



**DELHI TECHNOLOGICAL UNIVERSITY**

## **MINUTES**

**of the 32<sup>nd</sup> meeting of**

**Board of Management**

**DTU**

**Held on 21.06.2019**

**DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042**

# Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)

(Formerly Delhi College of Engineering)

No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol-XII | 1648-54 Dated : 25/6/19

Minutes of 32<sup>nd</sup> meeting of the Board of Management held on 21.06.2019 at 12:00 noon in Room No. 307, 2<sup>nd</sup> Floor, Administrative Block, DTU are as follow:

The following members were present:

1. Prof. Yogesh Singh, Vice Chancellor, DTU.
2. Prof. S.K. Garg, Pro Vice Chancellor, DTU.
3. Prof. Ajay Kumar Sharma, Vice Chancellor, I.K.G. Punjab Technical University.
4. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd.
5. Prof. A. Trivedi, Dean (IRD), DTU
6. Prof. Madhusudan Singh, Dean Academic (UG), DTU
7. Prof. Samsher, Professor, Deptt. of Mechanical Engg. and Registrar, DTU
8. Sh. S.S. Gill - Director, Technical Education, D.T.T.E (represented Secretary, TTE).
9. Sh. Manoj Kumar - Dy. Secretary (Finance) represented ACS (Finance).

Ms. Renu Sharma, I.A.S., Additional Chief Secretary (Finance), Sh. Sheo Pratap Singh, I.A.S., Secretary (Training & Technical Education), Sh. Sandeep Kumar, I.A.S., Secretary (Higher Education), Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Millia Islamia and Prof. H.C. Taneja, Professor, Department of Applied Mathematics, DTU could not attend the meeting due to their pre-occupations.

Sh. D.P. Dwivedi - I.A.S.(Retd.), Consultant (F&P) and Sh. Ashwani Kumar Kansal, Dy. Director (SB), TTE also attended the meeting as special invitees.

## **Agenda 32.1 : Opening remarks by the Vice Chancellor.**

Hon'ble Vice Chancellor welcomed all the members of Board of Management in its 32<sup>nd</sup> meeting held on 21.06.2019. He informed the house that the Government has issued directions to implement EWS quota in the University. Accordingly, roster has been modified and the posts related to EWS have been earmarked in the respective places. Also, recruitment process for faculty positions is ready and DTU is going to advertise the same very soon.

He further informed the members that Peer team of National Assessment and Accreditation Council (NAAC) visited DTU from 16-18 May, 2019 and we are expecting good grade for DTU from NAAC. He also informed that DTU is going to start 05 courses, 03 M.Sc. Programmes (Biotech, Applied Physics and Applied Mathematics), 02 MBA Programs (MBA in Family Business & Entrepreneurship and MBA in Entrepreneurship, Innovation and New Venture Development) from the coming academic year. He also informed that the admission process for all the UG, PG and Ph.D Programs has already been started.

**Agenda 32.2 : Confirmation of the minutes of 31<sup>st</sup> meeting of the Board of Management held on 31.05.2019.**

It was submitted to the Board of Management that the minutes of the 31<sup>st</sup> meeting of the Board of Management, DTU held on 31.05.2019, were circulated among all the members vide forwarding No. DTU/ORG/BOM/(Meeting)/1(1)/09/Vol-XII/1174-92 dated 07.06.2019. No comments have been received.

**Decision : The Board of Management confirmed the minutes of its 31<sup>st</sup> meeting held on 31.05.2019.**

**Agenda 32.3 : Action taken report on the decisions taken in the 31<sup>st</sup> meeting of the Board of Management held on 31.05.2019.**

The Board of Management was informed that 15 agenda items were discussed in the last meeting held on 31.05.2019. The details of the agenda, decisions taken thereon and the action taken by the University were given in table form for information of the Hon'ble Members.

It was recommended that the conversion of reserved SC/ST category vacant seats into unreserved category shall be applicable for all the UG/PG programmes except Ph.D for the academic year 2019-20.

**The Board of Management took the Action Taken Report on record.**

**Agenda 32.4 : Approval of the minutes of Selection Committee for recruitment to the posts of Senior Office Assistant, Office Assistant, Junior Office Assistant and various technical posts in the University.**

The Board was apprised that the University has advertised various Technical Posts vide Advt. No. F.DTU/Rectt./Technical /2018/ dated 20.12.2018 and Non-Teaching Ministerial Posts vide Advt. No. F.DTU/Rectt./Non Teaching /2018 dated 17.12.2018. The details are as below:

### Ministerial Posts:-

S. No.	Nomenclature of Post	For Direct Recruitment					Deputation*
		Category				Total No. of posts*	
		UR*	OBC*	SC*	ST*		
1	Assistant Registrar	---	---	---	---	---	2
2	Section Officer	---	---	---	---	---	2
3	Senior Office Assistant	3	1	---	---	4	7
4	Office Assistant	10	3	1	1	15	18
5	Junior Office Assistant	8	6	---	2	16	---
Total No. of posts		21	10	1	3	35	29

### Technical Posts:-

S. No.	Nomenclature of Post	For Direct Recruitment*					For deputation*
		Total No. of posts*	Category				Total no. of posts*
			UR*	SC*	ST*	OBC*	
1	Junior Mechanic <sup>#</sup>	19	8	0	2	9	---
2	Junior Technical Assistant <sup>#</sup>	1	---	---	---	1	9
3	Technical Assistant <sup>#</sup>	10	---	1	2	7	39
4	Assistant Programmer	2	2	---	---	---	---
5	Assistant Engineer (Civil)	---	---	---	---	---	1
6	Assistant Engineer (Electrical)	---	---	---	---	---	1
7	Junior Engineer (Electrical)	1	1	---	---	---	---
TOTAL		33	11	1	4	17	50

In response to above advertisement, the recruitment for positions advertised for deputation basis was completed first and the results approved by BOM in its 30<sup>th</sup> meeting held on 01.03.2019 vide Agenda No. 30.8. Most of selected candidates have already joined the University.

The applications received for direct recruitment were first scrutinized by two separate committees for Technical & Ministerial Posts.

The candidates those found provisionally eligible were issued admit card for appearing in written test. The candidates who cleared the written test were called for skill test and final result was prepared by another committee.

The summary of applications/candidates for each post is given below: -

Post	Written Exam				Skill Test		
	Application Received	Candidates eligible for written test	Candidates appeared in written Test	Date of Exam	Eligible for Skill Test	Appeared in Skill Test	Date of Skill Test
Senior Office Assistant	524	192	78	01.06.2019	36	34	07.06.2019
Office Assistant	4066	3898	1252	02.06.2019	121	112	07.06.2019
Junior Office Assistant	4484	4465	1395	01.06.2019	136	121	06.06.2019
Junior Mechanic	692	574	240	01.06.2019	14	14	07.06.2019
Assistant Programmer	427	400	99	01.06.2019	7	6	08.06.2019
Technical Assistant	305	128	60	02.06.2019	10	8	10.06.2019
Junior Technical Assistant	90	39	17	03.06.2019	1	1	08.06.2019
Junior Engineer (Electrical)	305	289	54	03.06.2019	10	10	08.06.2019

The Committee for preparation and declaration of final result was constituted. The minutes of the Committee containing final result for Technical Posts- Junior Mechanic, Junior Technical Assistant, Technical Assistant, Junior Engineer (Electrical) & Assistant Programmer and Ministerial Posts- Senior Office Assistant, Office Assistant and Junior Office Assistant were opened before the Board of Management during the meeting and following have been selected:

**Post: Senior Office Assistant**

S. No.	Roll No.	Name of Selected Candidate	DOB	Cat.
1	3301015	Sh. Anjany Kumar	04.01.1987	UR
2	3301076	Sh. Krishan Kumar	10.04.1985	UR
3	3301107	Sh. Pradeep Kumar	28.05.1987	UR
4	3301098	Sh. Naveen Kumar	08.01.1986	OBC

**Post: Office Assistant**

S. No.	Roll No.	Name of Selected Candidate	DOB	Cat.
1	2202517	Sh. Prayas Tyagi	15.03.1993	UR
2	2203886	Sh. Gaurav Dutt Gaur	26.03.1995	UR
3	2204670	Sh. Amit Gaur	30.09.1993	UR
4	2203117	Sh. Mohit Dhiman	02.07.1991	UR
5	2201936	Sh. Sanchit Kumar	08.09.1992	UR
6	2204363	Sh. Ashish Dhiman	20.02.1990	UR
7	2201227	Sh. Vijay Singh	23.03.1991	UR
8	2201304	Sh. Upender	22.01.1995	UR
9	2204408	Sh. Arun	18.11.1995	UR
10	2203814	Sh. Gulab	15.08.1995	UR
11	2202484	Sh. Prince Kumar	30.06.1990	OBC
12	2201990	Sh. Sachin Kumar	11.07.1994	OBC
13	2202668	Sh. Pawan Sherawat	29.08.1991	OBC
14	2203714	Sh. Himanshu Dutta	17.02.1992	SC
15	2202234	Sh. Ramendra Singh Meena	15.04.1996	ST

**Post: Junior Office Assistant**

S. No.	Roll No.	Name of Selected Candidate	DOB	Cat.
1	1101943	Sh. Deepak Mangal	15.09.1989	UR
2	1102246	Sh. Hardeep	27.08.2000	UR
3	1102850	Sh. Manish Kumar	13.09.1989	UR
4	1104405	Sh. Sandeep	26.09.1994	UR
5	1101941	Sh. Deepak Lakra	20.02.1995	UR
6	1103202	Sh. Naveen	15.04.1994	UR
7	1103650	Sh. Pradeep Sharma	07.06.1994	UR
8	1103032	Sh. Mohammad Mustaqeem	30.05.1993	UR
9	1103727	Sh. Pravesh Sharawat	23.11.1987	OBC
10	1101255	Sh. Amit	15.07.1993	OBC
11	1105416	Sh. Yash Dabas	12.03.1996	OBC
12	1101321	Sh. Amit Sharma	02.09.1991	OBC
13	1105057	Sh. Tarun Saharawat	07.11.1991	OBC
14	1103070	Sh. Mohit Gori	04.06.1994	OBC
15	1102300	Sh. Hemant Singh	01.06.1987	ST
16	1103129	Sh. Mritunjay Barua	01.04.1990	ST

**Name of the Post-Junior Mechanic**

S.No.	Roll No.	Name	D.O.B	Category	Branch
1.	5501340	Prince	15.01.1996	UR	Mechanical Engineering
2.	5501218	Lalit Kumar	04.02.1980	ST	Biotechnology

**No Candidate qualified for the appointment to the post of Junior Mechanic under OBC category.**

**Name of the Post- Junior Technical Assistant**

S.No.	Roll. No.	Name	D.O.B	Category
1.		No Candidate Qualified		

**Name of the Post- Technical Assistant**

S.No.	Roll No.	Name	D.O.B	Category	Branch
1.	6601101	Baljeet Singh	17.07.1985	OBC	Electronics & Communication Engg.
2.	6601026	Sachin	04.07.1992	OBC	Applied Chemistry
3.	6601074	Lalit Kumar	04.02.1980	ST	Biotechnology

**No candidate qualified for the appointment to the post of Technical Assistant under SC category.**

**Name of the Post-Assistant Programmer**

S.No.	Roll No.	Name	D.O.B	Category
1.	4401229	Manish Kumar	25.09.1992	UR

**Name of the Post-Junior Engineer (Electrical)**

S.No.	Roll No.	Name	D.O.B	Category
1.	8801085	Sachin Pandey	10.05.1993	UR

**Decision : The Board of Management approved the minutes of the Selection Committee.**

**Agenda 32.5 : Approval for revision of Recruitment Regulations for the posts of Registrar and Controller of Examinations.**

It was submitted to the Board of Management that the Registrar, the Controller of Finance and the Controller of Examinations are the officers of the University as per Section 12 of Delhi Technological University Act, 2009. Recruitment on these posts are done by direct recruitment/deputation as per their Recruitment Regulations already notified by the University. While going through the Recruitment Regulations of Registrar it was noticed that in the column of Age 'preferably below 55 years' has been mentioned. Recruitment Regulations should clearly specify the age so that there should not be any ambiguity in the minds of the people applying for the post.

Keeping in view, the above fact and to bring parity with the Recruitment Regulations of the Controller of Finance, the Recruitment Regulations for the posts of Registrar and Controller of Examinations were modified.

The Board again made a minor change in the age limit i.e. 58 years as per DOPT guidelines which has been incorporated in the RRs as under:



## Recruitment Regulations for the Post of Registrar

1.	Name of the Post	Registrar
2.	No. of Post	01
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 37400-67000 with Grade Pay of Rs. 10,000/- (6 <sup>th</sup> CPC), Level-14 with rationalised entry pay of Rs. 1,44,200/- as per 7 <sup>th</sup> CPC pay matrix.
5.	Whether Selection post or non-selection post	Selection
6.	Age limit	58 years
7.	Educational and other qualifications required for direct recruitment /deputation	<p><b>Essential</b></p> <p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level-11 or AGP of Rs. 7,000/- and above or with 8 years of service in the Academic Level-12 or AGP of Rs. 8,000/- and above including as Associate Professor along with experience in Educational Administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Note:</b> The Registrar shall hold office for a term of 05 (five) years from the date of which he/she enters his/her office.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not Applicable
9.	Period of probation (if any)	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On tenure basis through direct recruitment/deputation
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/absorption /deputation to be made	As mentioned in Column 7 of this table

12.	If a DPC exists what is its composition	As per DTU rules
13.	Age of Retirement	60 years

### Recruitment Regulations for the Post of Controller of Examinations

1.	Name of the Post	Controller of Examinations
	No. of Post	01
	Classification	Group 'A'
	Scale of Pay	Rs. 37400-67000 with Grade Pay of Rs. 10,000/- (6 <sup>th</sup> CPC), Level-14 with rationalised entry pay of Rs. 1,44,200/- as per 7 <sup>th</sup> CPC pay matrix.
	Whether Selection post or non-selection post	Selection
	Age limit	58 years
	Educational and other qualifications required for direct recruitment /deputation	<p><b>Essential</b></p> <p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level-11 or AGP of Rs. 7,000/- and above or with 8 years of service in the Academic Level-12 or AGP of Rs. 8,000/- and above including as Associate Professor along with experience in Educational Administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Note:</b> The Controller of Examinations shall hold office for a term of 05 (five) years from the date of which he/she enters upon his/her office and shall be eligible for reappointment for not more than one term.</p>
	Whether age & educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not Applicable

	Period of probation (if any)	Not Applicable
	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On tenure basis through direct recruitment/deputation
	In case of recruitment by promotion/deputation/absorption, grade from which promotion/absorption/deputation to be made	As mentioned in Column 7 of this table
	If a DPC exists what is its composition	As per DTU rules
	Age of Retirement	60 years

**Decision :** The Board of Management approved the revised recruitment regulations for the posts of Registrar and Controller of Examinations, with age limit of 58 years as per DOPT guidelines. The Board also amended the age to 58 years for the post of Controller of Finance.

**Agenda 32.6 :** Approval of maximum age limit for the posts of Assistant Professor, Associate Professor and Professor in consonance with the UGC and AICTE notification.

It was submitted to the Board of Management that the Recruitment Rules of the faculty of Delhi Technological University i.e. Assistant Professor, Associate Professor and Professor prescribe age limit along with other essential qualification. The regulators i.e. University Grants Commission and All India Council of Technical Education do not prescribe any age limit for these posts in the Recruitment Rules. Other universities of the Govt. of Delhi like Ambedkar University, GGS Indraprastha University do not prescribe age limit for these posts. The IIT's and NIT's of the country also do not prescribe age limit for the faculty positions. University Grants Commission has already announced Ph.D. a mandatory qualification for all faculty positions in the universities. It is felt that prescribing age limit for faculty positions virtually restricts the knowledge, experience and competition of the people applying for these posts. Keeping in view, the above, **it was proposed not to prescribe any age limit for the faculty positions** in Delhi Technological University.

However, there was no change in the essential qualifications, relevant branch and experience for the posts of Assistant Professor, Associate Professor and Professor. A common notification regarding maximum age limit for the posts of Assistant Professor, Associate Professor and Professor will be issued after circulation of these minutes.

The matter was placed before the Board of Management for its consideration and approval.

**Decision :** The Board of Management considered and approved the prescribed age limit for recruitment of the following posts as under:

**For Assistant Professor age limit – 35 years  
For Associate Professor age limit – 50 years  
For Professor the age limit – 55 years.**

**Agenda 32.7 : Approval for modification in Recruitment Rules for the posts of Knowledge Network Manager, EDP Manager, System Manager and framing of Recruitment Rules for the post of Chief Operating Officer.**

It was submitted to the Board of Management that the recruitment rules for the post of Knowledge Network Manager, EDP Manager and System Manager have been modified and recruitment rules in respect of Chief Operating Officer has been framed with the approval of the Competent Authority.

The modified recruitment rules for the posts of Knowledge Network Manager, EDP Manager and System Manager are placed as **Annexure at pages 01 to 05**. Further, the recruitment rules framed for the post of Chief Operating Officer are placed as **Annexure at pages 06 & 07**.

**Decision :** The Board of Management approved the modification in Recruitment Rules for the posts of Knowledge Network Manager, EDP Manager, System Manager after minor change and also approved the Recruitment Rules for the post of Chief Operating Officer with some modifications.

**Agenda 32.8 : Approval for clearance of probation period of faculty appointed in DTU.**

The Board of Management was apprised that total 68 faculty members were appointed in various discipline of Delhi Technological University in the year 2016 and 2017. Out of these 68 faculty members there are **Two Professor(s), Eleven Associate Professor(s) and Fifty Five Assistant Professor(s)**. These 68 faculty members have completed their probation period of one year as indicated in their offers of appointment, *"The appointee will be on probation for a period of one year. The period of probation can be extended at the discretion of the appointing authority"*.

In this regard, a committee was constituted by Hon'ble Vice Chancellor under the Chairmanship of Prof. S.K. Garg, Pro-Vice Chancellor, DTU to examine the matter for clearing/ closing the probation period of the Professor(s), Associate Professor(s) and Assistant Professor(s) appointed in DTU.

The committee met on 28.05.2019 and 13.06.2019 and examined the matter regarding for closing/clearing the probation period of the Professor(s), Associate Professor(s) and Assistant Professor(s) appointed in DTU. The committee has considered the documents provided by the Establishment Branch and examined the 68 cases as per master circular on probation/confirmation in Central Service issued vide O.M. No. 28020/3/2018-Estt.(C) dated 02<sup>nd</sup> July, 2018 by Government of India, Ministry of Personnel, Public Grievances & Pensions, (Department of Personnel & Training).

Out of the 68 cases, the committee has recommended the 59 cases for probation clearance. The probation period of Dr. Aruna Bhatt, Associate Professor, Department of Computer Science & Engg. and Ms. Yashna Sharma, Assistant Professor, Department of Electronics & Communication Engg. recommended to extend further by the length of the leaves availed. The probation period of 07 faculty members could not be processed due to non-availability of character and antecedent report.

The minutes of the meeting were tabled. The Board was requested to consider the recommendations of the committee for closing/clearing the probation period of the Professor(s), Associate Professor(s) and Assistant Professor(s) appointed in DTU.

**Decision :** The Board of Management approved the minutes of the committee for clearing of probation of 59 faculty and also authorized vice Chancellor to accept the recommendations of the committee after getting the character and antecedent report of all seven faculty members and completion of period in lieu of leave availed by other two faculty.

**Agenda 32.9 : Approval for clearance of probation period of Group 'A' officers of DTU.**

It was submitted to the Board of Management that a Committee for closing of probation period of Group 'A' officers was constituted vide Office Order No.F.1/2-708/Estt./2018/DTU/6897-04 dated 04.09.2018.

The Committee after scrutiny & review of Assessment Reports received from the concerned departments, Work and Conduct Certificates, Integrity Certificates, Character and Antecedents, vide their recommendation dated 01.11.2018, unanimously recommended for closing of the probation period of the officers listed below from the dates indicated against their names:-

Sr. No.	Name & Designation of incumbent(s)	Place of Posting/Deptt.	Date of Joining	Date of completion & Closure of probation period.
1	Sh. Anil Kumar, Dy. Registrar	Academic-PG	20.03.2017	19.03.2018
2	Dr. Ravinder Kaushik, Dy. Registrar	Establishment	20.03.2017	19.03.2018
3	Sh. Piyush Vaish, Knowledge Network Manager (KNM)	Computer Centre	27.04.2017	26.04.2018
4	Sh. Madhukar Cherukuri, System Manager	Result Section, Examination Branch	16.06.2017	15.06.2018

Keeping in view of the above, the Board of Management considered the recommendation of the committee regarding closing of probation period of two Dy. Registrars, one Knowledge Network Manager (KNM) and one System Manager.

**Decision : The Board of Management approved the clearance of probation period of proposed Group 'A' officers of DTU.**

**Agenda 32.10 : Approval of terms and conditions of deputation for the deputationists in DTU.**

It was submitted to the Board of Management that recently various non-teaching staff has joined in DTU on deputation basis initially for a period of one year. The terms & conditions of deputation for the deputationists deployed in DTU were required to be framed.

Accordingly, following terms and conditions had been drafted by the University for consideration of the Board of Management:

1	Period of Appointment	:	Initially for a period of one year. This could be extended as per rules:
2	Pay	:	<p>Subject to and in accordance with the instructions contained in the Ministry of Personnel Public Grievances and Pensions (Department of Personnel &amp; Training), New Delhi O. M. No.2/29/91-Estt.(Pay-II) dated 05.01.1994, during the period of foreign service</p> <p>i. Either to opt to the basic pay in the parent cadre plus personal pay, if any, plus Deputation Duty Allowances;</p> <p>ii. Or to opt to draw the pay in the scale of pay of foreign service post, in which case his pay shall be fixed under the normal rules with reference to his pay in the cadre post to which he has been appointment on regular basis: and</p> <p>iii. In no case the pay so fixed shall be less than the minimum of the pay scale of the post on Foreign Service.</p> <p>iv. However, in terms of Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel &amp; Training's O.M. No.2/11/2017-Estt.(Pay- II) dated 24.11.2017 in case of deputation/foreign service within the same station allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.4500/- per month and in case the deputation involving change of station, the deputation duty allowance will be paid at the rate of 10% of basic pay subject to a maximum of Rs.9000/- per month</p>
3	Dearness Allowance	:	The officer will be entitled to dearness allowance under the rules of parent department or under the rules of borrowing authority accordingly to as he retains his scale of pay under parent department or he draws pay in the scale attached to the post under the borrowing authority.
4	Local Allowance	:	The officer would be entitled to usual allowances, House Rent Allowance under the rules of the borrowing authority. However, in case Govt. accommodation is allotted, HRA shall not be admissible.
5	Reimbursement of Tuition Fee	:	He/she will be entitled to reimbursement of tuition fees in respect of his children subject to fulfillment of the terms and conditions laid down in the recommendations of the 7th Central Pay Commission as communicated by Govt. of India, M/O PPG & P (Deptt. of Personal & Training), vide DOPT O.M.NO.A-27012/02/2017-Estt..(AL) dated 16.08.2017 issued by DOPTO, Govt. of India.
6	Leave Salary Pension Contribution	:	Payable by the DTU, according to the rates in force from time to time in accordance with the order of President under F.R-116.
7	T.A.D.A. & Conveyance Allowance for Journey on Duty	:	As per the provision laid down in Appendix-5 of FRSR-I, TA for journey on duty during the period of Foreign Service will be regulated under the rules of the borrowing organization to which he proceeds on foreign service.
8	Medical Attendance Treatment	:	Not inferior to that admissible to an officer of his status under the Central Government Rules/under the rules of the borrowing department. Further the borrowing department may allow the officer to continue under the health scheme of parent department, if he desires so subject to the condition that the subscription to this regard will be deposited into the Government account regularly.

9	Leave	:	He will remain subject to the leave rules applicable to the service of which he is a member.
10	Joining Time Pay & Transfer T.A		He will be entitled to Transfer TA, Travelling Allowance and joining time pay both on joining the post of Foreign Service and reversion there from to the parent department under the rules of DTU. The expenditure on this Account will be borne by the DTU.
11	Provident Fund Benefit	:	During the period of Foreign Service, he will continue to subscribe to the provident funds of his parent Government to which he may be subscribing.
12	Leave Salary in respect of disability	:	DTU will be liable to pay leave salary in respect of any disability incurred during Foreign Service under DTU even though such disability manifests after the termination of Foreign Service.
13	Residential Accommodation	:	As per rules of borrowing Department.
14	Commencement and end of Foreign Service	:	The Foreign Service will commence on the date he/ she hands over the charge of his post in his parent and ends on the date on which he joins back the parent department.
15	Compensatory Allowance for the period of Leave	:	The whole expenditure in respect of any compensatory allowance for the periods of leave on or at the end of Foreign Service shall be borne by DTU.
16	Leave Travel Concession	:	He will be entitled to leave Travel Concession from DTU on the scale he is entitled to under the Central Government rules or as per rules of borrowing authority whichever is beneficial to the officer and the cost of such concession will be borne by the DTU.
17	Advance in lieu of leave Salary	:	The Officer will be entitled to an advance in lieu of leave salary as admissible under the rules of the Central Government.
18	Over Payment	:	If any made by borrowing employer will be recovered from him, even after the expiry of his term of Foreign Service.
19	Premature Repatriation	:	In case a situation arises for premature repatriation of the Officer to the parent cadre, borrowing department shall have to give intimation to parent Deptt., three months in advance.  In case the parent Deptt., desires to repatriate the Officer to the parent cadre, the parent Deptt., shall have to inform the DTU three months in advance for the same.

**Decision : The Board of Management approved terms and conditions of deputation for the deputationists in DTU.**

**Agenda 32.11 : Approval for providing essential facilities to the staff on short-term appointments in DTU.**

It was submitted to the Board of Management that the DTU Statute (First) 2009 vide Section 4 provides the powers and functions of the Vice Chancellor of the University. Section 4 (9) of the First Statute of DTU provides as under: -



“.....The Vice Chancellor shall have the power to make short-term appointments, with the approval of the Board of Management, for a period not exceeding six months, of such persons as he may consider necessary for the functioning of the University.”

The Vice-Chancellor adheres to the Government instructions and relevant rules while fixing remuneration to the persons appointed under above provision. The retired Government servants if engaged are paid remunerations as per the Government of Delhi/Department of Personnel & Training circulars/orders.

Instances are there when persons appointed under above provision are to be provided, for their operational requirements like official e-mail id, identification card, laptops, internet connections, telephone, office equipment, PA, MTS, library facility etc. The Board of Management of DTU is vested with the power to manage and regulate the finances, accounts, etc. of the university under Section 23 (2) (iii) of DTU Act, 2009.

Additional facilities (if any) to be provided will be decided on case to case basis by the Vice Chancellor.

**Decision : The Board of Management approved for providing essential facilities to the staff on short-term appointments in DTU as decided by the Vice Chancellor from time to time.**

**Agenda 32.12 : Approval for revision of Norms, Rules and Regulations for Undertaking Sponsored Research and Industrial Consultancy.**

It was submitted to the Board of Management that the Norms, Rules and Regulations for Undertaking Sponsored research and Industrial Consultancy were examined by a committee under the Chairmanship of Prof. A. Trivedi, Dean (Industrial Research and Development). The committee submitted its recommendations. The same have been incorporated in the existing Norms, Rules and Regulations for Undertaking Sponsored research and Industrial Consultancy. In addition, in the new Norms, Rules and Regulations all decisions of the Board of Management including 15.11 and 30.5 dated 08.01.2015 and 01.03.2019 respectively have been incorporated at appropriate places. The main changes incorporated in the present Norms, Rules and Regulations for Undertaking Sponsored research and Industrial Consultancy were mentioned at page 13 point number 7.1 and 7.2.

The existing guidelines have been updated and the revised guidelines are placed as **Annexure at page 08 to 54.**

**Decision : The Board of Management approved the revised Norms, Rules and Regulations for Undertaking Sponsored Research and Industrial Consultancy.**

### **Agenda 32.13 : Proposal for infrastructural requirement for setting up of laboratory.**

It was submitted to the Board of Management that the University has envisaged Strategic Plan 2019-30 indicating different activities in terms of infrastructural growth, man power, research and development of the University.

In view of strategic plan 2019-30, many new laboratories are to be set up. Each laboratory need to be equipped with required machinery/ equipments and other facilities.

In order to standardize the requirement of the laboratories, the following was proposed :-

#### **1. Laboratory Infrastructure:**

##### **A. Equipments:**

- Furniture related to requirements of equipments.
- Chairs/ Stools/ any other similar item for students.
- Almirahs & similar storage furniture for equipments, tools & accessories.
- Bulletin Board
- White Board
- Projector/ LCD screen
- Air conditioning , if required
- Exhaust fan, if required
- If there is specific requirement, approval of the Competent Authority is required.

##### **B. Electrical Work : Internet & Wifi, fans, lights and others as per laboratory requirement.**

##### **C. Civil Work :**

- All walls with POP, duly painted with oil bound distemper.
- Flooring : Kota stone duly polished/Udaipur Green.
- False Ceiling will be permitted only if there is a scientific requirement.
- Partitioning with aluminium & glass.
- Blinds/ solar films/ curtains.

#### **2. Resources for Faculty and Staff :**

##### **A. Research Lab :**

###### **(i) Faculty:**

- Table : : 4'X2' / 5'X3'
- Executive Chair : 01
- Visitor Chairs: 2 to 4
- Almirah : Big/ small : 01
- Notice pinup board: 01
- White board: 01

- (ii) **Research Scholars:**
  - Table : (4' X 2') : 01
  - Chairs : 01 to 03
- (iii) **Technical Staff:**
  - Table : (4' X 2') : 01
  - Chairs : 01 to 03

**B. Instruction Laboratories :**

- (i) **Lab Incharge:**
  - Table : (4' X 2') / (5' X 3') : 01
  - Chairs: 02 to 04
  - Almirah : Big/ Small : 01
- (ii) **Faculty for Lab:**
  - Table : (4' X 2') : 01
  - Chair: 02 to 04
- (iii) **Technical Staff:**
  - Table : (4' X 2') : 01
  - Chair : 02 to 04
- (iv) **Research Scholar:**
  - Table : (4' X 2') : 01
  - Chair : 01 to 03

3. Layout of all equipments/ space for faculty and staff in the laboratory should be approved by the Vice Chancellor on the recommendation of the following Committee:

- |       |  |             |
|-------|--|-------------|
| (i)   | HoD:   | Chairperson |
| (ii)  | Lab Incharge                                   | Member      |
| (iii) | Executive Engineer:                            | Member      |
| (iv)  | A professor of the Deptt. nominated by the HoD | Member      |

The matter was also placed before the Academic Council in its 20<sup>th</sup> meeting held on 10.05.2019 which agreed to the proposal.

**Decision :** The Board of Management approved the proposal for infrastructural requirement for setting up of laboratory as proposed.

**Agenda 32.14 : Proposal for infrastructural facility for Dean/HODs and faculty members.**

It was submitted to the Board of Management that as envisaged in the Strategic Plan 2019-30, the University has to become a leading university in term of research, training/ learning and outreach & extension and other student activities. Requisite support in terms of infrastructure is to be provided to the faculty mentors/ staff.

The physical infrastructure requirement for Deans/ HoDs has also been standardized and the following was proposed for approval of the Board of Management:

**1. Deans/ HoDs :**

- (i) Executive Table : (8" X 4' or 6" X 4') : 01  
with side table & back unit, table glass
- (ii) Executive chair : 01
- (iii) Visitor chairs : 04 - 06
- (iv) Sofa : Maximum 07 seater
- (v) Paper shredder
- (vi) Centre table : 01
- (vii) Corner table : 01
- (viii) Almirah (Big/ Small) : 02
- (ix) White board : 01
- (x) Pinup board : 01
- (xi) TV : 01
- (xii) Computer, Printer, UPS : 01 each
- (xiii) Computer table with chair : 01 each
- (xiv) Wall Clock : 01
- (xv) Room Heater : 01
- (xvi) Air Conditioning
- (xvii) Fridge : (Max. 200 Ltrs): : 01
- (xviii) Tea/ Coffee vending machine : 01
- (xix) Curtains / blends / solar film

**2. Professors / Associate Professors**

- (i) Executive Table: (6' X 4') / (5' X 3') : 01 with table glass
- (ii) Executive chair: 01
- (iii) Visitor Chairs : 01 - 06
- (iv) White Board : 01
- (v) Pinup Board : 01
- (vi) Computer Table with chair : 01 each
- (vii) Almirah/ Bookshelf : 01-02
- (viii) Air Conditioning
- (ix) Room Heater : 01
- (x) Wall Clock : 01
- (xi) Curtains / blends / solar film
- (xii) Two number of 2-seater sofa along with center table, depending upon availability of space in the office (only for Professors)

**3. Assistant Professors**

- (i) Executive Table : (5' X 3')/(4' X 2') : 01
- (ii) Executive Chair: 01
- (iii) Visiting Chairs : 03 - 04
- (iv) White board : 01
- (v) Pinup Board : 01
- (vi) Computer table with chair : 01 each
- (vii) Almirah/ Bookshelf : 01-02
- (viii) Room Heater : 01
- (ix) Wall Clock : 01
- (x) Air Conditioning
- (xi) Curtains / blends / solar film

**Civil/ Electrical Infrastructure:** Rooms of Faculty (Professor/ Associate Professor/ Assistant Professor) shall be painted with OBD after POP finish and fan/ lights/ wifi/ internet connection shall also be provided. Flooring of the room will be made of Kota Stone/ marble.

The matter was also placed before the Academic Council in its 20<sup>th</sup> meeting held on 10.05.2019 which agreed to the proposal.

**Decision :** The Board of Management approved the proposal for infrastructural facility for Dean/HODs and faculty members as above.

**Agenda 32.15 : Approval of Guidelines for Corpus Fund at Delhi Technological University.**

It was submitted to the Board of Management that as per Section 7(27) of DTU Act, 2009 "the University shall have the power to create a Corpus fund for the University and transfer, in full or part, donations received from Alumni, Industries and other national and International foundations, Organizations as may be approved by the Board of Management of the University and to decide the modalities for the utilization of such Corpus fund".

In this regard a committee of the following was constituted to formulate rules/guidelines/ modalities for expenditure and receipt of Corpus Fund of DTU.

- |  |                |
|--|----------------|
| 1 Prof. S.K. Garg, PVC                                 | : Chairman     |
| 2 Prof. Dinesh Kumar, Department of ECE                | : Member       |
| 3 Sh. D.P. Dwivedi, Consultant (Planning & Finance)    | : Member       |
| 4 Dr. Manoj Kumar Sharma, CEO, TBI, DTU                | : Member       |
| 5 Prof. Vishal Verma, Dean (International Affair, DTU) | : Member       |
| 6 Sh. Nand Kishore, Dy.Registrar(F&A)                  | : Member Secy. |

The committee has formulated draft guidelines regarding:-

**Objectives:** To create research infrastructure, modernize facilities, participation of society etc.

**Sources:** External resources through Conference, Seminars, Consultancy projects, Alumni etc.

**Utilization:** Construction and renovation of buildings, purchase of equipments, books, Scholarships etc.

**Monitoring:** Separate accounts will be maintained and will be audited annually.

The Minutes of the Finance Committee were tabled in the meeting. The Finance Committee considered the draft guidelines for Corpus Fund and recommended to the Board of Management for approval with proposed modifications. The modified guidelines are placed as **Annexure at pages 55 to 57.**

**Decision : The Board of Management approved the Guidelines for Corpus Fund at Delhi Technological University.**

**Agenda 32.16 : Approval for allocation of UGF under three heads of expenditure (Un-audited) during the Financial year 2018-19.**

It was submitted to the Board of Management that the Finance Committee in its 17<sup>th</sup> meeting held on 01.03.2019 vide agenda item 17.5 (a) had approved projected University Generated Fund(UGF) for the FY 2018-19 for Rs. 89.30 Crore and GIA for Rs. 157.70 Crore. The distribution of UGF was also approved as per details mentioned below.

(Amount in Crore)

Head of Accounts	GIA	UGF	Total
General	15.00	36.00	51.00
Salary	36.70	53.30	90.00
Capital	106.00	0	106.00
<b>Total</b>	<b>157.70</b>	<b>89.30</b>	<b>247.00</b>

The actual University Generated Fund of DTU (un-audited) for the FY 2018-19 is Rs. 94.98 Crore. The actual release of fund from GNCT of Delhi as GIA was Rs. 29 Crore under three heads. Accordingly, to meet out the expenditure of the University the distribution of UGF was done with the approval of Hon'ble V.C./Chairman FC, DTU as per the details given below:

(Amount in Crore)

Head	Opening balance	GIA	UGF	Total	Expenditure	Closing balance
General	19.45	11.00	20.00	50.45	47.96	2.49
Salary	13.05	15.00	46.73	74.78	67.73	7.05
Capital	0	3.00	28.24	31.24	31.24	0
<b>total</b>	<b>32.50</b>	<b>29.00</b>	<b>94.97</b>	<b>156.47</b>	<b>146.93</b>	<b>9.54</b>

The matter was placed before the Finance Committee in its 18<sup>th</sup> meeting held on 21.06.2019.

The Minutes of the Finance Committee were tabled in the meeting. The Finance Committee considered the allocation of UGF and recommended the matter to the Board of Management for its approval.

