DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi-110042

(Academic-PG)

No. F. 105-42/DTU/Acad-PG/Work Distribution/2022/6513-19 Dated: 05/06/2023

ORDER

All official(s) of Academic-PG Section having assigned/allotted the file against their name will be held responsible for its safety, security and upkeep/maintenance. Opening of new files and closing of old files will only be done by dealing assistant of Window No. 3, and a record of this effect will be maintained in the computer as well as File Controlling Register.

All official(s) will ensure timely disposal of correspondence/Dak. No correspondence/Dak will be kept pending more than 05 working days of its receipt, for which the dealing assistant will be held responsible. Dealing Assistant will also be responsible for maintenance of documents/records and Admission files of students pertaining to their allotted programme(s).

For effective and time bound delivery of services to students and public at large. Academic Section will deliver all services on single window systems basis as per below mentioned duty roster with immediate effect:

S. No.	Name & Designation of the Official	Work Distribution
1.	Ms. Preeti, Sr. Office Assistant	Work pertaining to Ph.D Related Matters, Preparation of Agenda for Academic Council, Finance Committee and BoM, Work related to QIP & ADF Ph.D Scholars, RTI matters related with Ph.D, Constitution of DRC of various Deptts. Any other Innovative work assigned from Dean (Acad-PG) & Assoc. Dean (Acad-PG) from time to time. **(Ms. Savita, JOA is link official to Ms. Preeti)**
2.	Mr. Harish, Jr. Office Assistant **(Window No. 1)** **Ph.D. Related Queries**	All type of work pertains to students of DSM/M.Sc. Courses, Accounts related matters, Bio metric Attendance Record of Full Time Ph.D. Scholar(s), Processing of cases related to issue of various certificates viz., Transcript, Migration, Provisional etc. of Ph.D Scholars, Fee concession pertaining to all PG program(s) in coordination of Ms. Nisha, JOA, Process the cases of award of fellowship of UGC/CSIR, RTI Matters related to MBA(DSM)/M.Sc program(s). Any other work assigned from time to time **(Ms. Nisha Vashistha, JOA is link official to Ms. Harish)**
3.	Ms. Nisha Vashishtha, Jr. Office Assistant **(Window No. 2)** **(PG Related Queries)**	All type of work pertaining to students of M.Tech /M. Design/ USME Courses, Students scholarship(s) related to GATE/CEED, Processing of Data related to Academic-PG Section of all program(s) required from time to time by the Authority & different agencies, Work related with AICTE Approval Process, RTI Matters related to the M.Tech/M.Design/USME program(s). Any other work assigned from time to time. **(Mr. Harish, JOA is link official to Ms. Nisha Vashishtha)**
4	Ms. Sonia, Jr. Office Assistant **(Window No. 3 – General Enquiry : Ms. Sonia, JOA)**	Diary/Dispatch work, Maintenance for keeping of all issued circulars/notices/office orders/Guard file etc. Issue of Registration Letters of Ph.D Scholar(s), Processing and payment towards advance/reimbursement of requests received for SRC/DRC/Pre-Ph.D Seminar from various departments, Maintenance of record of attendance and leave of the officials of Academic-PG. Any other work assigned from time to time **(Mr. Varun, JOA is link official to Ms. Sonia)**

Contd..p/2--

S. No.	Name & Designation of the Official	Work Distribution
5.	Mr. Varun, Jr. Office Assistant	Preparation & Printing of Identity Cards for all PG program(s), Fee related matters with handling ERP Portal, Processing and payment of DTU fellowship, Maintain and keeping the records of consumable/non-consumable items of Academic-PG in the respective stock registers. Any other work assigned from time to time. **(Ms. Savita, JOA is link official to Mr. Varun for matters related to Fellowship & issues of various certificates)**
6.	Ms. Savita Jr. Office Assistant	Ph.D. related work viz., extension/enhancement/award of Ph.D. Scholars with DTU fellowship, upgradation of UGC/CSIR/DBT/DST Ph.D R/Scholars, Travel Grant applications, Contingency of DTU/UGC/CSIR/DBT/DST etc. Ph.D Scholars, Fellowship of DBT/DST Ph.D R/Scholars. Any other work assigned from time to time. **(Ms. Preeti, SOA is link official to Ms. Savita for Ph.D matters & for fellowship/contingency matters – Mr. Varun is link official to Ms. Savita)**
7.	Mr. Kaleem (Steno-II)	Overall supervision of the Section & Staff working in Academic-PG, to ensure cleanliness in & around the office. Preparation of documents pertaining to purchases/repairs/servicing of the equipment/office requisites and pertaining to requirement of data from various organizations. Functional of office equipment's, Pre-Ph.D. related work, AICTE approval process. To assist Dean (Academic-PG) and Associate Dean (Academic-PG). Any other work assigned from time to time by PG Branch.

Window Dealing Time (Before Lunch)	**10.30 AM to 12.30 PM**
Lunch	**01.30 PM to 02.00 PM**
Window Dealing Time (After Lunch)	**03.00 PM to 04.00 PM**

- All dealing assistants will maintain assistant diary, diary/dak, relevant files/records/mark sheets/degrees etc. of their allocated programs and will attend for relevant enquiries too. All are directed to share data, files etc. with other concerned dealing assistants for respective programme. Though, work has been assigned on branch-wise basis, some common work as may arise from time to time requires team work. **Manual of Office Procedure will be strictly adhered by all DA's while discharging their assigned task/duty.**
- All dealing assistants are advised to follow office hours/timing and be polite and sensitive towards students. This will be collective responsibility of all to keep the Section clean and in order.

This supersedes all previous correspondence on the subject.

Rinku 05/06/2023

(Prof. Rinku Sharma)
Dean (Academic-PG)

F. No. 104-52/DTU/Acad-PG/Work Distribution/2022/6513-19 Dated : 05 /06/2023

Copy to:

1. PA to VC for kind information of Hon'ble Vice Chancellor, DTU.
2. PA to Registrar for kind information of the Registrar, DTU.
3. Dean (Academic-PG), DTU.
4. All HOD's, DTU.
5. Controller of Examination, DTU.
6. Head (CC) with a request to kindly upload on Academic-PG webpage of DTU website.
7. Guard file

Raju 5/6/2023

(Prof. Raju Sarkar)
Associate Dean (Academic-PG)