

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)  
8<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI

No. F.14(16)/LA-2011/cons2law/99-109

4928 Dated the 23 July, 2012

To

The Special Secretary (GAD),  
General Administration Department,  
Government of NCT of Delhi  
2<sup>nd</sup> Level, A-Wing,  
Delhi Secretariat,  
New Delhi.

**Sub: Gazette Notification of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act 09 of 2012)**

Sir,

I am directed to forward herewith two copies of the subject cited notification (English and Hindi versions) for publishing in the Delhi Gazette (Part-IV)-Extra-Ordinary today itself. It is requested that at least 10 Gazette copies of the same may be sent to this Department as soon as received from the press.

Yours faithfully,

Encl: As above

(Tarun Sahrawat)  
Addl. Secretary (Law, Justice & L.A.)

No. F.14(16)/LA-2011/cons2law/99-109

Dated the 23 July, 2012

Copy, together with the copy of enclosures, forwarded for information and necessary action to:-

1. The Secretary, Government of India, Ministry of Home Affairs, New Delhi-110001
2. The Joint Secretary & Legislative Counsel, Government of India, Ministry of Law & Justice, Legislative Department (Correction Cell), Shastri Bhawan, New Delhi-110001
3. The Pr. Secretary to Lieutenant Governor, Delhi, Raj Niwas, Delhi-110054.
4. The Pr. Secretary to Chief Minister, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi-110002.
5. The Secretary to Law Minister, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi-110002.
6. The Secretary (TTE), Govt. of NCT of Delhi, Pitampura, Muni Maya Ram Marg, New Delhi - 110088.
7. The OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi-110002.
8. The Secretary (LA), Delhi Legislative Assembly Secretariat, Old Secretariat, Delhi-110054.
9. The Deputy Secretary (Admn.), Law, Justice and Legislative Affairs, Govt. of NCT of Delhi with the request to upload a copy of the Act on Department's website.
10. Guard file

(Tarun Sahrawat)  
Addl. Secretary (Law, Justice & L.A.)

DD (S.B.)  
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AC (S.B.)  
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OS (S.B.)  
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Sh. Ravi

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)  
8<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI

No.F.14(16)/LA-2011/cons law/98

Dated 23<sup>rd</sup> the July, 2012.

NOTIFICATION

No.F.14(16)/LA-2011/cons law/98 - The following Act of the Legislative Assembly of the National Capital Territory of Delhi received the assent of the Lt. Governor of Delhi on 11<sup>th</sup> July, 2012 and is hereby published for general information:-

**“THE INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN ACT, 2012  
(DELHI ACT 09 OF 2012)**

(As passed by the Legislative Assembly of the National Capital Territory of Delhi on the 31<sup>st</sup> May, 2012)

[ 11<sup>th</sup> July, 2012]

An Act to provide for the reconstitution of the Indira Gandhi Institute of Technology as Indira Gandhi Delhi Technical University for Women and to incorporate it as a non-affiliating teaching and research University at Delhi to facilitate and promote studies, research, technology, innovation, incubation and extension work in emerging areas of professional education with focus on engineering, technology, applied sciences, management and its allied areas and also to achieve excellence in these and related fields and other matters connected therewith or incidental thereto.

Whereas, the Indira Gandhi Institute of Technology is a constituent college of Guru Gobind Singh Indraprastha University of the Government of National Capital Territory of Delhi;

And whereas, it is expedient to confer on the said institution the status of a University to enable it to function more efficiently as a teaching and research centre in various branches of learning and courses of study promoting advancement and dissemination of knowledge and learning, and to meet the requirement of higher education and research in the field of engineering and technology, applied sciences and management sciences etc., foster industry relevant research and innovations and to avail better scopes and opportunities to serve the society and the nation.

BE it enacted by the Legislative Assembly of the National Capital Territory of Delhi in the Sixty-third Year of the Republic of India as follows:-

1. **Short title and commencement-** (1) This act may be called the **Indira Gandhi Delhi Technical University for Women Act, 2012.**
- (2) It shall come into force on such date as the Government may, by notification in the official Gazette, appoint.
2. **Definitions-** In this Act, unless the context otherwise requires, -
  - (a) “Academic Council” means the Academic Council of the University;

*Done*

- (b) "Academic Staff" means such categories of staff as are designated by the Statutes to be the academic staff of the University;
- (c) "Board of Management" means the Board of Management of the University;
- (d) "campus" means the unit established or constituted by the University for making arrangements for instruction, or research, or both;
- (e) "Chancellor", "Vice Chancellor" and "Pro Vice-Chancellors" mean respectively, the Chancellor, the Vice Chancellor and the Pro Vice-Chancellor of the University;
- (f) "Centre" means Centre of excellence in a specified academic speciality or area established or maintained by University;
- (g) "Court" means the Court of the University;
- (h) "Delhi" means the National Capital Territory of Delhi;
- (i) "Department" means a Department of studies of the University;
- (j) "employee" means any person appointed by the University;
- (k) "Finance Committee" means the Finance Committee of the University;
- (l) "Government" means the Lieutenant Governor of the National Capital Territory of Delhi appointed by the President under article 239 and designated as such under article 239AA of the Constitution of India;
- (m) "Hall" means a unit of residence or of corporate life for the students of the University;
- (n) "Institution" means any institution established or maintained by the University;
- (o) "Lieutenant Governor" means the Lieutenant Governor of the National Capital Territory of Delhi appointed by the President under article 239 and designated as such under article 239AA of the Constitution of India;
- (p) "misconduct" means a misconduct prescribed by the Statutes and the Ordinance;
- (q) "notification" means a notification published in the official Gazette;
- (r) "Planning Board" means the Planning Board of the University;
- (s) "prescribed" means prescribed by the Statutes or Ordinances or Regulations, as the case may be, made under this Act;
- (t) "Registrar" means the Registrar of the University;
- (u) "Statutes", "Ordinances" and "Regulations" mean respectively the Statutes, Ordinances and Regulations of the University for the time being in force;
- (v) "University" means the Indira Gandhi Delhi Technical University for Women as incorporated under this Act; and



- (w) "University teachers" means Professors, Associate Professors and Assistant Professors appointed for imparting instruction or conducting research in the University and are designated as teachers by the Statutes.

3. **Incorporation of the University** - (1) With effect from such date as the Government may, by notification in the official Gazette, appoint, there shall be established a University by the name of "Indira Gandhi Delhi Technical University for Women", comprising the Chancellor, the Vice Chancellor, the Pro-Vice Chancellor, the first members of the Court, the Board of Management and the Academic Council of the University and all such persons as may hereafter be appointed to such office or as members so long as they continue to hold such office or membership.

(2) The University shall be a body corporate with the name aforesaid having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold and dispose of property and to contract, and may by the said name sue or be sued.

(3) The University shall be a Centre for excellence engaged in teaching and research in emerging areas of professional education with focus on but not restricted to Engineering, Technology, Applied Sciences and Management and shall promote inter-disciplinary education and research to achieve excellence in these and related fields.

(4) The University shall be administratively autonomous and shall receive grant-in-aid from Government of Delhi to provide education to the girls' students and as such shall receive funds for capital and operational expenditure from Government of Delhi, having its own governance as well as administrative policies and practices as prescribed.

(5) The University shall initially function from the Kashmere Gate Campus. An appropriate piece of land shall be provided by the Government to the University. The Government shall initially extend funds for the establishment of infrastructure including land development, architectural design, buildings, equipment and other needs.

4. **Effect of incorporation of University** - On and from the commencement of this Act-

- (a) any reference to the Indira Gandhi Institute of Technology in any law (other than this Act) or in any contract or other instrument shall be deemed as a reference to the University;
- (b) all the property, movable or immovable, of or belonging to the Indira Gandhi Institute of Technology shall vest in the University;
- (c) all the rights and liabilities of the Indira Gandhi Institute of Technology shall be transferred to and be the rights and liabilities of the University;
- (d) every person employed by the Indira Gandhi Institute of Technology 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 including all service related matters with regard to promotion and disciplinary actions 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 which would be uniform for the same class of employees; and

- (e) notwithstanding anything contained in this Act, existing students of the Indira Gandhi Institute of Technology, who would have been admitted before the establishment of the University under section 3 of this Act, shall continue to pursue their academic courses and programmes of study under the enrolment and affiliation of the Guru Gobind Singh Indraprastha University, New Delhi, which shall conduct examinations to them and award degrees to them upon successful completion of the courses and programmes of study they are pursuing there at presently.
- (f) The expenditure out of grant-in-aid shall be incurred by the University in accordance with the pattern of aid approved by the Government, provision of GFR, 2005 as amended from time to time and instructions / guidelines / directives issued by the Govt. of NCT of Delhi. They shall follow financial rules of discipline as applicable in Govt. until and unless they frame rules of their own, approved by Government.

5. **Jurisdiction** - Save as otherwise provided by or under this Act, the limits of the area within which the University shall exercise its powers, shall be those of the National Capital Territory of Delhi.

6. **Objects of the University** - The objects of the University shall be-

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- (1) to evolve and impart comprehensive professional education with focus on but not restricted to Engineering, Technology, Sciences, Management and such areas as deemed fit;
  - (2) to facilitate and promote studies leading to award of degrees, diplomas and certificates;
  - (3) to achieve excellence in Engineering, Technology, Sciences, Management and allied areas and matters connected therewith or incidental thereto;
  - (4) to establish Centres of Advanced Studies, Research and innovation in various relevant areas of Sciences, Engineering, Technology, Management and allied areas;
  - (5) to promote development of products, services and entrepreneurship;
  - (6) to be industry relevant and to create an impact on the academic community in India and abroad;
  - (7) to establish linkages between the University, Industries, Research and Development Organizations and other Universities/ Institutes for collaborative (including dual degree) teaching and research programmes in India and abroad;
  - (8) to promote global interaction through faculty and student exchange in the areas of Science, Engineering, Technology, Management and other allied areas as deemed fit;
  - (9) to set up innovation centres, knowledge Park and Technology incubators to foster Techno-entrepreneurship, innovation and new product development;

- (10) to disseminate knowledge and contribute towards nation building and faculty development by organizing expert lectures, seminars, symposia, workshops, conferences, summer and winter schools, short term training programs and refresher courses from time to time;
- (11) to promote and foster cultural and ethical values with a view to promote and foster professional morality, research integrity, globally acceptable business ethics and morals for professionals;
- (12) to publish periodicals, treatises, studies, books, reports, journals and other literatures on subjects pertinent to academic areas of the university, including electronic resources;
- (13) to undertake study, training projects and technology transfer programmes relating to Science, Engineering, Technology and Management;
- (14) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objectives of the University.

**7. Powers and functions of the University** - The University shall have the following powers and perform the following functions namely:-

- (i) to provide for instruction in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge and skills;
- (ii) to hold examination and to grant, degrees, diplomas and certificates subject to such conditions as the University may determine and to confer degrees and other academic distinctions or titles from time to time on the basis of examinations, evaluation or any other method of testing, on persons and withdraw any such award for good and sufficient reasons;
- (iii) to confer honorary degrees or other distinctions;
- (iv) to organize and to undertake extra-mural studies and extension services;
- (v) to create teaching, research, administrative, technical, ministerial and other posts under the University and to make appointments thereto in accordance with provisions as prescribed;
- (vi) to recognize persons as professors, associate professors or assistant professors as teachers of the University;
- (vii) to provide for the terms and conditions of service of teachers and other members of the academic or administrative staff appointed by the University;
- (viii) to co-operate or collaborate or associate with any other university, authority or institution of higher learning, research laboratory, industry in such manner and for such purpose as the University may determine;



- (ix) to establish centres for education and research at all levels (undergraduate, postgraduate and research) with accredited and reputed foreign Universities in Sciences, Engineering, Technology and Management and in any other subjects as deemed fit;
- (x) to prescribe for supernumerary seats, over and above the approved intake, across different disciplines and programs for the foreign students, the persons of Indian origin (PIOs), the Non-Resident Indians (NRIs) and the Self-financing and Sponsored students at a fee to be decided by it from time to time;
- (xi) to appoint persons working in any other university or organizations as teachers of the University for a specified period;
- (xii) to build up a body of academia to perform academic functions, and to pay them remuneration in the manner prescribed;
- (xiii) to enable the co-operation and promote collaboration with institutions in India and abroad for imparting instructions or supervising research, or both;
- (xiv) to establish, maintain institutions, campuses and such other centers of education, research, training and extension as deemed appropriate by the University;
- (xv) to set up central facilities like computer centre, instrumentation centre, central workshop, central library, auditorium, etc;
- (xvi) to set up curriculum development cells for different subjects to create a repository of learning material in print and electronic forms;
- (xvii) to make provision for research and consultancy services and, for that purpose, to enter into such arrangements with other institutions or bodies as the University may deem fit;
- (xviii) to determine mode and standards for admissions to the University which may include examinations, evaluation or any other method of selection;
- (xix) to institute and award fellowships, scholarships, studentship, medals and prizes;
- (xx) to prescribe, demand and receive payment of fees and other charges;
- (xxi) to establish, maintain and manage halls, hostels, residences etc. for the faculty, staff, students and scholars;
- (xxii) to prescribe, supervise, and regulate the residence of students of the University;
- (xxiii) to prescribe and regulate the conduct of students and enforce discipline amongst the students of the University and to make arrangements for promoting their health, welfare and cultural and corporate life;
- (xxiv) to prescribe a code of ethics, code of conduct and disciplinary rules for its employees and Code of Discipline for the students;
- (xxv) to regulate the work and conduct of employees of the University and take such disciplinary measures in this regard as may deem necessary;



- (xxvi) to make arrangements for promoting the health and general welfare of employees of the University;
- (xxvii) 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 a corpus fund;
- (xxviii) to receive benefactions, donations and gifts from persons and to name after them such chairs, institutions, buildings and the like as the University may determine, whose gift or donation to the University is worth such amount as the University may decide;
- (xxix) to acquire by gift, purchase, lease, hire or otherwise, howsoever, any movable or immovable property which may be necessary or convenient for the purpose of the University and to build, construct, improve, alter, demolish, repair and maintain such buildings, works and constructions as may be necessary for carrying out the objects of the University;
- (xxx) to sell, lease, exchange, hire or otherwise transfer all or any portion of the movable and immovable properties of the University, provided that prior approval in writing of the Government is obtained for the transfer or disposal of the same;
- (xxxi) to borrow, with the approval of the Government, on security of the property of the University, moneys for the purpose of the University;
- (xxxii) to assess the needs in terms of subjects, fields of specialization, levels of education and training of technical and other manpower, both on short and long term basis, and to initiate necessary programmes to meet those needs;
- (xxxiii) to initiate measures to enlist the cooperation of the industry and other expert agencies to provide complementary facilities;
- (xxxiv) to provide for instruction through "distance learning" and "open approach" and for mobility of students from the non-formal or open learning stream to the formal stream and vice versa;
- (xxxv) to make appointment in Emeritus capacity of eminent employees who have rendered distinguished service on such terms and conditions as may be prescribed; and
- (xxxvi) to do all such other acts and things as may be necessary or incidental to the exercise of all or any of the powers of the University or necessary for or conducive to the attainment of all or any of the objects of the University.

8. **University open to all classes, castes and creed - (a) Students -** (1) The University shall be open to only the persons of female gender to be admitted as students to the University, or to graduate thereat, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession or political opinion in order to entitle her to be admitted as a student of the University;



(2) Nothing in this section shall be deemed to prevent the University from making any special provision for the admission as women students belonging to the weaker sections of the Society, and in particular, of women belonging to the Scheduled Castes and the Scheduled Tribes;

(3) The University shall be open to female students of any nationality and those may be admitted in the manner so prescribed.

(b) **Employees** - (1) The University shall be open to persons of either sex or whatever race, creed, caste or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession or political opinion in order to entitle him/her to be appointed as a teacher of the University or to hold any other office therein or to enjoy or exercise any privilege thereof.

(2) Nothing in this section shall be deemed to prevent the University from making any special provision for the appointment of persons belonging to the weaker sections of the Society, and in particular, of persons belonging to the Scheduled Castes and the Scheduled Tribes;



9. **Teaching in the University** - (1) The teaching in connection with the degree, diploma and certificate programmes of the University shall be conducted in accordance with the Ordinances and Regulations.

(2) The courses and Curricula and the authorities responsible for organizing the teaching of such courses and curricula shall be as prescribed by the Ordinances.

10. **Visitor of the University** - (1) The President of the Republic of India shall be the Visitor of the University.

(2) Any dispute arising between the University and any other university established by law in Delhi may be referred to the Visitor whose decision shall be final and binding on the parties.

11. **Chancellor of the University** - (1) The Lieutenant Governor of the National Capital Territory of Delhi shall be the Chancellor of the University.

(2) The Chancellor shall, if present, preside over the convocation of the University for conferring degrees.

(3) The Chancellor shall have the right to cause an inspection, to be made by such person or persons as he may direct, of the University, an Institute/Center maintained by the University, its buildings, laboratories and equipment, and also of the examination, teaching and other work conducted or done by the University, or to cause an inquiry

to be made in the like manner in respect of all or any of the matters connected with the University.

- (4) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall, on receipt of such notice, have the right to make such representation to the Chancellor, as it may consider necessary, within such period as specified in the notice.
- (5) After considering the representation, if any, made by the University, the Chancellor may cause such inspection or inquiry as is referred to in sub-section (3).
- (6) In case, an inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or inquiry.
- (7) The Chancellor may address the Vice-Chancellor with reference to the result of such inspection or inquiry as is referred to in sub-section (3) and the Vice-Chancellor shall communicate to the Board of Management the views of the Chancellor with such advice as the Chancellor may be pleased to offer upon the action to be taken thereon.
- (8) The Board of Management shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as he proposes to take or has been taken by him upon the result of such inspection or inquiry.
- (9) In case, the Board of Management does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may issue such directions as he may think fit and the Board of Management shall comply with such directions.
- (10) Without prejudice to the foregoing provisions of this section, the Chancellor may, by order in writing, annul any proceeding of the University which is not in conformity with this Act, the Statutes or the Ordinances:

Provided that before making any such order, the Chancellor shall call upon the University to show cause why such an order should not be made and shall consider the cause shown, if any, within the time-limit specified by him.

- (11) The Chancellor shall have such other powers as may be prescribed.

**12. Officers of the University - The following shall be the Officers of the University:-**

- (1) the Vice-Chancellor;
- (2) the Pro Vice-Chancellor;
- (3) the Deans;
- (4) the Registrar;
- (5) such other officers as may be declared by the Statutes to be the Officers of the University.



13. **Vice-Chancellor of the University** - (1) The Vice-Chancellor shall be a scholar of eminence in one of the areas of engineering, technology, management and allied areas, pertinent to the University and having rich administrative and academic experience in Institution of higher learning.

(2) The Vice-Chancellor shall be appointed by the Chancellor, in such manner, for such term and on such emoluments and other conditions of service as may be prescribed.

(3) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University, give effect to the decisions of all the authorities of the University and shall be responsible for maintenance of discipline therein.

(4) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, the Chancellor shall take such action as is necessary and feasible to annul the action taken by the Vice-Chancellor in excess of the powers conferred upon him:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section, shall, have the right to appeal against such action to the Board of Management within sixty days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor

(5) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances.

14. **Pro Vice-Chancellors of the University** - Every Pro Vice-Chancellor shall be appointed in such manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions, as may be prescribed.

15. **The Deans** - Every Dean shall be appointed in such manner, and shall exercise such powers and perform such duties as may be prescribed.

16. **The Registrar** - (1) Registrar shall be appointed in such a manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions, as may be prescribed.



(2) A Registrar empowered by the Board of Management shall have the power to enter into, and sign agreements and authenticate records on behalf of the University.

(3) The Registrar shall act as the custodian of records.

17. **Other Officers** - The manner of appointment, emoluments, powers and duties of the other officers of the University shall be such as may be prescribed.

18. **Authorities of the University** - The following shall be the authorities of the University -

- (1) The Court;
- (2) The Board of Management;
- (3) The Academic Council;
- (4) The Planning Board;
- (5) The Finance Committee; and
- (6) Such other authorities as may be declared by the Statutes to be the authorities of the University.

19. **The Court** - (1) The Court of the University shall consist of the following members:

- (i) Chairperson: Chancellor;
- (ii) Vice-Chancellor (Ex-officio);
- (iii) Pro Vice-Chancellor (Ex-officio);
- (iv) Principal Secretary or Secretary, Technical Education, Govt. of NCT of Delhi (Ex-officio);
- (v) Principal Secretary or Secretary, Higher Education, Govt. of NCT of Delhi (Ex-officio);
- (vi) Principal Secretary or Secretary, Finance, Govt. of NCT of Delhi (Ex-officio);
- (vii) Two eminent persons in the disciplines of basic and applied sciences, Engineering, Technology and Management, nominated by the Chancellor;
- (viii) All Deans of the University (Ex-officio);
- (ix) Registrar (Ex-officio) - Member Secretary.



(2) (i) The term of office of the nominated members of the Court, other than ex-officio members, shall be five years.

- (ii) Where a person has become a member of Court by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment;
- (iii) A member of the Court shall cease to be a member if he resigns or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member, other than the nominated member, shall also cease to be member if he accepts a full time appointment in another University; or if he not being an Ex-officio member fails to attend three consecutive meetings of the Court without the leave of the Chancellor;
- (iv) A member of the Court, other than an ex-officio member, may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has been accepted by him;
- (v) Any vacancy in the Court shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy such nomination shall cease to be effective.

20. **Powers, functions and meetings of the Court** - (1) Subject to the provisions of this Act, the Court shall review, from time to time, the broad policies and programmes of the University and suggest measures for improvement and development of the University.

(2) The Court shall have the following other powers and functions namely:-

- (a) to consider and pass resolutions on the annual report and the annual accounts of the University and the report of its auditors on such accounts;
  - (b) to advise the Chancellor in respect of any matter which may be referred to it for advice;
  - (c) to perform such other functions as may be prescribed.
- (3) (i) The Court shall meet at least once in a year. An annual meeting of the Court shall be held on the date to be fixed by the Chairman, Board of Management, unless some other date has been fixed by the Court in respect of any year and meeting of the Court shall be presided over by the Chancellor when he is present;
- (ii) The Annual Report of the University during the previous year, together with annual accounts, the balance sheet as audited, shall be presented by the Vice-Chancellor to the Court at its annual meeting.
- (4) (i) Meeting of the Court shall be called by the Chancellor or by the Vice-Chancellor either on his own or at the request of not less than half the members of the court.

- (ii) For every meeting of the Court, normally fifteen days notice shall be given
- (iii) One half of the members existing on the rolls of the Court shall form the quorum;
- (iv) Each member shall have one vote and if there be equality of votes on any question to be determined by the Court, the person presiding over the meeting shall, in addition, have a casting vote.
- (v) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (vi) If urgent action by the Court becomes necessary, the Chancellor may permit the business to be transacted by circulation of papers to the members of the Court. The action so proposed to be taken shall not be taken unless agreed to by a majority of the members of the Court. The action so taken shall be forthwith intimated to all the members of the Court. In case the authority concerned fails to take a decision the matter shall be referred to the Chancellor, whose decision shall be final

**21. The Board of Management -** (1) The Board of Management shall be the principal executive authority of the University and as such shall have all powers necessary to administer the University subject to the provisions of this Act and the Statutes made there under, and may make ordinances and regulations for that purpose and also with respect to matters provided hereunder.

(2) The Board of Management shall consist of the following persons, namely:

- (i) Chairperson shall be an eminent educationist or an eminent scientist or an eminent engineer/technologist or an eminent industrialist to be nominated by the Chancellor in the manner prescribed;
- (ii) Vice-Chancellor (Ex-officio);
- (iii) Pro Vice-Chancellor (Ex-officio);
- (iv) Four persons having special knowledge or practical experience in respect of education, Engineering and Technology, domain of application of technology, to be nominated by the Chancellor, from a panel of eight persons submitted by the Vice-Chancellor.
- (v) Two representatives of the Industries/ Organizations, to be nominated by the Vice-Chancellor;
- (vi) A representative of University Grants Commission (UGC);
- (vii) Principal Secretary or Secretary, Technical Education, Govt. of NCT of Delhi (Ex-officio);
- (viii) Principal Secretary or Secretary, Finance, Govt. of NCT of Delhi (Ex-officio);



- (ix) Principal Secretary or Secretary, Higher Education, Govt. of NCT of Delhi (Ex-officio);
- (x) Any two Deans of the University nominated by Vice-Chancellor on rotation basis;
- (xi) Two Professors of the University nominated by Vice-Chancellor on rotation basis;
- (xii) Such other members as may be prescribed by the statute
- (xiii) The Registrar (ex-officio) - Member-Secretary

(3) Term of office of members and allowances payable to, the member of the Board of Management -

- (i) The term of office of the Chairperson or, any other member of the Board of Management, other than ex-officio members, shall be three years from the date of his nomination, extendable by two years;
- (ii) the term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member;
- (iii) the term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been nominated

(4) Notwithstanding anything contained in this section, an out-going member shall, continue in office until another person is nominated as a member in his place.

(5) The members of the Board of Management other than ex-officio members and the University employees shall be entitled to such allowances, if any, from the University as may be provided for in the Statutes.

22. **Powers, functions and meetings of the Board of Management** - (1) Subject to the provisions of this Act, the Board of Management shall be responsible for the general superintendence, directions and control of the affairs of the University and shall exercise all the powers of the University not otherwise provided for by this Act, the Statutes and the Ordinances.

(2) Without prejudice to the provisions of sub-section (1), the Board of Management shall have the powers -

- (i) to take decisions on questions of policy relating to the administration and working of the University;
- (ii) to make ordinances and statutes;
- (iii) to present to the Court at its annual meeting:
  - (a) annual report of the University; and
  - (b) annual accounts

- (iv) to consider and pass resolutions on the annual report and the annual accounts of the University and the reports of its auditors on such accounts;
  - (v) to exercise all financial powers and manage and regulate the finances, accounts, investment, properties, business and all other administrative affairs of the University and for the purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit;
  - (vi) to delegate any of its powers to the Vice-Chancellor, and on the recommendations of the Vice-Chancellor to the Registrar, the Controller of Finance or any other officer, employee or authority of the University or to a committee appointed by it;
  - (vii) to invest any money belonging to the University, including any unapplied income, in such stock, funds, shares or securities as it may, from time to time, think fit, or in the purchase or immovable property in India, with the like power, of varying such investments from time to time based on the advice of the Finance Committee; except land acquired or buildings constructed with the assistance of the Government, in which cases, the prior approval of the Government shall be required;
  - (viii) to enter into, vary, carryout and cancel contracts on behalf of the University and for that purpose to appoint such officers as it may think fit;
  - (ix) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
  - (x) to entertain, adjudicate upon, and if it thinks fit, to redress any grievances of the officers, the teachers, the students and the employees of the University;
  - (xi) to create all Groups A, B, C, & D posts and appoint persons to academic as well as other posts in the University and to frame recruitment rules and determine salary structure and terms and conditions of different cadres of employees;
  - (xii) to fix the examination fee; emoluments, honorarium and traveling and other allowances of the examiners;
  - (xiii) to select a common seal for the University;
  - (xiv) to lay down policy guidelines for admitting "self financing and sponsored students" as supernumerary against higher fee prescribed by it from time to time;
  - (xv) to exercise such other powers and to perform such other duties as may be considered necessary or imposed on it by or under this Act.
- (3) (a) The Board shall meet at least, two times in an academic year and not less than fifteen days notice shall be given for such meetings;
- (b) The meetings of the Board shall be called by the Registrar under instructions of the Chairperson or at the request of not less than half members of the Board;



- (c) One half of the members of the Board shall form the quorum at any meeting;
- (d) In case of difference of opinion among the members, the opinion of the majority shall prevail;
- (e) Each member of the Board of Management shall have one vote and if there be equality of votes on any question to be determined by the Board, the Chairperson of the Board of Management or, as the case may be, the member presiding over that meeting shall, in addition, have a casting vote;
- (f) Every meeting of the Board of Management shall be presided over by the Chairperson, Board of Management and in his absence the meeting will be presided by a member elected by the members present;
- (g) If urgent action by the Board of Management becomes necessary, the Chairperson, Board of Management may permit the business to be transacted by circulation of papers to the members of the Board of Management. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Board. The action so taken shall be forthwith intimated to all the members of the Board. In case the authority concerned fails to take a decision, the matter shall be referred to the Chancellor, whose decision shall be final;

23.

**The Academic Council - (1)** The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and regulations of, and be responsible for, the maintenance of standards of instruction, education, research and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

(2) The Academic Council shall have the right to advise the Board on all academic matters.

(3) The Academic Council shall consist of the following members, namely-

- (i) Chairperson: Vice-Chancellor (Ex-officio);
- (ii) Pro Vice-Chancellor (Ex-officio);
- (iii) Four persons, who are not employees of the university to be co-opted by the Academic Council on the recommendations of the Vice-Chancellor from amongst Educationists, Scientists or Engineers of repute;
- (iv) A nominee of the University Grants Commission;
- (v) A nominee of the All India Council for Technical Education;
- (vi) A nominee of an Industry Association namely NASCOM / ASSOCHAM / FICCI, etc.;
- (vii) All Deans of the University (Ex-Officio);

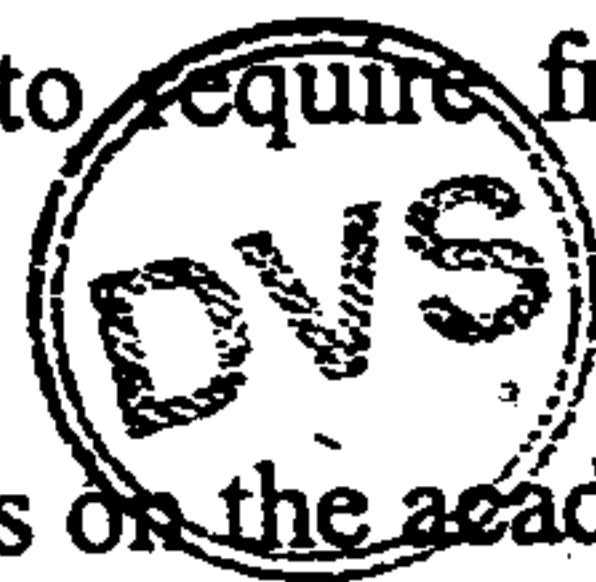


- (viii) All Heads of the Departments (Ex-Officio);
- (ix) One Professor, one Associate Professor and one Assistant Professor of the University to be nominated by Vice-Chancellor on rotation basis;
- (x) Such other members as may be prescribed by the Statutes;
- (xi) Registrar (ex officio) - Member-Secretary.

(4) The term of the members of the Academic Council, other than ex-officio members, shall be three years.

24. **Powers, Functions and Meetings of the Academic Council** - (1) Subject to the provisions of this Act, Statutes, Ordinances and Regulations and Overall supervision of the Board of Management, the Academic Council shall manage the academic affairs and matters in the University and in particular shall have the following powers and functions, namely:-

- (i) to report on any matter referred or delegated to it by the Board of Management;
- (ii) to make recommendations to the Board of Management with regard to the creation, abolition or classification of teaching posts in the University and the emoluments payable and the duties attached thereto;
- (iii) to formulate and modify or revise schemes for the organization of the Departments and/or Centre (including creation of Department and/or Centre) and to assign to such Departments their respective subjects and also to report to the Board of Management as to the expediency of the abolition or sub-division of any Department or the combination of one Department with another;
- (iv) to recommend arrangements for the instruction and examination of persons other than those enrolled in the University;
- (v) to promote research within the University and to require from time to time, report on such research;
- (vi) to consider proposals submitted by the departments on the academic activities;
- (vii) to lay down policies for admissions to the University;
- (viii) to recognize diplomas and degrees of other Universities and Institutions and to determine their equivalence in relation to the diplomas and degrees of the Universities;
- (ix) to fix, subject to any conditions accepted by the Board of Management, the time, mode and conditions of the competition for Fellowship, Scholarship and other prizes and to recommend for award of the same;



- (x) to recommend arrangements for the conduct of examinations and the dates for holding them;
- (xi) to declare and review the result of the various examinations or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, licences, titles and marks of honour;
- (xii) to recommend stipends, scholarships, medals and prizes and to make other awards in accordance with the regulations and such other conditions as may be attached to the awards;
- (xiii) to approve or revise the syllabus for the prescribed courses of study and lists of prescribed or recommended text books and to decide for publishing of books by the University;
- (xiv) to approve such forms and registers as are from time to time, required by the ordinances and regulations;
- (xv) to formulate, from time to time, the desired standards of education to be adhered in drawing up the curriculum and syllabi for being taught in the University;
- (xvi) to recommend a new course or enhancement in number of seats of the existing course to the Board of Management for final decision;
- (xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of this Act and the Ordinances and Regulations made there under.



- (2) (i) The Academic Council shall meet as often as may be necessary, but not less than two times, during an academic year.
- (ii) One half of the existing members of the Academic Council shall form the quorum for a meeting of the Academic Council;
- (iii) In case of difference of opinion among the members, the opinion of the majority shall prevail;
- (iv) Each member of the Academic Council, including the Chairperson of the Academic Council, shall have one vote and if there be an equality of votes on the Academic Council on any matter to be determined by the Academic Council, the Chairperson shall in addition, have a casting vote;
- (v) Every meeting of the Academic Council shall be presided over by the Vice-Chancellor and in the absence of Vice-Chancellor, the Pro-Vice Chancellor will preside the meeting and in his absence, by a member chosen in the meeting to preside on occasion;

- (vi) If urgent action by the Academic Council becomes necessary, the Chairperson of the Academic Council may permit the business to be transacted by circulation of papers to the members of the Academic Council. The action proposed to be taken shall not be taken unless agreed to, by a majority of the members of the Academic Council. The action as taken shall forthwith be intimated to all the members of the Academic Council. In case the authority concerned fails to take a decision, the matter shall be referred to the Chancellor whose decision shall be final.

25. **The Planning Board** - (1) There shall be constituted a Planning Board of the University to be the principal planning body of the University and shall also be responsible for monitoring the development of the University.

- (2) The constitution of the Planning Board, the term of office of its members and its powers and functions shall be such as may be prescribed.

26. **The Departments** - (1) There shall be such number of Departments of Studies and Research as the University may determine from time to time.

- (2) The constitution, powers and functions of a Department shall be such as may be prescribed.

27. **The Finance Committee** - (1) There shall be a Finance Committee consisting of the following:-

- (i) Chairperson: Chairman, Board of Management (Ex-officio);
- (ii) Vice-Chancellor (Ex-officio);
- (iii) Pro-Vice Chancellor (Ex-officio);
- (iv) Comptroller of Accounts, Govt. of NCT of Delhi;
- (v) Principal Secretary or Secretary, Technical Education, Govt. of NCT of Delhi (Ex-officio);
- (vi) Principal Secretary or Secretary, Finance, Govt. of NCT of Delhi (Ex-officio);
- (vii) Two Deans nominated by the Vice-Chancellor;
- (viii) Two Heads of Department by rotation based on seniority;
- (ix) Two other members nominated by the Board of Management from amongst its members of whom at least one should be an employee of the University;
- (x) Such other members as may be prescribed by the Statutes;
- (xi) Registrar (ex-officio) - Member-Secretary.



(2) The term of the members of the Finance Committee other than the ex-officio members, shall be three years.

(3) The functions and duties of the Finance Committee shall be as follows:-

- (a) to examine and scrutinize the annual budget of the University and to make recommendations on financial matters to the Board of Management;
- (b) to consider proposals for new expenditure and to make recommendations to the Board of Management;
- (c) all proposals relating to revision of grades, upgradation of the pay-scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management;
- (d) to consider the annual accounts and the financial estimates of the University prepared by the Registrar and laid before the Finance Committee for approval and thereafter submitted to the Board of Management;
- (e) 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, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee;
- (f) to give its views and to make recommendations to the Board of Management on any financial question affecting the University either on its own initiative or on reference from the Board of Management.
- (g) to recommend the investment of any money belonging to the University, including any unapplied income, in such stock, funds, shares or securities as it may, from time to time, think fit, or in the purchase or immovable property in India, with the like power of varying such investments from time to time

(4) The Finance Committee shall meet, at least, four times in a year. Five members of the Finance Committee shall form the quorum at any meeting.

(5) In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.

28. **Other Authorities** - The constitution, power and functions of the other authorities which may be declared by the Statutes to be the authorities of the University, shall be such as may be prescribed.

**Statutes** - