Sheets

Timeline: Before declaration of Results

- (l) In-charge(Results) finalizes and declares the results with the approval of Controller of Examination. The results will be published on the examination portal.

Check List: Finalized Results

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Timeline: Immediate after the preparation of final results

7.4 Bill Claims and Payment Processing

7.4.1 Summary

- All bill and payments to related to various activities of the examination – namely, Paper Setting, Exam Centre Arrangements Advances, Answer Sheets Evaluation, Practical/Project/Thesis/Dissertation Advances, Central Evaluation Center Advances and Payments, Tabulation/Moderation/ Scrutinization/ Consolidation/ Marksheets/ Degrees work, etc are processed as per rules and approved the Competent Authority of the University.

7.4.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.4.3 Procedure

- (a) Various Bills and Claims related to Examination work will be submitted by the faculty/staff.
- Bills for preparation of Question Paper for End Semester/Supplementary/Makeup Examinations; Tabulation, Moderation, Scrutinization, Validation, Consolidation, Checking & Verification of Results (Computer and Manual); Preparation, Checking and Verification of Marksheets/Degree
 - On the basis of the number of copies evaluated, faculty concerned submits the evaluation bills.
 - Claim bills submitted/forwarded by the Supdt(Exam) and Co-ordinator, Central Evaluation Center for payment to officials/staff deputed for work.
 - Any other bills related to Examination Work approved by the Competent Authority of the University.

Check List: Bills and Claims with Teacher Codes/Approval letter

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Honorarium/Rate Chart approved by the competent authority

Timeline: Within 20 days after the completion of the activity

- (b) In-charge(Conduct & Evaluation) collects the bills and forwards the same for vetting to Accounts Branch subsequent to which forwarded to Competent Authority for Approval.

Timeline: Within 20 days after the submission of bills and claims

- (c) After receiving the approval, Sanction Oder issued for final payment to the beneficiaries in their respective Bank Account through Online System.

Timeline: Within 2 months after the submission of bills and claims.

7.5 Maintenance of Record

7.5.1 Summary

- All the award sheets & other documents generated during the result processing are retained as per the prevailing Record Retention Rules of the Examination Department.

7.5.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.5.3 Procedure

- (a) The award sheets & the evaluated answer scripts are received from the Evaluation Centre.

Check List: Award Sheets in the format prescribed at 9.2

Timeline: Within the close of Evaluation Center

- (b) The answer scripts & the award lists are stored in the safe custody.

Timeline: Answer Sheets will be stored in the safe custody as and when received.

- (c) Award/Grade Sheets will be stored in the safe custody after the awards/grades are entered in the result processing system

- (d) The answer scripts, award sheets etc. are weeded out as per rule.

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Check List: List of Documents recommended for weeding out by the committee constituted by Controller of Examination.

Timeline: As per the prescribed weeding out rules.

8. Overview

8.1 Process Sequence

- Refer Flow of Processees and Information flowchart at 4.1.4

9. Related documents

- Performa Letter of appointment of External Examiner.
- Performa of award list
- Performa of Tabulation Sheet
- Performa of before Moderation sheet
- Performa of after Moderation sheet
- Performa of Result Notification
- Performa for data validation sheet for consolidation
- Performa for Consolidated Result Notification
- Performa for Scroll of Degrees

10. Related Forms

- Claim Bill for paper setting, Evaluation of Answer Scripts/Projects/Practical/Dissertation, conveyance and Contingent Expenses.
- Advance Form for conduct of examination
- Performa for reporting cases of alleged use of Unfair Means/disorderly conduct at the University Examination.
- Performa for reporting of the material recovered from the candidate at the time of UFM.

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- Performa for statement before UFMSC.
- Online student Registration Form
- Board of Studies Performa for panel of Examiners.
- Paper setting
- Requisition form for correction in result, name, roll no, subject title etc. in mark sheets/Duplicate Mark Sheets/Consolidate Result/Degree etc.
- Performa for submission of theses for M.Tech.
- Performa for Feed Back of Examination Department.

11. References

- Act, Statutes, Ordinances & Regulations
- Different Schemes of Examinations and Syllabi

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.