**Decision : The Board of Management approved the allocation of UGF under three heads of expenditure (Un-audited) during the Financial year 2018-19.**

#### **Agenda 32.17 : Approval for rationalization of Ph.D fellowships in DTU.**

It was submitted to the Board of Management that in the recent past, in rankings and accreditation process, it has been seen that lot of emphases and weightage is being given to research and research output. In the university system faculty member along with research scholars work as a team to conduct research and publish research papers.

In the Academic Council held on 10.05.2019 under any other item issue regarding Rationalization of teaching and research fellow was considered. In this, Pro Vice Chancellor pointed out that at present DTU has 300 teaching and research fellow which need to be further increased keeping in view (a) more faculty is/will be available to guide the teaching and research fellow and (b) to improve the ranking of the University in NIRF and other International rankings, research publications and number of teaching and research fellows has high weightage. It was proposed to the Academic Council to consider creating the teaching and research fellow in proportion to the Ph.D faculty in DTU.

The Academic Council constituted a Committee to work out the details and authorised the Vice Chancellor to accept the report for the consideration and approval of Board of Management:

- |      |                     |   |             |
|------|---------------------|---|-------------|
| i.   | Pro Vice Chancellor | : | Chairperson |
| ii.  | Dean, Academic (UG) | : | Member      |
| iii. | Dean, Academic (PG) | : | Member      |
| iv.  | Dean (IRD)          | : | Member      |

**Decision :** The Board of Management considered and approved the total number of DTU Ph.D fellowships twice the number of faculty members with Ph.D. However, candidates shall be allotted as per requirements, thrust areas, interest of students and availability of faculty. The number of Ph.D faculty shall only decide the maximum number of DTU Ph.D fellowships which is twice the number of Ph.D faculty. Board of Management further decided to rename DTU Ph.D fellowships to DTU Teaching and Research fellowships.

#### **Agenda 32.18 : Matter for Ratification:**

- i. Extension of period of contract of various contractual staff of the University on consolidated remuneration.**

It was submitted to the Board that the Competent Authority has extended the period of contract of various contractual staff of the University. Details are as under:

S.No.	Name & Designation	Period of extension
1.	Sh. Bimal Jain Executive Engineer (Civil) On deputation	Upto 31.05.2020
2.	Sh. Devi Prasad Dwivedi, IAS (Retd.), Consultant (F & P)	01.05.2019 to 31.10.2019
3.	Sh. Ravindran V. Consultant	02.05.2019 to 01.11.2019
4.	Jeevan Ram Jr. Mechanic, Applied Che. Dept.	07.05.2019 to 06.11.2019

**ii. Remuneration/Honorarium to the technical and non-teaching employees for overtime in DTU.**

It was submitted to the Board of Management that vide order no. F.DTU/G.A./184/2018-19/1108/19 dated 11.04.2019 the Competent Authority has revised the rate of remuneration/honorarium to the Technical & Non-Teaching employees for taking the load beyond office hours in the University. The revised rates are as under:

S.No.	Designation	Rates per Day	Rates per Hour
1.	Workshop Instructor, Technical Assistant, Lab Technicians, any other equivalent post of non-teaching staff.	750/-	350/-
2.	Lab. Attendant, Workshop Attendant, Library Attendant, Store Attendant, Lab. Cleaner, Daftri, any other equivalent staff.	400/-	175/-

**iii. Re-designation of Chairman, Board of Discipline as Dean, Student Discipline.**

It was submitted to the Board of Management that in exercise of the powers conferred under Clause 4(5) and Clause 6(2) of the First Statutes, 2009 of Delhi Technological University, the Competent Authority is pleased to convert the designation of Chairman (Board of Discipline) as Dean (Student Discipline).

**The Board of Management ratified the above actions of the University.**



**Agenda 32.19 : Matter for information:**

- i. **Statute (Fifth) of the University relating to Terms and Condition of Erstwhile DCE employees (Teaching & Non-Teaching) approved by the Government of Delhi.**

It was informed to the Board of Management that the DTU Statute (Fifth) relating to Terms and Condition of Erstwhile DCE employees (Teaching & Non-Teaching) has been approved by the Government of NCT of Delhi and also notified in the Delhi Gazette. A copy of the notified Statute (Fifth), 2019 is placed as ***Annexure at pages 58 to 62.***

- ii. **Citizen Charter of the University.**

It was submitted to the Board of Management that the Citizen Charter of the University has been framed indicating the different functions of the University and the time limit for completion of major activities. A copy of the Citizen Charter is placed as ***Annexure at pages 63 to 68.***

- iii. **Re-appropriation of funds for the financial year 2018-19 for Rs. 247 Crore.**

As per the Section 28(3)(e) of DTU Act, 2009, the Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University.

The Revised Estimate of DTU for the Financial Year 2018-19 has been approved for Rs. 247 Crore in the 17<sup>th</sup> meeting of FC held on 01.03.2019 (Annexure-I, page-5). The University Generated Fund was estimated for Rs. 89.30 Crore. (approx). The GIA was requested for Rs. 157.70 Crore for the year. As such appropriation of fund for the FY 2018-19 was made accordingly for Rs. 247 Crores (89.30 Cr.+157.70Cr.), with the approval of 17<sup>th</sup> FC meeting held on 01.03.2018 (Annexure-I, page-6). The fund was re-appropriated between the minor heads as per requirement of fund in that minor head with the approval of Hon'ble VC/Chairman FC, DTU.

The Finance Committee has ratified the proposal in its 18<sup>th</sup> meeting held on 21.06.2019.

**iv. Appropriation of funds for the financial year 2019-20 for Rs. 367.20 Crore.**

As per the Section 28(3)(e) of DTU Act, 2009, the Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University.

The Budget Estimate of DTU for the Financial Year 2019-20 has been approved for Rs. 376.20 Crore in the 17th FC meeting dated 01.03.2019 (Annexure-I, page-5). The University Generated Fund has been estimated for Rs. 100 Crore. (approx). The GIA has been requested for Rs. 276.20 Crore for the year. As such appropriation of fund for the FY 2019-20 has been made for Rs. 376.20 Crores (100Cr.+276.20Cr.), with the approval of Hon'ble VC/Chairman FC, DTU.

**v. Enhancement of Government contribution under NPS.**

It was informed to the Board of Management that vide Notification No. 1/3/2016-PR dated 31.01.2019 Govt of India has enhanced the Government Contribution under New Pension Scheme from 10% to 14% of BP+GP+DA w.e.f 01.04.2019. The employee contribution of 10% of BP+GP+DA will remain same.

Further, the Govt. of NCT of Delhi vide letter No. F.No.31/Fin.(Estb-III)/2017/396 dated 13.03.2019 has also endorsed the said notification.

In view of the notification of Govt. of India and endorsement issued from Govt. of NCT of Delhi, The Hon'ble Vice Chancellor of DTU has approved enhancement of Govt. Contribution under NPS w.e.f 01.04.2019.

In view of the above, the proposal is submitted for consideration and ratification by the Finance Committee and recommendation to BOM for approval.

The Finance Committee has ratified the enhancement of Govt. Contribution under NPS in its 18<sup>th</sup> meeting held on 21.06.2019.

**vi. Status of Audit Paras.**

It was submitted that accounts of University is being audited regularly by:-

- a. Chartered Accountant of the University
- b. Dte. of Audit, Govt. of NCT of Delhi.
- c. Comptroller & Auditor General of India.

Since its inception in 2009-10, the Accounts of the DTU has been certified to be satisfactory in all the Audit Reports of CAG from 2009-10 to 2016-17 subject to the observations pointed out in the Inspection Report.

(I) Audit conducted by Comptroller & Auditor General of India (CAG).

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	2005-2006 (prior to DTU)	01	00	01
2	2009-2011	07	05	02
3	2011-2014	09	04	05
4	2014-2016	06	02	04
5	2016-2017	26	02	24
6	2017-2018	10	00	10
	Total	59	13	46

(II) Audit conducted by Directorate of Audit, Govt. of Delhi.

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	1976-77 to 2008-09 (prior to DTU)	130	85	45
2	2009-10	10	02	08
3	2010-11	10	00	10
4	2011-12	11	01	10
5	2012-15	17	07	10
6	2015-17	28	10	18
	Total	206	105	101

The Audit for the period 2017-18 has also been conducted and reply of 100 out of 101 outstanding paras has been submitted to Dte. of Audit, GNCT of Delhi and report is awaited.

During the year 2018-19, 05 CAG Audit para and 105 GNCTD audit para have been settled.

**vii. Statement of DTU Accounts for the period from 01.04.2018 to 31.03.2019. (Un-Audited).**

Particulars	Amounts (In Rs.)
Unspent Balance of GIA as on 01.04.2018	32,50,45,671
Grant-In-Aid received from GNCT of Delhi during the FY 2018-19	29,00,00,000
University Generated Fund during the FY 2018-19	94,97,75,881
Total	156,48,21,552
Total Expenditure during the FY 2018-19	146,93,99,167
Un-Utilized amount as on 01.04.2019	9,54,22,385

As per Section 28(3)(d) of DTU Act, 2009, "Finance Committee to consider the accounts, Income & Expenditure and the financial estimates of the University". The Un-Audited Income and Expenditure statement for the period 01.04.2018 to 31.03.2019 was also submitted before the Finance Committee for information.

**viii. Joining of teaching/non-teaching staff in the University.**

It was informed to the Board of Management that the following teaching/non-teaching staff have joined the University. The details are as under:

S.No.	Name & Designation	Department	Date of Joining
1.	Dr. Mahendra Singh Nirajan Associate Professor	Production Engineering	11.09.2018
2.	Dr. Pravin Kumar Associate Professor	Mechanical Engineering	17.10.2018
3.	Sh. Umesh Kumar Stenographer Grade II	East Campus	05.02.2019
4.	Sh. Naresh Kumar Senior Office Asstt. (On deputation)	G.A. Branch.	19.03.2019
5.	Sh. Vishal Agnihotri Senior Office Asstt. (On deputation)	East Campus.	28.03.2019
6.	Ms. Khushboo Sharma Office Assistant (On deputation)	East Campus.	28.03.2019
7.	Sh. Vijay Mishra Assistant Registrar (On deputation)	Store & Purchase	29.03.2019
8.	Sh. Pradeep Kr. Vegian Assistant Registrar (On deputation)	Recruitment	01.04.2019
9.	Ms. Meena Sr. Office Asstt. (On deputation)	Recruitment	01.04.2019
10.	Ajay Kumar Deharia Sr. Office Asstt. (On deputation)	Account Branch	01.04.2019

**ix. Relieving of various faculty/staff members of the University.**

It was informed to the Board that consequent upon his selection to the post of Stenographer Grade-III in Ministry of External Affairs, the technical resignation of Sh. Jeevesh Lakra, Stenographer Grade-II has been accepted and he stands relieved from his duties in this university w.e.f. 06.06.2019.

Consequent upon his age of superannuation, Sh. S.S. Mathur, Store Officer has been relieved w.e.f. 31.5.2019.

Dr. Bharat Bajaj, UGC-Assistant Professor, Applied Physics has also been relieved w.e.f. 30.05.2019 to enable him to join as Assistant Professor at Punjab University, Chandigarh.

**The Board of Management noted the above information.**

**Agenda 32.20 : Any other item with the permission of the chair.**

**Meeting ended with a vote of thanks to the Chair.**

The minutes are issued with the approval of the Vice Chancellor for circulation to the Hon'ble members, who are requested to give their comments, if any, on these circulated minutes.

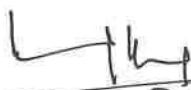
  
(Sh. Kamal Pathak)  
Registrar In-charge

**No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol-XII | 1648-54 Dated : 25/6/19**

**To**

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Delhi.
2. Prof. Yogesh Singh, Vice Chancellor, DTU
3. Ms. Renu Sharma, I.A.S., Additional Chief Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
4. Sh. Sheo Pratap Singh, I.A.S., Secretary (Training & Technical Education), Government of NCT Delhi, Muni Mayaram Marg, Pitam Pura, Delhi 110088.
5. Sh. Sandeep Kumar, I.A.S., Secretary (Higher Education), Directorate of Higher Education, Government of Delhi, B-Block, 5, Sham Nath Marg, Delhi-110054.
6. Prof. S.K. Garg, Pro Vice Chancellor, DTU
7. Prof. Ajay K. Sharma, Vice Chancellor, IKG Punjab Technical University, Jalandhar-Kapurthala highway, VPO - Ibban, Kapurthala-144603, Punjab.

8. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad, Haryana.
9. Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Millia Islamia, Maulana Mohd. Ali Jauhar Marg, Delhi-110025.
10. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd., 3/17, Asaf Ali Road, New Delhi-110002.
11. Prof. A. Trivedi, Dean, Industrial Research & Development, DTU
12. Prof. Madhusudan Singh, Dean Academic (UG), DTU
13. Prof. H.C. Taneja, Professor, Applied Mathematics Deptt., DTU
14. Prof. Samsher, Professor, Mech. Engg. Deptt., DTU
15. Registrar, DTU

  
25.6.19  
(Sh. Kamal Pathak)  
Registrar In-charge

# **ANNEXURE**

**For Minutes**

**32<sup>nd</sup> meeting**

**Board of Management  
DTU**

**Held on  
21.06.2019**

**DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042**

1.	Name of the Post	<b>KNOWLEDGE NETWORK MANAGER</b>
2.	Number of Post	01 post
3.	Classification of the Post	Group 'A' (Non-Teaching)
4.	Pay Band and Grade Pay/Pay Scale	PB-3 Rs. 15600-39100 Grade Pay Rs. 7600
5.	Whether Selection post or Non Selection post	Selection
6.	Age limit	50 Years
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>A) (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Eight years' experience of management/ maintenance operations of computer network in Central Govt. /State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or registered companies.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.(i) Bachelor's Degree in Computer Applications / Computer Science / Information Technology or Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Ten years' experience of management/ maintenance operations of computer network in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory Organisations/Institutions or registered companies.</p>
8.	Whether age of Educational Qualification Prescribed for direct recruit will apply in the case of Promotes	Not Applicable
9.	Period of Probation, if any	One year
10.	Method of recruitment- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by deputation basis.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	<p>For Deputation (including short term contact): Officers of the Central Government or State Government or Universities or recognised Research Institutes or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organizations-</p> <p>(A) (i) holding analogous posts on regular basis in the</p>

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		<p>parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 6600 or equivalent in the parent cadre or department;</p> <p>and</p> <p>(B) possessing the educational qualifications and experience prescribed for direct recruits under column(7).</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on deputation.)</p>
12.	If a Departmental Promotion committee( DPC) exist what is its composition	As per DTU Rules
13.	Age of superannuation	60 yrs.

1.	Name of the Post	EDP MANAGER
2.	Number of Post	01 post
3.	Classification of the Post	Group 'A' (Non-Teaching)
4.	Pay Band and Grade Pay/Pay Scale	PB-3 Rs. 15600-39100 Grade Pay Rs. 7600
5.	Whether Selection post or Non Selection post	Selection
6.	Age limit for Direct recruits	50 Years
7.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <p>A (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Eight years' experience of electronics data processing work/ Software Development in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or registered companies out of which at least four years' experience in design, development or organising computerised information storage and retrieval system having worked in UNIX or WINDOW Networking, WINDOWS, Relational Data Base Management System (Oracle 7 or higher version) environment and development and development tools like C, C++ and visual C++.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.(i) Bachelors Degree in Computer Application / Computer Science / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Ten years' experience of electronic data processing work/ software development in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory Organisations/ institutions or Registered Companies, out of which at least five years experience in design, development or organising, computerised information storage and retrieval system having worked in UNIX or WINDOW Networking, WINDOWS, Relational Data Base Management System (Oracle 7 or higher version, environment and development tools like C, C++ and visual C++.</p>
8.	Whether age of Educational Qualification Prescribed for direct recruit will apply in the case of Promotes	Not Applicable
9.	Period of Probation, if any	One year
10.	Method of recruitment- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by deputation basis.
11.	In case of recruitment by	For Deputation (including short term contact): Officers of the Central

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	promotion/deputation/absorption, grades from which promotion/deputation to be made	Government or State Government or Universities or recognised Research Institutes or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations- (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 6600 or equivalent in the parent cadre or department; and (B) possessing the educational qualifications and experience prescribed for direct recruits under column(7). (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on deputation.)
12.	If a Departmental Promotion committee( DPC) exist what is its composition	As per DTU Rules
13.	Age of superannuation	60 yrs.

1.	Name of the Post	<b>SYSTEM MANAGER</b>
2.	Number of Post	01 post
3.	Classification of the Post	Group 'A' (Non-Teaching)
4.	Pay Band and Grade Pay/Pay Scale	PB-3 Rs. 15600-39100 Grade Pay Rs. 6600
5.	Whether Selection post or Non Selection post	Selection
6.	Age limit	40 Years
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>A) (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) 5 years experience of Electronic Data Processing/ Software Development, out of which atleast Two years experience should be in actual Programming in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or registered companies.</p> <p><b>OR</b></p> <p>B) (i) Bachelor's Degree in Computer Applications/ Computer Science/ Information Technology/ Software Engineering / Electronics and Communication Engg. from a recognized University or equivalent.</p> <p>(ii) 7 years experience of Electronics Data Processing/ Software Development, out of which atleast three years experience should be in actual Programming in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or registered companies.</p>
8.	Whether age of Educational Qualification Prescribed for direct recruit will apply in the case of Promotes	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by deputation basis.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	<p>For Deputation (including short term contract): Officers under Central /State Govt. / Union Territories /Recognized Research Institutions/Public Sector Undertakings/ Autonomous organizations.</p> <p>(A) (i) Holding analogous post or regular basis.</p> <p><b>OR</b></p> <p>(ii) With five years regular service in posts in the scale of Rs. 15600-39100 GP 5400 or equivalent.</p> <p>and</p> <p>(B) Possessing the educational qualifications &amp; experience prescribed for direct recruitment under Col.7</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on deputation.)</p>
12.	If a Departmental Promotion committee( DPC) exist what is its composition	As per DTU Rules
13.	Age of Superannuation	60 yrs.

1.	Name of the Post	Chief Operating Officer
2.	Number of Post	01 post
3.	Classification of the Post	Group 'A' (Non-Teaching)
4.	Pay Band and Grade Pay/Pay Scale	PB-4 Rs. 37400-67000 Grade Pay Rs. 10000
5.	Whether Selection post or Non Selection post	Selection
6.	Age limit	58 Years
7.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <p>A) (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Fifteen years' experience of management/ maintenance operations of computer network /Electronic Data Processing / programming/ Software Development, out of which eight years experience shall be in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in Central Govt./State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or Registered Companies.</p> <p>OR</p> <p>B.(i) Bachelors Degree in Computer Application / Computer Science / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; and</p> <p>(ii) Twenty years' experience of management/ maintenance operations of computer network /Electronic Data Processing / programming/ Software Development, out of which eight years experience shall be in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in Central Govt./State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or Registered Companies.</p>
8.	Whether age of Educational Qualification Prescribed for direct recruit will apply in the case of Promotes	Not Applicable
9.	Period of Probation, if any	One year
10.	Method of recruitment- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by deputation basis.
11.	In case of recruitment by	For Deputation (including short term contract): Officers of the

	promotion/deputation/absorption, grades from which promotion/deputation to be made	Central Government or State Government or Universities or recognised Research Institutes or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations- (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in the parent cadre or department; and (B) possessing the educational qualifications and experience prescribed for direct recruits under column(7). (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on deputation.)
12.	If a Departmental Promotion committee( DPC) exist what is its composition	As per DTU Rules
13.	Age of Superannuation	60yrs.



# **Delhi Technological University**

(Formerly Delhi college of Engineering)

**Government of N.C.T. of Delhi**

Shahbad Daulatpur, Bawana Road, Delhi- 110042

## **NORMS, RULES & REGULATIONS FOR UNDERTAKING SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY**

**IN**

**DELHI TECHNOLOGICAL UNIVERSITY**



# Delhi Technological University

(Formerly Delhi college of Engineering)

**Government of N.C.T. of Delhi**

Shahbad Daulatpur, Bawana Road, Delhi- 110042

## INTRODUCTION AND GENERAL INFORMATION

1. **Introduction.** Sponsored research and Industrial consultancy projects are an essential means of enhancing institution-industry interaction and faculty development. By supporting the Govt, PSU and the industry, the University intends to contribute towards the country's economic growth and serve the society. Therefore, as a matter of policy, the University encourages its faculty members to undertake scientific and technical research/collaboration and consultancy work with outside agencies.

2. **Objectives.** The objectives of promoting University consultancy and sponsored research project in the University shall be as given below :-

- 2.1 The primary objective of undertaking any sponsored research projects and consultancy works shall be creation of new knowledge, widening and expansion of existing knowledge and experience of faculty and staff members.
- 2.2 All types of sponsored research projects and consultancy works irrespective of value of the project shall be acceptable so long as there is a distinct value addition to the faculty and staff. The work must be challenging and must involve niche areas of expertise available in the University
- 2.3 The research and consultancy works which are likely to bring repute to the University and increase the number of patents in favour of the faculty and the University will be given the top priority.
- 2.4 All University consultancy and sponsored research projects in support/partnership of National and International agencies, Govt, PSUs, or Industries engaged in development of major infrastructure and/or in economic development shall be considered subject to the academic and administrative restrictions laid down by the University.

3. **IRD Cell : Organization For Control and Management.** For the purpose of administration in fulfillment of the objectives of the University research and consultancy as laid down above, the University shall run cell named IRD Cell headed by a Dean (IRD) selected for the following purposes :-

- 3.1 Execution of all administrative functions including planning, budgeting, project monitoring (both technical and financial), budgetary control, compliance with terms and condition of agreement/contract between sponsor(s) and the University etc.
- 3.2 Administration of the all the contractual / deputed project personnel and inventory management of stores procured through the PI and HOD.



- 3.3 Promotion of University research and consultancy, Technology Transfer, IPR and Software Marketing activities etc
- 3.4 Liaison with PIs, the University and Sponsors;
- 3.5 Utilization and monitoring of various development funds such as URDF and RFDF as described
- 3.6 Any other activities that may be assigned from time to time.
4. **Categories.** The sponsored research and consultancy associated with the University can be broadly classified into two categories :
- 4.1 **University Research and Departmental Research at Academic Centers.** Every department has faculty and students involved extensively in research activities. Undergraduate education is greatly benefited by the environment of postgraduate programs, while both the curricula derives strength in a research environment created by doctoral and postdoctoral programs. Not only the departments of the University, the various academic centers are also involved in research activities, in order to contribute and benefit from the advances in knowledge frontiers, which will help generate state-of-the-art technologies responding to the need of the country.
- 4.2 **University Sponsored Research and Industrial Consultancy.** Sponsored Research (SR) and Industrial Consultancy (IC) are two important modes through which the faculty supports the development of knowledge and technology. Delhi Technological University (DTU) recognizes Sponsored Research (SR) and Industrial Consultancy (IC) as the essential attributes of teaching and research. A full-fledged office operating under Dean (IRD) provides administrative and accounting support to the faculty undertaking sponsored research and consultancy work.
5. **Eligibility and Restrictions.** Following eligibility conditions shall apply :-
- (a) All types of University consultancy and sponsored research projects and related assignments can be taken up only by full time faculty including VC and academic staff. The extent of works undertaken be such that it will not interfere with the discharge of their normal duties.
- (b) All types of University consultancy and sponsored research projects and related assignments, whether carried out by an individual or a group, irrespective of the quantum of facilities of the university availed and irrespective of amount involved shall be accepted only with the prior permission of the Dean (IRD)/VC. While seeking the sanction the nature of the job and time period involved must be specified.
- (c) No ceiling limit has been prescribed for undertaking University consultancy and sponsored research projects and related assignments provided (i) consultancy work does not interfere with the normal teaching / research work in the University and other duties of the staff member(s) concerned and (ii) the total time to be spared by the consultant staff member(s) on all consultancy jobs in hand at a particular time should not exceed the laid down maximum limit of hours per week.
- (d) University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and industrial consultancy Projects, in addition to the special casual leave available as per norms.

6. **Exemptions.** These rules shall not apply to examination work such as paper setting, evaluation, superintendence, invigilation, fees for attending Selection Committee Meeting, honorarium, fees for report writing and publication, lectures etc. All fees for such academic work will be paid directly to the faculty concerned without any share accruing to the University. The permission of the concerned Head is to be obtained by the concerned faculty before undertaking such assignments except those which are confidential/secret in nature such as, paper setting for examination, attending UPSC selection committees etc. Absence from duty for work of this nature where payment of a fee is involved shall be on the basis of leave of the kind due and may be obtained in the usual manner.

7. **University Sponsored Research and Industrial Consultancy.** Sponsored Research and industrial consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the teachers. Historically, this University was set up to cater to the development needs of India and that tradition has continued over the last several years. There is hardly any important project in the country particularly NCR region where DTU, Delhi has not contributed directly or indirectly. Major funding has been received for participation in various projects initiated by Delhi Govt and different Ministries of Government of India Besides, a number of major public and private laboratories/ organizations including DRDO, DMRC, ATB, Samsung etc have associated themselves with DTU. The University has well recognized core competence in traditional engineering and its benefit is harnessed for the country's industrial and economic growth by extending consultancy services. The University, through its faculty, can handle almost any type of problem/need of the industry.

8. **Consultancy Services.** The faculty of this University is competent to provide a wide variety of consultancy services in almost every discipline, some of them are:

- (a) Cause-and-remedy studies
- (b) Pre-feasibility and feasibility studies
- (c) Detailed project reports
- (d) Design of systems/components/processes
- (e) Validation of designs/drawings
- (f) Development of industrial products/systems/processes
- (g) Development of systems software
- (h) Development of application software for offline and online applications.
- (i) Technical and Energy Audit
- (j) Industry supported training programmes
- (k) Training programme for faculty/ industry persons organized by the faculty of DTU

9. **Modes of University Industry Interaction.** The University encourages its faculty, scientists, technicians and students to interact with industry in all possible ways with the spirit of deriving mutual benefit. The major modes of interaction are listed below :

- (a) Professional consultancy by the faculty to industries.
- (b) Industrial testing by faculty & technicians at site or in laboratory.
- (c) Joint research programs and field studies by faculty and people from industries.
- (d) Visits of faculty to industry for study and discussions or delivering lectures.
- (e) Visits of industry executives and practicing engineers to the University for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- (f) Memoranda of Understanding between the University and industries to bring the two sides emotionally and strategically closer.

- (g) Human resource development programmes by the faculty for practising engineers.
- (h) Workshops, conferences and symposia with joint participation of the faculty and the industries.
- (i) Participation of experts from industry in curriculum development.
- (j) Collaborative degree programs.
- (k) B.Tech. and M.Tech. projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
- (l) Practicing engineers taking up part-time M.Tech./Ph.D. program at DTU, Delhi .
- (m) Short-term assignment to faculty members in industries.
- (n) Visiting faculty/professors from industries.
- (o) Professorial Chairs sponsored by industries at the University.
- (p) R&D Laboratories sponsored by industries at the University.
- (q) Scholarships/fellowships University by industries at the University for the students.
- (p) Practical training of students in industries.

10. **Initiation and Management of Consultancy Projects.** Each consultancy project has a Principal Investigator (PI) who is a faculty member/scientist in the service of the University and is responsible for :

- (a) Formulating the project proposal which may include planning of the work to be done, estimating costs according to the guidelines provided in the University regulations, if identifying other faculty member(s)/ scientist(s) in the service of the University to work as Co-investigators of the project and identifying technical staff for assistance, if required.
- (b) Co-ordination and execution of work.
- (c) Associating students, outside experts and external agencies, as and if required.
- (d) Handling all communications with the client.
- (e) Writing intermediate and final reports for the project.
- (f) Making recommendations to the Dean (IRD) regarding expenditure from the project funds and remuneration to be paid to faculty, staff and students.

11. **The Client (sponsoring organization).** The client usually approaches the University for consultancy work through a faculty member or a functionary of the University (i.e. Head of the Department, Dean IRD or Vice Chancellor/Pro-Vice Chancellor). Sometimes, some faculty/set of faculty members may also be interested in taking part in a bidding process to get a prestigious research/consultancy project offered by any national/international agency on competitive rates. When a faculty member is approached for the work, he will generally be the Principal Investigator, if the work falls in his area of expertise. If he does not wish to be the Principal Investigator, the HOD/Centre will identify a suitable person as the PI. If the project is referred to a functionary, the concerned HOD would identify the Principal Investigator according to the required expertise for the work. Normally the agreed charges of the project are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial payment, the arrangement of balance payment will be clearly spelt out in advance and approved by Dean (IRD). The Registrar or the Dean, IRD, on behalf of the University will receive all the payment from clients. Principal Investigator will take the approval of Dean (IRD) through the concerned Head of the Department for undertaking the consultancy project.

12. **Information for a New Client.** A new client (an organization or industrial company looking for a consultancy service from this University) may proceed as follows:

- (a) The client may browse through the bio-data of faculty members and try to identify a faculty member whose expertise and experience are relevant to the problem/requirements of the client, and then write/speak to him.
- (b) When the client has identified an individual faculty member who can handle his problem, he can write a few words on his problem or requirement to that faculty member or speak to him on telephone. Telephone Numbers, e-mail address and fax of all faculty members/officials of the University are available on the website.
- (c) When it has not been possible to identify a faculty member for the work, the client may browse through the list and activities of the various departments, and try to identify a Department/Center of the University relevant to his problem/needs and write to the Head of the concerned Department/Center. The e-mail address or telephone and fax numbers can be seen from the web pages of the respective Department/Center. The Head will identify an individual faculty member who can take up the job and inform his /her name to the client so that further correspondence/dialogue can be held directly between them.
- (d) When it has not been possible to identify a centre/department for the work, the client may write briefly about his problem/needs to the Dean (IRD) at DTU. The Dean (IRD) will identify the department / individual faculty member and inform the client. Subsequently the client can have correspondence/ dialogue directly with the Head of Department or the faculty member.

13. **Testing Services.** Various departments of the University regularly undertake testing work utilizing the elaborate laboratory facilities and the expertise of faculty and technicians. However, routine testing is discouraged as it diverts attention from the primary responsibility of teaching and research. The examples of a few typical testing facility existing are:

- (a) Testing of the samples of paper, water, building materials and chemicals.
- (b) Routine, type and development tests on industrial products such as electrical/electronic meters, switches, transducers, cables, circuit breakers etc
- (c) Calibration of meters, instruments and transducers.
- (d) Environmental testing such as vibration, shock, temperature cycle, water and dust penetration.
- (e) Residual life assessment of buildings, dams, bridges and power-plant structures and equipment.
- (f) Performance testing of small hydro-electric power plants.
- (g) Testing using special facilities like : Wind Tunnel, Survey and Remote Sensing laboratories, Scanning Electron Microscope, Thermal Ionization Mass Spectrometer etc

#### **Facilities**

14. Various other facilities available within DTU are given on the website or can be obtained by writing to the Head of the Departments or the Dean (IRD)

#### **Rules and Guidelines**

15. The common guidelines for Sponsored Research", as approved by the BOM, Delhi Technological University are enclosed at Appendix A.



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## Appendix A

### **NORMS, RULES & REGULATIONS FOR UNDERTAKING SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY**

#### **1. Preamble**

In the light of changing economic scenario, government policies and University priorities, the University considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the University to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Research and consultancy projects, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

#### **2. Definitions**

- 2.1 **University** means Delhi Technological University, Delhi
- 2.2 **Department** means all the academic departments, academic centre, centre of excellence and academic service centre at the University.
- 2.3 **Vice Chancellor** means **Vice Chancellor**, Delhi Technological University, Delhi
- 2.4 **Dean of Industrial Research and Development (Dean, IRD)** means Dean for development of sponsored Research & Industrial Consultancy in Delhi Technological University, Delhi
- 2.5 **IRD Advisory Committee** means committee for Sponsored Research & Industrial Consultancy, Delhi Technological University, Delhi, constituted in accordance with University rules.
- 2.6 **Project** implies sponsored research projects or industrial consultancy projects or routine testing projects
- 2.7 **Sponsored Research Projects** means Research Projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Generally the project cost including expenditure towards manpower, equipments, consumables and supporting services of the University is borne by the sponsor.

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- 2.8 **Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the University (i.e. Vice Chancellor or Dean(s) or Registrar which may be taken up as a Consultancy Project by faculty.
- 2.9 **Routine Testing Project** implies those testing works where the rates are fixed by the department.
- 2.10 **Sponsor** means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.
- 2.11 **Principal Investigator (P.I.)** is a member of the faculty/scientist of the University with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- 2.12 **Investigator (I)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Group 'A' staff so permitted by the VC/Dean (IRD).
- 2.13 **Consultant:** Consultant is an individual or government/ public sector undertaking/ government company engaged for a specific period to carry out specific job.
- 2.14 **Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.15 **University Research Development Fund (URDF)** means a part of the University Overhead Charges (UOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean (IRD).
- 2.16 **Research Faculty Development Fund (RFDF)** means a fund for individual academic staff, to which a part of the University overhead charges/ share from Research and consultancy projects are transferred.
- 2.17 **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 50 lacs.

### 3. General

- 3.1 There shall be an online process.
- 3.2 Consultancy project shall not anyway hamper the teaching and research work of the University.
- 3.3 Upper limit of payment to the faculty should not be higher than the annual salary of the faculty except as provided in these regulations.
- 3.4 There will be a limit to accept not more than 20 projects/consultancies in a calendar year i.e. from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 3.5 In case, there is a special project, separate approval of BoM is required on the recommendation of the Committee for Research Development (CRD).

- 3.6 Individuals or Departments shall take up projects after taking approval of the Dean (IRD) through the Head of the concerned Department. All funds in connection with Projects shall be received in the name of the Dean(IRD)/ Registrar DTU Delhi. The account of Projects/URDF/RFDF will be maintained by IRD Office and controlled by Dean (IRD). Norms for project initiation and management are given at Annexure 1.
- 3.7 The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.
- 3.8 Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 50,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs.10,000/- per man-day for faculty/scientist/ Gp A staff and Rs.1,000/- per man-day for technical and other non-academic staff may be charged.
- 3.9 University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and industrial consultancy Projects, in addition to the special casual leave available as per University norms.
- 3.10 Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator
- 3.11 The IPR policy of the University shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para. The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 3.12 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Vice Chancellor, on the recommendation of Dean, IRD may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.13 All purchases under projects/RFDF/URDF shall be made as per norms prevailing in the university. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 3.14 Faculty/scientist may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to three membership.
- 3.15 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (IRD)/ Vice Chancellor.

## 4 Manpower

### 4.1 Project staff

4.1.1 The project staff shall be appointed/hired for assisting/working on the project in any one of the following ways with the approval of Dean (IRD)/Vice Chancellor depending upon the specific requirements of the project, project length, constraints and the requirements with due justification.

**4.1.1.1 Use of Existing Staff.** Existing Laboratory Staff such as technicians and those permanent or contractual staff who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff. Such staff may be hired from across various Departments in consultation with concerned HOD. Such staff may be paid as per the approved rates of Overtime/Honorarium in the University or as may be approved by PI and the Dean (IRD)/Vice Chancellor.

**4.1.1.2. Direct Appointment by the University.** The PI may approach the competent authority and seek permission for direct appointment/hiring of engineers and staff on the project. Such staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as given at Annexure 2 and 3.

**4.1.1.3 Hiring of Manpower by Hiring a Consultant/Placement Agency.** Sometimes, there may be a possibility of employed persons frequently quitting the job. In such a case, the PI may choose to hire an intermediate Consultant/Placement Agency through a tender who shall be made responsible for supplying the required qualified manpower for the entire duration. The PI shall seek permission from the Vice Chancellor through Dean (IRD) to exercise this option through a selection committee as given in Annexure 2 with the approval of Dean (IRD).

4.1.2 Open selections will be held for all project positions.

4.1.3 Appointments on all project positions drawing emolument shall be on contract only.

4.1.4 The Project staff shall work for fulfilling the objectives of the project.

4.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (IRD) on the recommendation of respective PIs.

4.1.6 The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.

4.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (IRD).

4.1.8 A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (IRD) who will retain the original contract agreement.

4.1.9 Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (IRD) on the recommendation of the PI for a period not exceeding 89 days.



#### 4.2 Student Assistants

The PI may engage University Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs 8000/- per month for UG and PG students, Rs 18000/-per month for Ph. D. students and Rs 40,000/- per month for Post Doc Fellows or as specified in the project and approved by the Dean-IRD.

#### 4.3 Consultants

The PI may, with the prior approval of Dean (IRD) may avail the services of individuals not in the University service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

### 5 Travel

5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against receipt as per actual. Besides the PI may consider to exercise the following options in consultation with the Dean (IRD)/Vice Chancellor :-

- (a) Using own transport and claiming a reimbursement at certain fixed rates as may be approved by Dean (IRD)/Vice Chancellor
- (b) Hiring a travel agency for the duration of project through a Committee as may be approved by the Dean (IRD)/ Vice Chancellor.

Approval for domestic travel shall be accorded by PI including for self subject to leave approved by the competent authority. Faculty/Scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Dean IRD.

Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

5.2 Approval of Dean, IRD and the VC will be required for all international travels and any deviations from above.

### 6 Finance and Accounts

#### 6.1 Research Project

6.1.1 At the time of submission of a sponsored research project proposal, the PI shall make a provision of University Overhead Charges (UOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

6.1.2 **Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund:** In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

#### 6.2 Consultancy Project

6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for University share at the rate of 50% of the total contracted project cost. However, such share

shall be 50% for routine tastings. In the case of industry supported training programmes and training programmes for faculty / industry persons organized by faculty of DTU as describe<sup>d</sup> in 8(j) and 8(k) of the introduction and general information, the university share shall be 50%.

6.2.2 Details of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Goods and Services Tax (GST)	L	L
Total contracted amount (T)	(G-L)	(G-L)
University share (P)*	0.50T	0.50T
Remaining amount (F)	0.50T	0.50T
Total expenditure	E	E
Balance Amount for distribution (S)	(F-E)	(F-E)

\*However, in case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

- 6.2.3 For consultancy project with an outlay of Rs. 10 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 40% of the balance amount and that the amount of distribution is commensurate with the work completed.
- 6.3 A separate account head shall be maintained for each project by IRD office. Asstt. Registrar (IRD Accounts) shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.
- 6.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.
- 6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.

7 **Development Funds.** Research Faculty Development Fund (RFDF) is a performance-linked fund created for the faculty and other academic staff of the University with the objective of supporting their professional needs. The fund can be utilized by the faculty to attend conferences, pay membership subscription to professional societies, and purchase books, journals, stationery, software, data base, computer and computer peripherals, etc. Similarly, University Research Development Fund (URDF) are proposed which will be built from the consultancy and research projects undertaken by the University. These funds will be used for the purpose of development of required infrastructure in the department and the University respectively.

#### 7.1 Share of RFDF (Research Faculty Development Fund)

The distribution of University share to be credited to the RFDF are as per the following table.

**Distribution of University Share in percentage**

Type of Project and Component available for distribution	Distribution (%)			
	URDF	RFDF	Incentive to Office Staff	Staff Welfare Fund
(A) Sponsored Research Project/HRD Programmes University Overhead Charges(UOC) Received from sponsor (I)	50	47	2	1
(B) Consultancy Project	97	0	2	1
(C) Routing Testing Project	97	0	2	1



## 7.2 Utilization of URDF/RFDF

### 7.2.1 The URDF may be utilized for following:

- a. Purchase of equipment for strengthening research in the University.
- b. Research promotion
- c. Research awards
- d. Scholarship to research scholars
- e. Infrastructure and facilities for research

### 7.2.2 The Research Faculty Development Fund (RFDF), meant for individual faculty, may be utilized for following:

The research proportion of individual faculty shall be credited to his/her University RFDF account as per the research requirements of the faculty. This may be utilized for

- a. Purchase of equipment for strengthening research in the laboratories/department.
- b. Attending and organizing conferences, symposium, workshop and seminars by the individual faculty.
- c. Creation of infrastructure facilities in the laboratory/department.

The Principal Investigator(s) (PI)/members earning more than the amount of the annual salary shall be eligible to get a share in proportion to the amount earned. The total amount earned by the PI over and above his or her annual salary shall be as under:

Total consultancy amount = 'X'

University Share = 50% of 'X'

Net Share available for distribution = 50% of 'X' – Expenditure

If the share of PI/members is less than or equal to his or her annual salary, then the share of PI/members would be equal to Net share available for distribution after deduction of expenditure.

If the share of PI/members is greater than the annual salary of PI, then the additional share available for the distribution by the PI/members would be 'Z'.

Example: -

Consultancy Amount = 'X'

University Share = 50% of 'X'

Net amount available for distribution (Y) = 50% of 'X' – Expenditure

If 'Y' is greater than annual salary of PI/members, then the additional share of PI/members and University share will be calculated as under:

Excess share for distribution 'Z' = Y - Annual Salary

University Share =  $0.75 \times 'Z'$

Additional PI Share (Z) =  $0.25 \times 'Z'$

All the properties including machines and equipment purchased from URDF/RFDF shall be the property of the University.

## **8 Admission of Project Staff to Academic Programs**

8.1 A project staff is eligible to register for Ph.D. or Master's Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

8.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/ herself beyond the tenure of the appointment if University fellowship is not awarded.

8.3 The project staff admitted to Ph.D./ Master's programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the project in which he/she is appointed.

## **9 Sponsors Specific Conditions**

Specific conditions of sponsor (e.g. DST, DAE, CSIR) for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

## **10 Exception Clause**

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by Vice Chancellor on the recommendations of Dean (IRD).

## **11 Review**

These rules may be reviewed normally in three years or as per needs.

## 1. PROJECT INITIATION AND MANAGEMENT

- 1.1 Each project will have a Principal Investigator (P.I.) who will be a faculty member /Scientist in the service of the University and who will be responsible for :
  - (i) Formulating the project proposal which may include
    - (a) planning of the work to be done,
    - (b) estimating costs according to the guidelines provided in the later section, and
    - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,
  - (ii) Co-ordination and execution of work,
  - (iii) Handling all communications with the sponsor,
  - (iv) Writing of intermediate and final reports according to the project proposal
  - (v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
  - (vi) Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.
- 1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators.
- 1.3 The PI will prepare research project proposal in conformity with:
  - (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the University
  - (ii) provision for University overhead charges as per the rules of the University,
  - (iii) other guidelines for Sponsored Research Projects, and
  - (iv) Rules, Regulations & Statutes of the University
- 1.4 All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean (IRD).
- 1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 1.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (IRD) for placing the same before the Govt. of Audit, for verification or as and when required for any other purpose.
- 1.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean (IRD).
- 1.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (IRD) for follow up, if necessary.
- 1.10 For Research Project: The sponsor which assigns the research project usually are approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).  
For Consultancy project: The sponsor which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).

When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Head of the Department to whom Dean IRD refers the project.

- 1.11 No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 1.12 The Emeritus Fellows, Chair Faculty, Visiting Faculty, faculty on contract etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.
- 1.13 If the PI leave the University, retires or proceeds on leave or not available for some reason, Dean IRD, on the recommendation of the P.I. (if he/she is available) will appoint a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (IRD) through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.
- 1.14 Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.
- 1.15 Project file will be closed with the submission of final project report and final settlement of accounts etc.

## **2. BUDGETARY NORMS**

### **A. FOR RESEARCH PROJECTS**

The total agreed charges of a Research project will consist of the University share, actual expenses of the project covering following.

- (i) Permanent equipment to be procured / fabrication of equipment or models (refer Annexure 5 for norms of procurement of materials).
- (ii) Consumable materials (refer Annexure 5 for norms to be followed)
- (iii) Travel expenses in connection with the project work (domestic and foreign if budgeted/ allowed by sponsor)
- (iv) Computational or other charges payable to any other outside agency.
- (v) All contingency expenses for report preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.
- (vi) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (vii) Insurance on equipment and manpower during travel.

## B. FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The service tax will be applicable as per government rules.

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (viii) Insurance on equipment and manpower during travel
- (ix) Any other costs considered appropriate.

The approval of the Dean IRD to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

### 3. Collaboration with Outside Organizations

If collaboration with other Govt./Public Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.

### 4. LIABILITY

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure / liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

## 5. DISAGREEMENTS / DISPUTES

- 7.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean (IRD) / Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 7.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 7.3 All legal action will be subject to jurisdiction at Civil Courts at Delhi.

## 6. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

## 7. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

## 8. PROJECT MONITORING COMMITTEE

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Dean (IRD) in any other matter on the project.

- |  |                        |
|--|------------------------|
| (1) Dean, IRD  | - Chairman             |
| (2) Head of the concerned Deptt or his nominee   | - Member               |
| (3) Head of one more Deptt. from relevant field or his nominee   | - Member               |
| (4) One faculty Member from relevant field   | - Member               |
| (5) Principal Investigator   | - Member               |
| (6) One expert from outside the University in relevant field, if required, or representative of sponsor, if required by sponsor. |                        |
| (7) Asstt./Dy. Registrar (IRD.)  | - Non-Member Secretary |

Further, certain guidelines for project control, management and monitoring are given at Annexure 6.

## 9. DOCUMENTS TO MAINTAIN

Following documents will be maintained by P.I through his team members and produced for audit as and when required

- (a) **Attendance Records.** Attendance/site visit record of the P.I, members, hired staff etc with man-hours spent during each visit.
- (b) **Inspection/Site Visit Register.** A register to record expert advice by expert members and consultants suggestions and remarks of the P.I and members with date and their signature during their visit to the site. Record feedback on its implementation also in the same register.
- (c) **Salary/Payment Record.** To record all payments made to P.I, members, salary and other payments made to staff.



- (d) **T & P Register.** Register for recording hire/purchase of all equipments, materials, all consumables, non-consumables items etc and its utilization.
- (e) **Travel Record Register.** To record details of all expenditure incurred on travel.
- (f) **Log books and Warranty/Gaurantee Record.** Log books be used to record number of hours, laboratory equipment or hired or purchased equipments have been used. Besides maintain warranty/guarantee certificates and also breakdown details of equipments.
- (g) **Correspondence File -** For all correspondence since intitation
- (h) **Agreement/Contract -** maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- (i) **Record of Monthly Progress Report -** Record of monthly progress report submitted to IRD and a copy of progress report submitted to client as may be desired by him.
- (j) **Any Other Document.-** Any other document as directed by Dean (IRD) or as may be decided by the P.I.

**Note -** The above documents may be merged but all records must be maintained for minimum 03 years or as may be laid down by the sponsor and produced for audit or any other purpose whenever required.

#### 10. FORMS

To ensure smooth administration & management of Projects, only the forms supplied by Dean (IRD) will be used by the PIs and others concerned. The list of forms and their purposes are given below :-

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

## SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF (Including for Walk in Interview)

### 1. PREPARATION OF DRAFT ADVERTISEMENT

- (i) Principal Investigator will send the draft advertisement to Dean (IRD) for approval
- (j) Dean (IRD) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

### a. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator will advertise the positions through University website and through other means and receive the applications.

### 3. SCREENING OF APPLICATIONS

- (i) The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Dean (IRD) for approval.
- (ii) The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (IRD).
- (iii) For walk in interview, screening is not required.

### 4. SCREENING COMMITTEE CONSTITUTION

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairman
- (ii) Concerned Principal Investigator -- Member
- (iii) One faculty member from the Department as available to the P.I. -- Member

### 5. INTERVIEW

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean (IRD) for approval.
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

### 6. SELECTION COMMITTEE CONSTITUTION

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairman
- (ii) Head of the Concerned Department or his nominee -- Member
- (iii) Concerned Principal Investigator -- Member
- (iv) One faculty member from outside the Department as available to P.I. -- Member
- (v) One external expert from outside the University -- Member  
If required by the sponsor

### 7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Dean (IRD) and appointment letter will be issued by Asstt./Dy. Registrar (IRD).

# PROJECT POSITIONS, QUALIFICATIONS AND FELLOWSHIPS/EMOLUMENTS, TERMS AND CONDITIONS FOR PROJECTS STAFFS

## 1. Project Positions, Qualifications and Fellowships/Emoluments

A.	Fellowships	Minimum Qualifications	Amount (per month)
1	Project Associate	B. Tech/B. Arch/M.Sc./M.A.	20,000/- to 40,000/- + HRA
2	Research Associate	M. Tech/M. Arch/M. B.A. (2 years duration) Ph. D. in Science/Ph.D. in Arts	25,000/- to 50,000/- + HRA
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 year experience(After Ph.D)/ Ph. D. in Arts with 2 year experience (After Ph.D) or M.Tech. /MBA + 3 year or B.Tech. + 6 year experience	30,000/- to 70,000/- + HRA
B.	Other Positions	Minimum Qualifications	Emoluments (per month)
4	Project Consultant	Ph.D. + 4 year experience Or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch +10 years experience	50,000/- to 1,50,000/- + HRA
5	Project Assistant (Technical)	Diploma (3 years ) duration or ITI with 4 years experience	15,000/- to 30,000/- + HRA
6	Project Officer (Admin)	MBA/CA	25,000/- to 50,000/- + HRA
7	Project Assistant (Admin)	Graduation	15,000/- to 30,000/- + HRA
8	Project Attendant (Admin/Tech.)	12 <sup>th</sup> pass or 10 <sup>th</sup> pass +2 year experience or 8 <sup>th</sup> Pass + 4 years experience	8,000/- to 20,000/- + HRA

**Note :-** (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (IRD) on the recommendation by PI.

(ii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

2. HRA: The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the University rules, if accommodation in the campus is not made available to him/her. If the person is residing within the DTU Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less will be payable. HRA shall be charged to the salary head of the respective project.

3. Conduct Rules: The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the University.

4. Disciplinary Proceedings: Dean (IRD) may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (IRD).

5. Leave: All project staff working on project shall be entitled for following types of leave:

Casual leave: 8 days per year on pro-rata basis

Earned leave: 2½ days per completed month of work

Maternity leave: 135 days (Only for the appointment for a year or more)

The record of the leave shall be allowed and maintained by PI.

6. Medical Insurance: Annual premium for medical insurance (from nationalized insurance company only) for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 2.00 Lac for self, Rs. 2.00 lac for spouse and Rs. 1.00 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

## **GUIDELINES FOR MoU/AGREEMENT**

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

**1. General**

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

**2. Scope**

This section should spell out briefly the nature of work, its limitations and the expected end results.

**3. Time Frame**

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

**4. Consultancy Charges and payment terms**

The document must clearly indicate the charges to be paid including applicable service tax along with payment terms.

**5. Responsibilities**

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

**6. Patents/Publications**

The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

**7. Force Majeure**

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events

**8. Arbitration**

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier

**9. Liability**

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier

**10. Amendment to the MoU**

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever. Two model formats of MoU, format 'A' and format 'B' are available on the Intranet of the University and may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. If a different format is used, its legal vetting by the University's Advocate will be the responsibility of the PI concerned.

**NORMS FOR HIRING/PURCHASE**

**Hiring/Purchase of Equipments, Materials and Consumables.** Hiring and/or purchase of equipments, materials, consumables shall be done as expeditiously without wasting time as given below in the table. The inventory of items purchased will be maintained by the PI in a stock register and on completion of the project/consultancy work, the PI shall transfer the same to the inventory/stock register of the Dean (IRD) alongwith a Certificate (see forms) for further disposal. The purchases will be made as per GFR 2017 and wherever applicable through GeM portal.

<b>Purchase up to Rs 25,000/-</b>	<b>Purchase From Rs 25,001 to 2.50 lakh</b>	<b>Purchase above 2.50 lakh through E-tender and E-publishing</b>
1. No quotation is required. 2. PI will make the purchase solely.	1. Minimum 3 tenders/ quotations are requisite. 2. Procurement will be made through limited tender enquiry. 3. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), 4. Purchase order will be issued by PI/Co-PI.	1. Minimum 3 tender responses are requisite. 2. Procurement will be made through National/Inter-national Competitive bidding 3. Procurement may be made through limited tender enquiry. 4. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), one member from IRD and one member from accounts. 5. Requirement of GFR and advertisement/publicity etc as applicable shall be followed. 6. Purchase order will be issued by PI/Co-PI

**NOTE - In order to facilitate timely completion of projects, expeditious method of procurement in minimum possible time frame shall be adopted without violating Govt/University norms of procurement.**

**GUIDELINES FOR PROJECT CONTROL, MANAGEMENT AND MONITORING**

Complete control and management of the consultancy and research work shall be exercised by the VC through Dean (IRD) Cell and the PI. Control, management and monitoring must not however interfere with the technical execution which is time bound, nor should it come in conflict with the primary responsibility & accountability for which the PI and his entire team are responsible. For this purpose, all the functions shall be defined as **Administrative Functions and Control, Technical Functions and Control and Financial Functions and Control**. These are described in the Table below along with primary and advisory responsibilities.

Type of Function / Control	Description	Primary Responsibility & Accountability	Advisory Responsibility
<b>Administrative Functions and Control</b>	Administrative functions include acceptance of suitability of a consultancy/project, approval of proposal by any PI and his team, monitoring technical adequacy and progress, monitoring financial progress etc	VC through Dean (IRD) and HODs of the Departments	HOD or P.I may request for certain changes/ relaxations depending upon specific work & constraints
Note	In fulfillment of its administrative functions, Dean (IRD) shall be free to lay down or call for any document, nominate any appropriate team in consultation with the concerned HOD to visit the site etc. However, while on administrative matters, the decision of VC /Dean (IRD) shall be final but on all technical and financial matters, the decision of the PI shall be final and the P.I shall continue to be held overall responsible and accountable.		
<b>Technical Functions and Control</b>	<p>1. Technical functions and control include all technical aspects of the consultancy/research project for which the P.I along with his team is to be considered competent and an expert. The complete team shall be collectively responsible <b>Technically and held accountable JOINTLY.</b></p> <p>2. However, while formulating the proposal, the P.I must lay down clearly the technical expertise and responsibility of each of his members so that they are held accountable for decisions pertaining to that area/subject</p>	<p>The complete team shall be collectively responsible <b>Technically and held accountable JOINTLY.</b></p> <p>P.I may however <i>ab initio</i> itself define the technical roles assigned to various members of his team.</p>	Dean IRD and HOD may offer valuable suggestions, however, these will only be advisory. The decision of the team as conveyed by P.I shall be final on all technical matters
<b>Financial Functions and Control.</b>	Financial functions include budgetary planning and expenditure on manpower, materials, TA/DA etc, optimal utilisation of funds on work and following Government DTU rules on expenditures.	Primary responsibility of the PI and his team	Dean (IRD), accounts and audit.

**DELHI TECHNOLOGICAL UNIVERSITY**  
**FORM FOR APPROVAL OF CONSULTANCY PROJECT**

1. Name of the Department .....
2. Title of the Project .....
3. Sponsor's Name and Address .....

4. Type of Sponsorship Private Sector Govt. Sector Public Sector Foreign Agency Others (Please Specify)
5. Payment to be received in : FULL PART  
 Indian Currency Foreign Currency
6. (i) Date of Commencement ..... (ii) Expected Date of Completion .....

7. Whether MoU / Agreement Signed with Agency: Signed Not Signed

8. Details of Staff involved:

Name of Investigator(s) with Employee No	Department	Brief Role as Expert or Member	Man-days	Signature
(P.I.)				
ATTACH ANOTHER SHEET GIVING DETAILS - (i) SN (ii) NAME (iii) CAPACITY i.e - P.I/EXPERT/MEMBER (iv) DETAILS TASKS AND RESPONSIBILITIES FOR WHICH ACCOUNTABLE (v) TENTATIVE MAN-DAYS (vi) AGREED MINIMUM HOURLY REMUNERATION (IF PROFITABLE) (vi) SIGNATURE				

Technical Staff (only regular Staff) with Employee No.	Brief Role	Technical Staff (only regular Staff) with Employee No.	Brief Role

9. Budget (should conform to the amount of contract/agreement with the sponsor)

Budget Head / Description	Budgeted Amount	Present Allocation (only in case of Part Payment)
1. Gross Amount including GST		
2. Less- GST		
3. Contracted Amount		
4. University Share (50% of Contracted Amount)		
5. Expenditure (Estimated*)		
6. Honorarium (Estimated)		

\* ATTACH SEPARATE SHEET GIVING COMPLETE TENTATIVE DETAILS of the amount to be used by the PI for cost of Material, Contingency/Misc., Travel, Work-hire, Consultant, Research Project Staff etc.

