

MANUAL 14

Information available in an electronic form [Section 4(1)(b)(xiv)]

Details of information

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend data base
1.	Academics	Information reg. overview, Bachelor of Engineering, Bachelor of Technology, Master of Engineering, Doctor of Philosophy, Schedule of classes, Teaching Provision, Scholarship, Forms	Yes	Available in website www.dce.edu
2.	Statutory Bodies	List and address of members of :- <ul style="list-style-type: none">▪ Board of Management▪ Planning Board▪ Academic Council▪ Finance Committee	-do-	-do-
3.	Administration	Details in respect of administrative, Academic and other orders	-do-	-do-
4.	Programmes	List of programmes offered in University of Studies	-do-	-do-
5.	Norms and Ordinances	All Statutes, Ordinances and Regulations/guidelines approved by the statutory authorities	-do-	-do-
6.	University	Activities in each School of Studies like objective, programmes run, faculty, research, laboratories, placement activities, facilities, technical festivals, Student activities etc.	-do-	-do-
7.	Examination	<ul style="list-style-type: none">• Examination procedure• Schedule of examination activities• End-term & End-Semester Results• Academic calendar	-do-	-do-

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend data base
		<ul style="list-style-type: none"> • Admission/counselling • Date sheet of programmes • Fees • Public Notice/ Events/ Announcements/ Circulars • Convocation 		
8.	Admission	<ul style="list-style-type: none"> • Undergraduate Programme • Postgraduate Programme • Ph.D Programme • Continuing Education • Reservation • Fee and Payment • Foreign Nationals • Admission Notification • Prospectus • Results 	-do-	-do-
9	Facilities	<p>Information reg. facilities available in the University like</p> <ul style="list-style-type: none"> • Library • Seminar Hall • Conference Hall • Auditorium • Hostel facilities (Boys & Girls) • Playground • Computer Centre • Bio Diesel Laboratories • Intel Planet Lab • Other Major Laboratories • Admission helpline • Bank • University health centre • Canteen • Xerox 	-do-	-do-
10.	Public Notice / Announcements / Circulars	Reg. Admission/ examination or any other oncoming event	-do-	-do-

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend data base
11.	Establishment matters	<ul style="list-style-type: none"> • List of holidays • Circulars reg. Grant of leave • Delegation of powers in regard to grant of leave. • Proforma for different kind of leaves • Standard operational procedure be following for submitting applications for grant of leave. • Introduction of Administrative Reforms pertaining to the simplification of laws / Rules. • Matters relating to organisation and methods. 	-do-	-do-
12.	Library	All information about the University Library, its working hours, details of books and online journals, Library Rules, Book Bank, Reference Section, Additional reading Section, Misc.	-do-	-do-
13.	Store & Purchase	This section provides, mainly logistic support to the departments which involves purchase, receipt, issue and store all types of requirements of stores including all stationery and other machinery and equipment for the lab and various offices of AIT.	-do-	-do-
14.	Telephone Directory	Contact Nos. & E-mail address	-do-	-do-
15.	Other information available	<ul style="list-style-type: none"> • Academic Calendar • Timetable • Syllabus • Alumni • Colloquium 	-do-	-do-

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend data base
		<ul style="list-style-type: none"> • Placement • Students welfare • Gymnasium • Health Centre • Banking & Mail 		
16.	Statistical data of students	All information about students who have taken admission, including SC/ST category	No	Used as database
17.	International Affairs	Admission Policy and Information Bulletin for International Students	Yes	Available on website www.dce.edu