

MANUAL 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

Facilities available for obtaining information

S.No.	Facility available	Nature of information available	Working hours
1.	Website www.dce.edu	<ul style="list-style-type: none"> • Statutory Bodies (Univ. Court, Board of Management, Planning Board, Academic Council, Finance Committee, & Board of Affiliation) • Academics • Administration • Programmes conducted • Examination procedure & Results • Admissions/ Counseling • Facilities like Seminar Hall, Conference Hall, Auditorium, Hostel facilities (Boys & Girls), Playground, University Health Centre • Library • Alumni • Establishment matters • Store & Purchase • Academic Calendar • Timetable • Norms and Ordinances (All Statutes, Ordinances and Regulations approved by the statutory authorities) • Syllabus • Placement • Students Welfare • Laboratories/ Research • Admission Policy and Information Bulletin for International Students alongwith Forms 	Round the clock
2.	Admission Help Line	<ul style="list-style-type: none"> • Admission help line is the most important part of the university. • It provides help regarding admission procedure, results, qualifying examination, and every 	Monday to Friday (10 a.m. to 5 p.m.)

S.No.	Facility available	Nature of information available	Working hours
		<p>activity that occur during admissions.</p> <ul style="list-style-type: none"> • It is situated convocation hall, civil engineering department. • <u>Knowledge impart</u>—fully detailed brochure knowledge • Details of each programme offered by the University • Dates of CAT, Last date of each programme, Date of CAT result declaration. • Fee structure • Eligibility criteria of various programmes offered. • Seat distribution – General (Delhi/Outside Delhi), SC, ST, Defence, Physically handicapped categories. • Management seats, minority seats and Foreign Students. • About the University recognition. • All examination queries • Reservation/Relaxation for Admission • Issue of Admit Card & postal status • Details of procedures followed by University in various entrance examination related problems. • All academic queries • Counseling schedules • Last year details of counseling • Placements offered by the University. • Admission procedure (counseling) followed by the University for Delhi and Outside Delhi region candidates. • Date & timings of counseling • Venue for counseling • Seat matrix • Document to be taken at the time of counseling 	