Correspondence with sponsor attached : ☐ request from sponsor ☐ offer from PI ☐ response from Sponsor

Recommended

Signature of Head of the Deptt/Centre (with date & stamp) Signature of the Principal Investigator (with date)

Office of Dean (IRD)

Project No: .....

Dated: .....

Approved on .....

AR/DR (IRD)

Copy to: 1. Principal Investigator

2. Department

3. AR/DR IRD

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**FOR USE BY DEAN (IRD) ACCOUNTS OFFICE**

PROJECT NO. \_\_\_\_\_

University Share to be deducted

50% of the Contracted Amount

**Note:**

1. In case of part payment by the Agency, the University Share will be deducted on contracted part of each installment.
2. The University Share will be distributed amongst URDF (IRD Fund), RFDF and incentive to staff etc. on getting full payment and at the time of closing the project only.

CONTRACTED AMOUNT	GST		% of UNIVERSITY SHARE		DEALING ASSTT.	ASSTT/DY. REGISTRAR
	18%	Total	50%			

GST : Rs. ....

University Share : Rs. ....

For Label

**DELHI TECHNOLOGICAL UNIVERSITY**

**Form for Consent of Proposed Investigator(s) from other than PI's Department**

1. Project No. ....
2. Name and department of Principal Investigator: ....
3. Title of Project .....  
.....
4. Name and department of Proposed Investigator(s) .....  
.....
5. Number of man-days of involvement (for each investigator) .....

**Agreed**

**Recommended**

Signature of Proposed Investigator(s)  
(with date)

Signature of Principal Investigator  
(with date)

**Office of Dean (IRD), DTU**

Approved on.....

**AR/ DR (IRD)**

**Copy to:** 1. Principal Investigator  
2. Investigator(s)



**DELHI TECHNOLOGICAL UNIVERSITY**  
**FORM FOR INVOLVEMENT OF CONSULTANT**

1. Project No.: .....
2. Name and department of Principal Investigator: .....
3. Title of Project : .....
4. Name and address of the proposed Consultant(s) .....
5. Nature of involvement of Consultant(s): .....
6. Proposed duration of engagement of the Consultant – man months ..... or man days.....
7. (a) Total Contracted amount excluding GST = (T) = Rs.....  
(b) Proposed payment to Consultant(s) = (B) = Rs. ....  
(c) Approved amount to Consultants earlier , if any (C) = Rs.....  
(d) Payment in terms of percentage of total contracted amount =  $[(B+C)/T]*100 =$  ..... %

**Encl.:** 1. Brief bio-data of the Consultant 2. Consent of the Consultant

Signature of Principal Investigator(with date)

**Office of Dean (IRD), DTU**

Approved on.....

**AR/DR (IRD.)**

**Copy to:** 1. Principal Investigator  
2. AR/DR IRD

- 3.6 -



**DELHI TECHNOLOGICAL UNIVERSITY****FORM FOR STUDENT ASSISTANTSHIP\* – FOR UG/PG/PH.D/POST DOC FELLOW**

1. Project No.: .....
2. Name of Principal Investigator: .....
3. Name and details of UG/PG/Ph.D. student(s)/ Post Doc Fellow(s): .....

Sl. No.	Name	UG/PG/Ph.D. student(s)/ Post Doc Fellow(s)	Amount (Rs.)	Duration
1.				
2.				
3.				
4.				

4. Signature of supervisor, if other than P.I., (for Ph.D. and Post Doc. Fellow(s)): .....

Approved

Signature of P.I. (with date)

- \*1. The PI may engage University students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs 8,000/- per month for UG and PG students, Rs 18,000/- per month for Ph. D. students and Rs 40,000/- per month for Post Doc Fellows.
2. For sponsored research project(s), this is admissible only if there is a provision in the sanctioned budget.



**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR APPROVAL OF PROJECT POSITION(S)\***

1. Project No. : .....
2. Name and Department of Principal Investigator: .....
3. Title of the Project : .....
4. Sponsor: .....
5. Date of Start: ..... Date End: .....
6. Position(s) details for advertisement: .....

Project position(s)	Monthly Emoluments	Duration

7. Draft advertisement: Enclosed

**Signature of Principal Investigator (with date)**

\*The project staff shall be appointed as per clause 4.1 and the Annexure-2 and 3 of rules for sponsored research and industrial consultancy projects.

-----  
**Office of Dean (IRD), DTU**

**Principal Investigator**

Project position(s) and draft advertisement approved

**Or**

Project position(s) and draft advertisement with the proposed modifications approved

Approved on.....

**AR/DR (IRD.)**

**Copy to:** 1. Principal Investigator  
2. AR/DR IRD

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Dean IRD/06

**DELHI TECHNOLOGICAL UNIVERSITY**  
**(Name of Dept./Centre)**

Dated: .....

**ADVERTISEMENT TO FILL UP PROJECT POSITIONS\***

Applications are invited from Indian nationals only for project position(s) as per the details given below for the consultancy/research project(s) under the Principal investigator (Name: .....), Dept./Centre ..... **Delhi Technological University.**

1. Title of project
2. Sponsor of the project
3. Project position(s) and number
4. Qualifications
5. Emoluments
6. Duration
7. Job description

1. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
2. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of Principal Investigator through email, by post or produce at the time of Interview:
  - Application in a plain paper with detailed CV including chronological discipline of degree/certificates obtained.
  - Experience including research, industrial field and others.
  - Attested copies of degree/certificate and experience certificate.
3. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
4. Preference will be given to SC/ST candidates on equal qualifications and experience.
5. Please note that no TA/DA is admissible for attending the interview.

The last date for application to be submitted to office of Principal Investigator is ..... by 5 PM.  
(not applicable for walk in interview)

The interview will be held at ..... on ..... at ..... (to be given only for walk in interview)

**Tel:**

**Fax:**

**Name and signature  
of Principal Investigator**

**Email:**

\*To be uploaded on DTU website and copy may be sent to appropriate addresses by PI for wider circulation.



**DeanIRD/07**

**DELHI TECHNOLOGICAL UNIVERSITY**

**SCREENING COMMITTEE REPORT**  
(Not applicable in case of walk- in interview)

- I. Copy of approval from Dean IRD for project position(s) and advertisement to be attached by P.I.
- II. Member of screening committee
- 1.Chairman (from the approved panel)
- 2.P.I. (Member)
- 3.Faculty member from the Department(Member)
- III. Number of application(s) received : .....
- IV. Name of Candidate(s) recommended for interview: (To be enclosed along with the synopsis of the candidates)
- V. List of rejected applicants along with the reason(s) : (To be enclosed along with the synopsis of the candidates)

**Member (P.I.)**

**Member**

**Chairman**

Dated:

---

**Office of Dean (IRD), DTU**

The recommendation of the Screening Committee are in accordance with the norms laid down in the project and advertisement.

**AR/DR (IRD)**

Report of Screening Committee approved on.....

**Dean(IRD)**

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**DELHI TECHNOLOGICAL UNIVERSITY**  
**SELECTION COMMITTEE REPORT**

- I. Copy of approval from Dean IRD for project position(s) and advertisement : to be attached by P.I.
- II. Member(s) of Selection Committee:
1. Chairman (from the approved panel)
  2. Head of the Department or his nominee (Member)
  3. P.I. (Member)
  4. Faculty member from Outside the Department
  5. External Expert (if applicable)
- III. Name of candidate(s) appeared before the Selection Committee: List Enclosed

**RECOMMENDATIONS**

The following candidate(s) have been found suitable for appointment to the project position(s) in the order of merit.

Sl. No.	Name	Project Position	Emoluments

Member (P.I.)      Member      Member      Member      Chairman

Office of Dean (IRD), DTU

The recommendation of the Selection Committee are in accordance with the norms laid down in the project and advertisement.

AR/DR (IRD)

Report of Selection Committee approved/not approved (give reasons) .....

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Dean(IRD)





**CONTRACT\***

Between Dr....., Principal investigator, .....(name of the dept./centre) Delhi Technological University, being the first party who hereby agree to assign the work given in the schedule below to Shri/km. .... s/d/o Shri ....., the second party, on the basis of particular given in his application on the following terms and conditions:-

1. That the first party will pay the second party a monthly consolidated amount as per the schedule given below on the satisfactory completion of the work assigned.
2. That the second party do hereby agree to complete the work assigned as per the schedule given below, to the satisfaction of the first party, and to hand over all assets/ materials of the first party in his/her charge at completion or termination of the contract as the case may be:-
3. (i) Name of the Scheme: Project no. .... sponsored by .....  
(ii) Type of work to be done: .....  
(iii) Duration in which the work is to be completed as per this contract:  
From ..... to .....  
(iv) Amount to be paid monthly: Rs. ....per month + HRA as per institute Rules.  
(v) The facilities to carry on the above work will be made available by the first party on all working days of the DTU between 8:45 a.m. to 5.30 p.m. and any other days required for completing the work by the first party and no claim for any extra time will be entertained.
4. The first party reserves the right to rescind the contract with fortnight notice in the event it is found that the progress and the performance of the second party are not satisfactory.
5. This contract can also be rescinded by either party without assigning any reason, with a notice of the fortnight.
6. That the first party and the second party do hereby declare to abide by the aforesaid terms of this contract and the second party will have no claim other than the amount specified in the schedule of work as per this contract to be done by him/her.
7. That his contract and its acceptance by the second party will only be for the specified work and duration and this would bear no claim, whatsoever, to other future work, if any, to the second party on this accounts.

Signed this day:-

**Second Party**  
With complete address

**First Party**  
Principal Investigator  
Name and Department

1. Witness

1. Witness

\*To be execute on a non judicial stamp paper of Rs. 100/-.

**DELHI TECHNOLOGICAL UNIVERSITY****FORM FOR EXTENSION OF TIME / REVISION OF PROJECT AMOUNT**

1. Project No.: .....
2. Name and department of Principal Investigator: .....
3. Title of the Project: .....
4. Sponsor:.....
5. Extension of Time : Expected date of completion
  - (a) Original .....
  - (b) Revised .....
6. Revision of Project budget : Contracted Amount
  - (a) Original (Rs.).....
  - (b) Revised (Rs.).....

Budget Head / Description	Revised Budgeted Amount
1. Gross Amount including GST	
2. Less- GST	
3. Contracted Amount	
4. University Share (50% of Contracted Amount)	
5. Expenditure (Estimated*)	
6. Honorarium (Estimated)	

7. Reason for Extension of Time and /or Revision of amount (correspondence to be attached, if any).

.....

.....

Signature of Principal Investigator (with date)

Office of Dean (IRD), DTU

Approved on.....

AR/DR ((IRD)

Copy to: 1.Principal Investigator  
2. AR/DR (IRD)

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**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR DOMESTIC TRAVEL\***

1. Project No.: .....
2. Name of Principal Investigator: .....
3. Sponsor: .....
4. Project title: .....
5. Name and designation of travelling person(s)
  - (a) .....(b) .....
  - (c) .....(d) .....
6. (a) Place(s) to be visited along with dates : .....
- (b) Purpose of visit : .....
- (c) Mode of travel: .....

APPROVED travel under clause 5.1 of rules for sponsored research and industrial consultancy project.

**Signature of P.I. (with date)**

- \*1. If sponsor has specified any specific condition(s) for travel under the project that shall be followed.
2. To be attached by each travelling person with the respective TA bill form(s)
3. To be sent to Dean IRD office only, in case advance is required.

7. Advance in the name of: .....Empl. No. ....  
of Rs. ....

**Signature of applicant for advance**

**Recommended**

**Signature of P.I. (with date)**

**Office of Dean (IRD), DTU**

Approved on.....

**AR/DR (IRD)**

Copy to: 1. Principal Investigator                      2. AR/DR IRD

Certified that the visit has been undertaken with leave duly approved by the competent authority.

**Signature and name of travelling person (with date)**

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## DELHI TECHNOLOGICAL UNIVERSITY

## FORM FOR INTERNATIONAL TRAVEL\*

- 1 Project No.: .....
- 2 Name and department of Principal Investigator: .....
- 3 Sponsor: .....
- 4 Project title: .....
- 5 Name and designation of travelling person(s) .....
- 6 (a) Itinerary of the travel along with date and duration: .....
- .....
- .....
- (b) Purpose of visit : .....
- 7 Estimated Expenditure
- (a) Travel Expenditure:
- i. Road/Rail Fare: Rs. .... Air fare Rs. ....
- ii. Local journey Rs. ....
- (b) Per Diem:
- (i) Daily allowance @ ..... for ..... days = Rs. ....
- (ii) Hotel accommodation @ ..... for ..... days = Rs. ....
- (c) Visa and assistance fees(Rs): ..... Travel insurance Rs : .....
- (d) Miscellaneous expenses (registration, telephone/internet etc) Rs. ....
- Total: Rs.** .....
- 8 Advance in the name of ..... Empl. No. ....
- ..... of Rs. ....

Signature of applicant for advance

Recommended

Signature of P.I. (with date)

- \*1. If sponsor has specified any specific condition(s) for travel under the project that shall be followed.
2. To be attached by each travelling person with the respective TA bill form(s)

Office of Dean (IRD), DTU

Approved on.....

AR/DR (IRD)

Copy to: 1. Principal Investigator 2. AR/DR IRD

Certified that the visit has been undertaken with ex India leave duly approved by the competent authority.

Signature and name of travelling person (with date)

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## DELHI TECHNOLOGICAL UNIVERSITY

## FORM FOR EXPENDITURE FROM RFDF\*

1. Name of Faculty:..... Emp. no: .....

2. Purpose: Travel\* (Domestic and International)/Purchase /Manpower engagement

3. Travel (A) Itinerary of the travel along with date and duration:

.....  
.....

(B) Purpose of visit :.....

(C) Estimated Expenditure

(a) Travel Expenditure:

i. Road/Rail Fare: Rs. .... Air fare Rs. ....

ii. Local journey Rs. ....

(b) Per Diem:

i. Daily allowance @ ..... for ..... days = Rs. ....

ii. Hotel accommodation @ ..... for ..... days = Rs. ....

(c) Visa and assistance fees(Rs): ..... Travel insurance Rs : .....

(d) Miscellaneous expenses (registration, telephone/internet etc) Rs. ....

Total: Rs. ....

Advance, if required, Rs. ....

4. Details of Purchase (item(s) and estimated cost)

(Only for the purchase to be processed by calling quotations as per University purchase rules):

.....  
.....

5. Manpower engagement: Position ..... Emoluments ..... Duration.....

(As per rules for sponsored research and industrial consultancy project. Bio-data of the person(s) to be enclosed)

Signature of the faculty with date

\*Subject to admissible under clause 7.2.1 of rules for sponsored research and industrial consultancy project

Office of Dean IRD DTU

Approved on.....

AR/DR IRD

Copy to: 1. Concerned Faculty

2. AR/DR IRD

Certified that the visit has been undertaken with leave duly approved by the competent authority.

Signature and name of travelling person (with date)

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**FORM FOR DISTRIBUTION OF CONSULTANCY PROJECT FUNDS**

- Mention all the names as per approval even if the amount to be disbursed is nil.

To be filled by P.I.				To be filled by IRD			Progressive total of year
Name	Employee Code	Bank A/c No.	Amount in Rs.	Income Tax	Net. Amount	Token No.	
TOTAL							

(a) (a1) This is final distribution and that the work has been completed and the report has been sent.

**OR**

- (a2) This is interim distribution and the percentage of amount of work done against the project is not less than the corresponding percentage of the charges being distributed now.
- (b) No separate T&P register was maintained for the project

OR

OR  
Separate T&P register was maintained, the certificate duly signed by Head of the deptt/centre is attached.

Signature of Principal Investigator (with date)

Office of Dean (IRD), DTU

Approved on.....

AR/DR (IRD)

Copy to: 1. Principal Investigator  
2. AR/DR IRD

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**For distribution of Total University Share into URDF(IRD Fund), RFDF and incentive to Staff, SWF etc. on getting full payment only at the time of closing the Project (on final distribution only).**

**Total University Share deducted Rs.....**

**Details of Distribution of Total University Share deducted**

(a) URDF (IRD Fund) ..... % of Rs.....

(b) RFDF ..... % of Rs.....

(c1) RFDF of Dr.....= Rs.....

(c2) RFDF of Dr.....= Rs.....

(c3) RFDF of Dr.....= Rs.....

**TOTAL = Rs.**

(e) Distribution of incentive to office Staff etc. ....% of Rs.....

**TOTAL = Rs.**

**Details of distribution of amount as at (e) Rs.....**

- |  |       |         |
|--|-------|---------|
| 1. Department Office   | (20%) | Rs..... |
| 2. Dean IRD office and persons<br>directly related to IRD work | (30%) | Rs..... |
| 3. Fund for Community Activities                               | (15%) | Rs..... |
| 4. Central Administrative Fund                                 | (35%) | Rs..... |

**TOTAL = Rs.**

**Details of distribution of Department Office Staff Share as at (2) :**

Name	Designation	Employee Code	Saving Bank A/c No.	Amount in Rs.
<b>TOTAL</b>				

**Percentage of Various Components of Total University Share deducted**

Components	Routine testing	consultancy
(1) URDF	98 %	98%
(2) RFDF	nil	nil
(3) Incentive to Office Staff etc.	2%	2%

**(Signature of Principal Investigator)**



**DeanIRD /15**

**Certificate of T&P items purchased under project**

(To be submitted to Dean (IRD) office at the time of closure of the project, if a separate T&P register for the project has been maintained by PI)

1. Project No. ....
2. Name and department of the Principal Investigator: .....
3. Title of the Project: .....
4. Sponsor: .....
5. T&P register has been submitted to department store/office (as per purchase and store rules)

**Principal Investigator (with date)**

**Head of the Department (with date)**





**DELHI TECHNOLOGICAL UNIVERSITY**  
**(PROPOSAL FOR DISTRIBUTION OF UOC RECEIVED AGAINST SPONSORED RESEARCH PROJECTS)**

1. Project No: ..... 2. Distribution : Interim Final
3. Title of Project : .....
4. Sponsoring Agency: .....
5. Name of P.I. : ..... 6. Designation : .....
7. Deptt./ Centre : .....
8. Date of Commencement of Project: ..... 9. Date of Completion of Project: .....

**10. Amount of UOC Deducted till date**

- (a) Amount ..... Date of Deduction .....
- (b) Amount ..... Date of Deduction .....
- (c) Amount ..... Date of Deduction .....

Total (T) .....

**11. Amount of UOC available for this Distribution (D)** : Rs. ....  
(not more than 50% of T in case of interim distribution)

**12. 48% of (D) to RFDF** : Rs. ....

- (a) RFDF of Dr ..... Rs. ....
- (b) RFDF of Dr ..... Rs. ....
- (c) RFDF of Dr ..... Rs. ....
- Total Rs. ....

**13. 2% of (D)** : Rs. ....

**Details of distribution of amount as at Sl. 13.**

- (a) Department Office (20%) Rs. ....
- (b) Dean IRD office and persons (25%) Rs. ....  
Directly related to IRD work
- (c) Tech. Staff of Dept. (40%) Rs. ....
- (d) Central Administrative Fund (5%) Rs. ....
- Total Rs. ....

**14. Balance to IRD Fund for IDF (50% of D)** Rs. ....

Total of 12,13,14 = D Rs. ....

**[Details of distribution of Incentive to Deptt. office staff are and Tech. Staff are given on the reverse]**

**15 (a)** Certified that no Ministerial or Technical Staff is being paid out of the incentive money from Sponsored Research Projects in a financial year an amount exceeding his/her gross salary of one month.

**(b)** Certified that the total remuneration including that proposed here and over time payment received by the individuals are within the limits laid down by University rules.

Signature of Head of the Deptt./Centre (with date & stamp)

Signature of the Principal Investigator (with date)

Endorsement by Dean IRD Office, DTU

The above request is in accordance with the norms laid down.

Approved on .....

Dealing Asstt.

AR/Dy. Registrar (IRD)

Dean (IRD)

Copy to: 1. Head of the Department  
2. Principal Investigator  
3. AR/Dy. Registrar (IRD)

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#### Details of distribution of Incentive to Deptt. office staff

Name of Office Staff	Designation	Emp. No.	Saving Bank A/c No.	Amount in Rs.
			Total	Rs.

#### Details of distribution of Incentive to Tech. Staff.

Name of Technical Staff	Designation	Emp. No.	Saving Bank A/c No.	Amount in Rs.
<b>Total               Rs.</b>				

✓

**Request for hiring of services in the project Through approved agency  
OR for  
Hiring of a Placement Agency**

The hiring of the following services (list of services given overleaf) may kindly be approved in the interest of the work and to ensure timely completion of targets for project. In case no approved agency exists, permission of hiring a placement agency may please be permitted:

1.	Name of the project	:	_____
2.	Type of work	:	_____
3.	Quantum of Work	:	_____
	(The requisite work should be quantum*and Work Specific with & duration based so that the Agency be instructed to complete the Concerned work through their work source).		
4.	Unskilled I or II /Semi Skilled I or II/ Skilled /Highly Skilled I or II	:	_____
5.	Mode of payment Monthly/single bill basis	:	_____
6.	Expected duration to complete this work	:	_____
	*Per day basis*		
7.	Chargeable Project Grant No...	:	_____
8.	The budget head	:	_____
9.	Justification with the reason(s) as to why that work cannot be performed by the existing Project Staff -		
	_____		
	_____		
	_____		

Recommended/Not Recommended

SIGNATURE OF  
COCERNING P.I

Head of the Deptt./Office

NOTE: - \* Please see Appendix-A as overleaf to fill these columns.

**REPORT OF DEAN IRD OFFICE**

Following is the fund position in the above project grant.

Fund budgeted in the budget head Rs....

Available fund in the budget head Rs....

Recommended that the work order as above may be given to the hiring agency the Guard well security services

(p) Ltd for finalization of the work for the period from.....to.....

D.A. (Accounts) Supdt. DR Dean IRD May Please signed letter to M/S.

.....

Signed

AR/Dy.Registrar(IRD)



**LIST OF SERVICES**

Sl. No.	Category	Work
1.	UNSKILLED	(i) Checking of Forms/Identity Cards at the beginning of the Semester. (ii) Filing papers in files & numbering them. (iii) Replacing of file covers. (iv) Sanitation work. (v) Repair work of buildings. (vi) Electrical maintenance work. (vii) Water supply work. (viii) Horticulture work. (ix) Dusting & cleaning of Computer Key Boards of Computers in labs & Offices.
2.	SEMISKILLED	(i) Periodic Maintenance and upkeep of instruments/equipment & other technical work in laboratories of a semiskilled nature. (ii) Periodic Maintenance of a semiskilled nature, in Buildings (iii) Periodic Maintenance of a semiskilled nature, of Electrical installations (iv) Periodic Maintenance of a semiskilled nature, of Water Supply installations
3.	SKILLED	(i) Tabulation work. (ii) Field study and sampling. (iii) Sample analysis. (iv) Maintenance of office records. (v) Maintenance of Institute vehicles. (vi) Periodic Maintenance and upkeep of instruments/equipment & other technical work in laboratories of a skilled nature. (vii) Periodic Maintenance of a skilled nature, in Buildings. (viii) Periodic Maintenance of a skilled nature, of Electrical installations (ix) Periodic Maintenance of a skilled nature, of Water Supply installations (x) Maintenance of a skilled nature, of Air-conditioning equipment. (xi) Maintenance of a skilled nature, of Air-conditioning installations. (xii) Typing work on Computers. (xiii) Any other work of a skilled nature.
4.	HIGHLY SKILLED	(i) Collection of data. (ii) Field Study and sampling. (iii) Sample analysis. (iv) Computer Data entry on per page basis. (v) Driving of Vehicles for students tours, transporting persons to the airport, shifting the patients to out station hospitals etc. (vi) Recording of Minutes of meetings using shorthand. (vii) Periodic Maintenance and upkeep of instruments/equipment & other technical work in laboratories of a highly skilled nature. (viii) Periodic Maintenance of highly skilled nature, in Buildings. (ix) Periodic Maintenance of highly skilled nature, of Electrical installations. (x) Periodic Maintenance of highly skilled nature, of Water Supply installations (xi) Maintenance of highly skilled nature, of Air-conditioning equipment. (xii) Maintenance of highly skilled nature, of Air-conditioning installations (xiii) Any other work of a highly skilled nature.

(To be issued 30 days before the completion of Time Bound Engagement/Completion of the Project (delete as not applicable))

Department of \_\_\_\_\_

**DLEHI TECHNOLOGICAL UNIVERSITY**

**Termination of Time Bound Engagement Under Category \_\_\_\_\_**  
**in Consultancy/Sponsored Research Project No \_\_\_\_\_**  
**Title : \_\_\_\_\_**

**No. DTU/ -PI/Cons/Spons.Res Project**

**Dated : \_\_\_\_\_**

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whereas vide this office letter No. DTU/ -PI/Cons/SponResProject \_\_\_\_\_  
dated \_\_\_\_\_ you were offered the time bound engagement  
w.e.f. \_\_\_\_\_ to \_\_\_\_\_ under Consultancy /Sponsored Research  
Project No. \_\_\_\_\_ Title: \_\_\_\_\_.

You had accepted the same and had joined the job. The above project is to be completed  
on \_\_\_\_\_.

Whereas, it was mentioned at serial No. III of your letter of engagement referred above,  
the said assignment shall stand automatically terminated on \_\_\_\_\_.

You are hereby served with 30 days notice for termination of your above assignment as  
per section 25(F) (a) of the Industrial Disputes Act, 1947 for the under mentioned reasons :

\_\_\_\_\_

Please acknowledge receipt of this letter – by signing on its duplicate copy.

(\_\_\_\_\_) \_\_\_\_\_  
Name & Signature of PI (with date)  
Project No. \_\_\_\_\_  
Department \_\_\_\_\_

Copy to:

1. Dean IRD
2. Head of the Department/Centre
3. AR/Dy. Registrar (IRD)

## GUIDELINES FOR CORPUS FUND AT DELHI TECHNOLOGICAL UNIVERSITY

Higher education including Technical Education in India is mainly funded by the government through Grant in Aid or budgetary support. With the expansion of higher education as well as to improve the quality of education through better infrastructure and other facilities, the fund requirements in future will increase. The world over, including India, many institutions have established the Corpus Fund in order to generate funding from sources other than GIA and also to meet the needs of funds of the university.

Therefore, building of a corpus fund is important, in order to ensure smooth sustenance of university. Though, core activities of the university will continue with the help of University Generated Fund, Grant-in-Aid from Government, creation of corpus fund is envisaged by Delhi Technological University Act, 2009 for specific purpose and it will be generated from different sources. Delhi Technological University Corpus Fund may involve contributions from alumni, parents, businesses, Corporates, professionals, and friends in building up a strong financial base for the purpose of extending support to young talents to achieve their dreams without any financial constraints.

### **A OBJECTIVES OF THE FUND**

- To enlarge the resource base by mobilizing participation of society.
- To evolve a process for the participation of Society in the University development.
- To develop the best human resource for teaching and research activities in the University.
- To create research infrastructure.
- To support in enhancing healthy and motivating environment in the University
- To create and modernize facilities in the University.

## **B SOURCES**

University may mobilize such external resources through,

- (a) Conferences, Seminars, Faculty Development Programs,
- (b) Consultancy, Projects, Patents,
- (c) Industrial/ Business Houses, Cooperatives, Professional Associations
- (d) Alumni, parent and society.

## **C UTILISATION**

The university may utilize the Corpus Fund on the following items:-

1. **Construction, Renovation of existing buildings and land scaping.**
2. Purchase of equipment, books, journals etc.
3. Enhancing facilities for students and staff.
4. Establishment & Modernization of laboratories and research centres.
5. Funding research projects, patents, innovation, incubation, entrepreneurship and research centers etc.
6. Establishment of Chairs;
7. Scholarship/Funding
  - a) For Meritorious students for innovative entrepreneurship.
  - b) For research and higher studies.
  - c) For Innovative projects.
  - d) For enhancing incubation facility.
  - e) For Research and/or Teaching Assistantship.
8. **Any other purpose in the interest of University with the approval of BOM.**

**Note:** The Principal amount of Corpus fund shall be used for non-recurring expenditure only and any recurring expenditure shall be met out only from "interest amount" of the corpus fund. Unutilized interest amount of a financial year shall be merged with principal amount of the corpus fund on first April of next financial year.

## **D     MANAGEMENT OF CORPUS FUND**

### **The Management Committee**

President/Chairman	:	Vice Chancellor, DTU
Member Secretary	:	Registrar, DTU
Controller of Finance/Nominee	:	Member

Two members of the Board of Management nominated by the Vice Chancellor.

## **E     PROCEDURE FOR MONITORING THE FUND**

Separate accounts will be maintained for the corpus fund and the accounts will be audited annually. The audited report shall be placed in Finance Committee and BOM for approval.



GOVERNMENT OF INDIA

# दिल्ली राजपत्र Delhi Gazette



असाधारण  
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भाग—IV  
PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र, दिल्ली सरकार  
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

प्रशिक्षण और तकनीकी शिक्षा विभाग

(दिल्ली प्रौद्योगिकी विश्वविद्यालय)

दिल्ली प्रौद्योगिकी विश्वविद्यालय अधिनियम, 2009 (2009 का 6), के अधीन स्थापित

(पूर्ववर्ती दिल्ली इंजीनियरिंग कॉलेज)

अधिसूचना

दिल्ली, 10 मई, 2019

फा.सं. 1(27)/2013/एसबी/डीटीटीई/पीटी फाइल/स्टैट्यू (5वां)/772.—दिल्ली प्रौद्योगिकी विश्वविद्यालय अधिनियम 2009 (2009 के दिल्ली अधिनियम 6) की धारा 31 की उपधारा(2) के साथ पठित धारा 30(ग) के प्रावधानों का अनुपालन करते हुए दिल्ली प्रौद्योगिकी विश्वविद्यालय प्रबंधन बोर्ड ने कुलाधिपति की पूर्व अनुमति से, निम्नांकित संविधि तैयार की है, जिसके नियमों एवं शर्तों के अनुसार पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग (डीसीई) के शिक्षण और गैर-शिक्षण कार्मिक, इस संविधि के राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के आधिकारिक राजपत्र में प्रकाशन की तिथि से, दिल्ली प्रौद्योगिकी विश्वविद्यालय (डीटीयू) में शामिल होने का विकल्प चुन सकेंगे। अर्थात्—

1. संक्षिप्त नाम और प्रारंभ होने की तारीख: (i) इसे "दिल्ली प्रौद्योगिकी विश्वविद्यालय संविधि (पांचवी) 2019" कहा जाएगा, जो पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग के शिक्षण और गैर-शिक्षण कर्मचारियों के लिए नियम और शर्तों के निर्धारण से संबद्ध है।

(ii) यह संविधि आधिकारिक राजपत्र में प्रकाशन की तिथि से प्रवृत्त होगी।

2. परिभाषाएं : संविधि में प्रयुक्त शब्दों और अभिव्यक्तियों का अर्थ, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो, वही होगा जो उनके लिए दिल्ली प्रौद्योगिकी विश्वविद्यालय अधिनियम और दिल्ली प्रौद्योगिकी विश्वविद्यालय संविधि (प्रथम) में नियत किया गया है।
3. धारा 4(घ), डीटीयू अधिनियम : 2009 के दिल्ली अधिनियम 6 के अनुसार दिल्ली कॉलेज ऑफ इंजीनियरिंग के दिल्ली प्रौद्योगिकी विश्वविद्यालय के नाम से गैर-सम्बद्ध शिक्षण-एवं-शोध विश्वविद्यालय में पुनर्गठन की तिथि से दिल्ली कॉलेज ऑफ इंजीनियरिंग के सभी कर्मचारी डीटीयू अधिनियम, 2009 की धारा 4(घ) के प्रावधानों के अनुरूप दिल्ली प्रौद्योगिकी विश्वविद्यालय से सम्बद्ध माने जाएंगे।
4. विकल्प के लिए प्राप्ति शर्तें -निम्नांकित कर्मचारियों से विकल्प पूछा जाएगा:-
  - (i) दिल्ली प्रौद्योगिकी विश्वविद्यालय अधिनियम 2009 के प्रभावी होने की तिथि, 15 जुलाई 2009 से पहले पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग में नियमित आधार पर नियुक्त सभी सरकारी कर्मचारी और के स्थायी आधार पर नियमित पद धारी कर्मचारी।
  - (ii) पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग के नियमित रिक्त पदों के लिए चुने गए सभी कर्मचारी, सरकार से मंजूर पदों पर सरकारी नियमों के अनुरूप चुने गए सभी कर्मचारी, जिन्होंने दिल्ली कॉलेज ऑफ इंजीनियरिंग के दिल्ली प्रौद्योगिकी विश्वविद्यालय में पुनर्गठित होने की तारीख यानी 15 जुलाई 2009 के बाद कार्यभार ग्रहण किया हो, भले ही उनके नियुक्ति पत्र राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के प्रशिक्षण और तकनीकी शिक्षा विभाग (डीटीटीई), या दिल्ली प्रौद्योगिकी विश्वविद्यालय द्वारा जारी किए गए हों।
5. विकल्प आमंत्रित करने की प्रक्रिया : प्रशिक्षण और तकनीकी शिक्षा विभाग (डीटीटीई), उपर्युक्त धारा 4 में उल्लिखित सभी कर्मचारियों से धारा 6 के अनुरूप लिखित विकल्प आमंत्रित करेगा। एक बार चुना गया विकल्प अंतिम होगा और संबंधित कर्मचारी बाद में उसे वापस नहीं ले सकेंगे। किसी भी कर्मचारी को सशर्त कोई विकल्प नहीं दिया जाएगा।
6. प्रथम विकल्प : दिल्ली प्रौद्योगिकी विश्वविद्यालय अधिनियम 2009 की धारा 4(ख) के अनुसार पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग के कर्मचारी के रूप में बने रहने के इच्छुक।

दिल्ली प्रौद्योगिकी विश्वविद्यालय 2009 की धारा 4(घ) को इस प्रकार पुनः परिभाषित किया गया है।

"इस घोषणा से पूर्ववर्ती दिल्ली कॉलेज ऑफ इंजीनियरिंग द्वारा नियुक्त प्रत्येक कर्मचारी पूर्व निर्धारित सेवाकाल, पूर्व निर्धारित पारिश्रमिक और पूर्व निर्धारित नियम और शर्तों तथा पेंशन, अवकाश, ग्रेजुटी, भविष्यनिधि जैसे सभी अधिकारों और अन्य सुविधाओं के साथ, जो अधिनियम पारित नहीं होने की स्थिति में उसे मिलती रहती, विश्वविद्यालय में अपना पद या सेवा तब तक जारी रख सकेगा, जब तक कि उसकी सेवाएं समाप्त नहीं कर दी जाती या उसने सेवा संबंधी विश्वविद्यालय के नियमों और शर्तों का विकल्प न चुना लिया हो।

प्रथम विकल्प के लिए नियम और शर्तें (i) यदि दिल्ली कॉलेज ऑफ इंजीनियरिंग का कोई कर्मचारी प्रथम विकल्प चुनता है, तो उस पर सेवा से अवकाश प्राप्त करने तक दिल्ली कॉलेज ऑफ इंजीनियरिंग की उपर्युक्त शर्तें लागू होंगी। डीसीई के सभी कर्मचारियों के पेंशन, अवकाश, ग्रेजुटी, भविष्यनिधि और अन्य मामले राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार द्वारा वहन किए जाएंगे और इन कर्मचारियों को ये लाभ प्रशिक्षण और तकनीकी शिक्षा विभाग के माध्यम से पहले ही उपलब्ध कराए जा रहे हैं।

- (ii) 15 जुलाई 2009 (अर्थात् डीटीयू अधिनियम 2009 के अंतर्गत डीसीई के डीटीयू में रूपांतरित होने की तारीख) से पूर्ववर्ती डीसीई के सभी कर्मचारी अवकाश प्राप्ति तक रिक्त सरकारी पदों पर डीम्ड डेपुटेशन/प्रतिनियुक्ति परसमझे जाएंगे और वे पूर्ववर्ती डीसीई के कर्मचारियों को मिलने वाले सभी लाभ पाने के हकदार होंगे। उन्हें दिल्ली प्रौद्योगिकी विश्वविद्यालय के स्वायत्त शासी संगठन होने के बावजूद दिल्ली सरकार के कर्मचारियों को मिलने वाली सभी सुविधाएं तथा सेवा निवृत्ति और पेंशन लाभ मिलेंगे। परन्तु 1 जनवरी, 2004 और 15 जुलाई 2009 के बीच नियुक्त कर्मचारी पहली जनवरी 2004 से प्रभावी केंद्र सरकार की नई पेंशन योजना के दायरे में आएंगे।

- (iii) उपर्युक्त (i) और (ii) में उल्लिखित पूर्ववर्ती डीसीई के सभी कर्मचारी डीसीई, दिल्ली सरकार के कर्मचारियों के अनुरूप वेतनमान और अन्य लाभों के पात्र होंगे। परन्तु उन्हें प्रतिनियुक्ति भत्ता नहीं मिलेगा।

- (iv) संघ लोक सेवा आयोग/दिल्ली अधीनस्थ सेवा चयन बोर्ड के माध्यम से डीसीई के रिक्त सरकारी पदों पर नियुक्त, परन्तु 15 जुलाई 2009 के बाद डीटीयू में पदभार ग्रहण करने वाले सभी व्यक्ति/कर्मचारी, भी डीसीई के पूर्व कर्मचारी

माने जाएंगे। ऐसा कर्मचारी यदि प्रथम विकल्प चुनता/चुनती है, तो उपरोक्त (i), (ii) और (iii) में उल्लिखित सभी नियम उस पर भी लागू होंगे।

द्वितीय विकल्प : पूर्व डीसीई की सेवा से त्यागपत्र देने के बाद डीटीयू में नियुक्त होने के इच्छुक : द्वितीय विकल्प के लिए नियम और शर्तें : (i) यदि पूर्ववर्ती डीसीई का कोई कर्मचारी दूसरा विकल्प चुनता/चुनती है तो उसे पूर्व डीसीई की सेवाओं से त्यागपत्र देना होगा और डीटीयू में समान पद पर समान वेतनमान में कार्यभार ग्रहण होना होगा। इसके बाद वह डीटीयू का कर्मचारी माना जाएगा/जाएगी और डीटीयू के कर्मचारियों को मिलने वाले सभी लाभों के लिए पात्र होगा/होगी।

- (ii) पूर्ववर्ती डीसीई कर्मचारियों से संबंधित पेंशन, अवकाश, ग्रेजुटी, भविष्यनिधि और अन्य सभी मामले और पूर्ववर्ती डीसीई से त्यागपत्र देने के बाद डीटीयू में स्थायी नियुक्ति का विकल्प चुनने वाले कर्मचारियों को यथानुपात पेंशन जैसे व्यय राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार द्वारा वहन किए जाएंगे। इन कर्मचारियों को ये लाभ प्रशिक्षण और तकनीकी शिक्षा विभाग द्वारा पहले से ही उपलब्ध कराए जा रहे हैं।
- (iii) डीटीयू में आने वाले पूर्ववर्ती डीसीई के कर्मचारियों को उनकी सेवा में निरंतरता और संवर्ग में वरीयता बनाए रखते हुए डीटीयू में आमेिलित किया जाएगा/डीटीयू के कर्मचारियों की की संख्या में शामिल किया जाएगा।
- (iv) वह डीटीयू के कर्मचारियों के सभी लाभों/सेवा शर्तों का पात्र होगा/होगी।
- (v) वह डीटीयू में किसी भी तरह कीपदोन्नति/अपग्रेडेशन का हकदार होगा/होगी और इस प्रयोजन के लिए डीसीई के कर्मचारी के रूप में अदा की गई सेवा अवधि की गणना की जाएगी।
- (vi) डीटीयू में आने का द्वितीय विकल्प चुनने वाले सभी कर्मचारी डीटीयू कर्मचारियों को मिलने वाली चिकित्सा सुविधाओं के लिए पात्र होंगे।
- (vii) सेवा निवृत्ति के बाद पुनःरोजगार डीटीयू में सीधी नियुक्ति पाने वाले कर्मचारियों के लिए लागू विश्वविद्यालय की नीति के अनुरूप होगा।
- (viii) इस संविधि में उल्लिखित सभी नियम और शर्तें द्वितीय विकल्प चुनने वाले डीटीयू के कर्मचारियों पर पूरे जीवनकाल के लिए कानूनन बाध्यकारी होंगी।

7. अन्य मामले : इस संविधि के तहत सामने आने वाले संभावित अन्य सभी मामलों जैसे संबंधित अनुशासनात्मक कार्रवाई/जांच, वेतन निर्धारण आदि का समाधान विश्वविद्यालय प्रबंधन बोर्ड द्वारा किया जाएगा। यदि किसी विवाद का समाधान नहीं होता है तो विश्वविद्यालय के कुलाधिपति/दिल्ली के उपराज्यपाल द्वारा नियुक्त मध्यस्थ द्वारा उसका समाधान किया जाएगा।

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल के  
नाम से और उनके आदेश से,

शिओ प्रताप सिंह, सचिव (टी.टी.ई.)

**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
(DELHI TECHNOLOGICAL UNIVERSITY)**

**Established under Govt. of Delhi Act 6 of 2009**

**(FORMERLY DELHI COLLEGE OF ENGINEERING)**

**NOTIFICATION**

**Delhi, the 10th May, 2019**

**F.No. 1(27)/2013/SB/DTTE/Pt file/Statute (Fifth)/772.**—In pursuance of the provisions of sub-section (2) of section 31 read with section 30(c) of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Board of Management of the Delhi Technological University, with the prior approval of the Chancellor, hereby makes the following Statute relating to the terms and conditions on which the teaching and non-teaching employees of the erstwhile Delhi College of Engineering (DCE) can opt for their joining in the Delhi Technological University (DTU) with effect from the date of its publication in the Official Gazette of Government of National Capital Territory of Delhi, namely—

1. **Short Title and Commencement.**— (i) This statute shall be called the "Delhi Technological University Statute (Fifth), 2019", governing the terms and conditions for the teaching and non teaching employees of the erstwhile Delhi College of Engineering.  
(ii) This shall come into force on the date of its publication in the Official Gazette.
2. **Definitions.**— Words and expression used in this statute shall have the meaning assigned to them in the DTU Act and the Statute (First) of DTU unless the context otherwise required.
3. **Section 4(d), DTU Act.**— Consequent upon the reconstitution of Delhi College of Engineering into a non-affiliating teaching-cum-research university in the name of Delhi Technological University vide Delhi Act 6 of 2009, all employees of the erstwhile Delhi College of Engineering are continuing in DTU from the date of its incorporation with the provision of the Section 4(d) of DTU Act, 2009.
4. **Eligibility Conditions for Option.**— The option shall be called from:
  - (i) All the regularly appointed employees and the employees holding regular post on substantive basis of the government in the erstwhile Delhi College of Engineering prior to 15th July, 2009 i.e. the date on which the Delhi Technological University Act, 2009 came into force.
  - (ii) All the employees selected for the erstwhile Delhi College of Engineering against regular vacant, government sanctioned posts as per government rules, but who might have joined their duties after reconstitution of Delhi College of Engineering into Delhi Technological University i.e. 15th July, 2009, irrespective of whether their appointment letters were issued by DTTE, Government of NCT of Delhi or DTU.
5. **Procedure for Calling of option.**— The Department of Training and Technical Education (DTTE) shall invite, in writing, from all the employees referred to in clause 4 above, the options as per clause 6. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned employee at a later stage. No employee shall give any conditional option.
6. **FIRST OPTION:**— Willing to continue as employee of erstwhile DCE as per section 4(d) of the DTU Act, 2009.  
Section 4(d) of the DTU Act, 2009 is reproduced as under:  
*"Every person employed by the Delhi College of Engineering immediately before such commencement shall hold his office or service in the University by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he would have held the same if this act had not been passed and shall continue to do so unless and until his employment is terminated or he has opted for the University's terms and conditions of employment".*  
**Terms & Conditions for First Option.**— (i) In case an employee of erstwhile DCE opts for first option, he/she will continue to be governed as mentioned above till the time of their retirement with their service conditions of the then DCE. The pension, leave, gratuity, provident fund and other matters related to erstwhile DCE employees will be borne by the Government of NCT of Delhi and these benefits are already being provided to these employees through TTE department.  
(ii) All erstwhile DCE employees recruited for the purpose of working in erstwhile DCE as on 15th July, 2009 (i.e. the date on which DCE reconstituted as DTU, vide DTU ACT, 2009) on vacant government posts and recruited as per government rules shall enjoy status equivalent to employees of the then DCE on deemed deputation till the time of their retirement. They will be eligible for all facilities available to Delhi Government employees and all retirement and pensionary benefits also irrespective to whether DTU is considered to be an autonomous organization. However, employees recruited between 1st January, 2004 and 15th July, 2009 shall be covered by new Pension Scheme made effective by Central Government with effect from 1st January, 2004.  
(iii) All the erstwhile DCE employees referred in (i) and (ii) above shall be entitled to pay scale and all other benefits as per their entitlement as erstwhile DCE, Delhi Government employees. However, they shall not be entitled to any deputation allowance.  
(iv) All persons/employees recruited against vacant DCE government posts through Union Public Service Commission/Delhi Subordinate Services Selection Board who actually joined service in DTU after the

said date i.e. 15th July, 2009 shall also be the erstwhile DCE employees. If he/she opts for first option, all the rules and regulations as referred above in (i), (ii) & (iii) shall also be applicable to them.

**SECOND OPTION:— Willing to join DTU after resigning from erstwhile DCE services. — Terms & Conditions for Second Option.—** (i) In case an employee of the Erstwhile DCE opts for second option, he/she shall resign from the services of erstwhile DCE and shall be appointed in DTU on the same post by protecting his/her salary. Thereafter, he/she will be governed exactly like the DTU employee and be eligible for all the benefits as if they were DTU employees.

- (ii) Pension, leave, gratuity, provident fund and other matters related to erstwhile DCE employees as well as pro-rata pension to those employees who will opt for permanent absorption in DTU after resigning from erstwhile DCE will be borne by the Government of NCT of Delhi and these benefits are already being provided to these employees through TTE department.
  - (iii) He/ She will be absorbed/ taken on strength of DTU in continuation of his service as erstwhile DCE employee maintaining his/her earlier seniority in the cadre.
  - (iv) He/She will be eligible for all the benefits/service conditions of DTU employee.
  - (v) He/She will be eligible for any promotion/up-gradation in DTU by counting the length of the services rendered of erstwhile DCE employee.
  - (vi) All employees who opt for second option in DTU shall be entitled to enjoy medical facilities as is applicable to the DTU employees.
  - (vii) The re-employment after superannuation shall be as per the University policy applicable at that time to directly recruited employees of DTU.
  - (viii) All the terms and conditions mentioned herein shall be legally binding on the employees of DTU for the entire life time of those who select second option.
7. **Residual Matters.—** Any matter which may arise out of this Statute such as pending disciplinary action/ inquiry, fixation of pay etc. shall be resolved amicably by the Board of Management of the University. In case of any dispute remaining unresolved the same will be resolved through an arbitrator appointed by the Chancellor of the University/ Lt. Governor of Delhi.

By Order and in the Name of the Lt. Governor of  
National Capital Territory of Delhi,  
SHEO PRATAP SINGH, Secy. (TTE)



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. Of Delhi vide Act 6 of 2009  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi - 110042

## Citizen Charter

### I. Introduction

Delhi Technological University (DTU) is a non-affiliating, teaching and research University at Delhi to achieve excellence in science, engineering, technology, management and allied areas and matters connected therewith or incidental thereto. The University enables students to face the wide-ranging changes taking place in the fields of science, technology, environment and management. This includes innovation, design, development, construction, and production, managerial and entrepreneurial activities. The University lays great emphasis on assisting students in the development of national character, self-confidence, leadership and fostering an ecosystem for creativity and imagination.

Delhi Technological University was upgraded from Delhi College of Engineering by the Government of NCT of Delhi in 2009. The University has an illustrious history spanning over 77 years. This university was initially established with the name of Delhi Polytechnician the year 1941 to cater to the needs of Indian industries for trained technical manpower with practical experience and sound theoretical knowledge.

This premier institution is globally well-known for its outstanding education, research, and innovations. The University currently offers various inter-disciplinary and industry relevant-programs in science, technology, management, and allied areas at both the undergraduate and postgraduate level. The University has established a strong academia-industry interface and has collaborations with reputed research organizations, industries, and premier institutions.

## II. Vision

"To be a world class university through education, innovation, and research for the service of humanity."

## III. Mission

1. To establish centers of excellence in emerging areas of science, engineering, technology, management and allied areas.
2. To foster an ecosystem for incubation, product development, transfer of technology and entrepreneurship.
3. To create environment of collaboration, experimentation, imagination and creativity.
4. To develop human potential with analytical abilities, ethics and integrity.
5. To provide environment friendly, reasonable and sustainable solutions for local and global needs.

## IV. Core Values

- **Integrity** – We, at DTU, do what we say through Trust, Transparency and Honesty.
- **Compassion** – We, at DTU, foster civilized mindset for Kindness, Consideration, and Benevolence.
- **Commitment** – We, at DTU, Dedicate ourselves completely to all our Endeavors.
- **Creativity** – We, at DTU, nurture Innovation, Imagination, and Ideation.
- **Collaboration** – We, at DTU, promote Team Work, through Togetherness, Harmony and Acknowledgement.
- **Inclusion** – We embrace Diversity with Respect, Acceptance and Affirmation.

## V. Quality Policy

The university is committed to achieving global standards of excellence in the field of Science, Technology, Management and Allied areas by disseminating knowledge through cutting-edge research, education and innovation. We adopt best practices to maintain high standards in the core and allied functions through continuous evaluation and improvement of our processes.

## VI. Points of Pride

- a. Two Campus
- b. 11,019 students
- c. Eminent faculty
- d. TEQIP-III and GIAN
- e. Research and Innovation
- f. DTU Innovation and Incubation Foundation
- g. Placements in top companies
- h. Community conscious societies and students
- i. World recognized Alumni

Different activities of the University are conducted by the officers drawn from the Academics as well as Administration areas. Following is the list of branches along with their heads.

- |                                 |   |                                  |
|---------------------------------|---|----------------------------------|
| 1. Admission                    | : | Chairperson, Admission Committee |
| 2. Examination                  | : | Controller of Examination        |
| 3. Finance                      | : | Deputy Registrar (Finance)       |
| 4. Personnel Branch             | : | Deputy Registrar (Establishment) |
| 5. General Administration       | : | Assistant Registrar (GA)         |
| 6. Public works and maintenance | : | Executive Engineer (PWD)         |
| 7. Sports                       | : | Director Sports                  |

However, as per the Section 12 of DTU Act, 2009 following are the officers of the University.

### Officers of the University

	Name	Designation	Telephone No.	E-mail
1.	Prof. Yogesh Singh	Vice-Chancellor	27882284	<a href="mailto:vcdu@dtu.ac.in">vcdu@dtu.ac.in</a>
2.	Prof. S.K. Garg	Pro Vice-Chancellor	27858877	<a href="mailto:skgarg@dce.ac.in">skgarg@dce.ac.in</a>
3.	Deans	As per Para ..... of this Charter		
4.	Prof. Samsher	Registrar	27294669	<a href="mailto:registrar@dtu.ac.in">registrar@dtu.ac.in</a>
5.	Prof. Samsher	Controller of Finance	27294669	<a href="mailto:registrar@dtu.ac.in">registrar@dtu.ac.in</a>
6.	Sh. Kamal Pathak	Controller of Examination	27892202	<a href="mailto:coe.dtu@dce.ac.in">coe.dtu@dce.ac.in</a>



## Deans

Sr. No.	Name	Assignment	Telephone No.	E-mail
1.	Prof. Ashutosh Trivedi	Industrial, Research and Development		<a href="mailto:atrivedi@dce.ac.in">atrivedi@dce.ac.in</a>
2.	Prof. Madhusudan	Academics – UG	27296439	<a href="mailto:deanacademicug@dtu.ac.in">deanacademicug@dtu.ac.in</a>
3.	Prof. H.C. Taneja	Academics - PG	27296326	<a href="mailto:hctaneja@dce.ac.in">hctaneja@dce.ac.in</a>
4.	Prof. Samsher	Student Welfare	9818883689	<a href="mailto:samsher@dce.ac.in">samsher@dce.ac.in</a>
5.	Prof. Vishal Verma	International Affairs	27852202	<a href="mailto:vishalverma@dce.ac.in">vishalverma@dce.ac.in</a>
6.	Prof. Pravir Kumar	Alumni Affairs	9818898622	<a href="mailto:pravirkumar@dtu.ac.in">pravirkumar@dtu.ac.in</a>
7.	Prof. Pragati Kumar	Continuing Education	9968491619	<a href="mailto:pragatikumar@dce.edu">pragatikumar@dce.edu</a>
8.	Prof. R.S. Mishra	Outreach & Extension Activities	9891079311	<a href="mailto:professor_mishra@yahoo.co.in">professor_mishra@yahoo.co.in</a>
9.	Prof. Narendra Kumar (II)	Dean (Student Discipline)	9999755929	<a href="mailto:narendrakumar@dce.edu">narendrakumar@dce.edu</a>

## IV. University Citizen Charter Services

The different functions of the University have been categorized into the following table of the University's Citizen Charter Services: -

Sr. No.	Name of Service	Time Limit	Nodal Officer/Office
1.	Admission related Problems	20 working days after the last date of admission	Chairperson, Admission Committee
2.	Lateral Entry	20 working days after the last date of admission	
3.	Re-admission	20 working days after the last date of admission	

4.	Student's name, Father's name, Mother's name, Date of Birth correction	14 working days after the receipt of the application	Dean (UG) / Dean (PG)
5.	Double Enrollment related, Enrollment cancellation	10 working days after the receipt of the application	
6.	Change of Program/course	7 working days after the receipt of the application	COE
7.	Fee return	30 working days after the receipt of the application	Dean (UG) / Dean (PG)
8.	Issue of duplicate documents	10 working days after the receipt of the application	Head of Respective Department
9.	Issue of Provisional Degree/Diploma/Certificate	10 working days after the receipt of the application	Dean (UG) / Dean (PG)
10.	Issue of duplicate Degree/Diploma/Certificate	10 working days after the receipt of the application	
11.	Correction of documents, Degree, Diploma, Certificate	45 working days after the receipt of the application	
12.	Verification of result	10 working days after the receipt of the application	Controller of Examination
13.	Settlement of 'Result Late' cases	30 working days after the receipt of the application and declaration of result	
14.	Issue of NOC	10 working days after the receipt of the application	i. Dean (SW) for Students ii. Registrar for Staff
15.	Exam fee refund	15 working days after the receipt of the application	Dean (UG) / Dean (PG)
16.	Internal Complaints Committee under Women Empowerment Cell (Cases pertaining to sexual harassment and abuse)	90 days after the predefined scheduled dates	Chairperson of Committee

17.	Equal Opportunity Section (SC Cell/ST Cell/OBC & Minority Cell /DivyangCell/Women Empowerment Cell)	20 days after the predefined scheduled dates	Director, Equal Opportunity Cell
18.	Case Related to indiscipline	15 working days from the receipt of complaint	Dean (Discipline)
19.	Grievance Committee for staff	15 working days from the receipt of the grievance	Chairperson of Committee
20.	Grievance Committee for students	15 working days from the receipt of the grievance	Chairperson of Committee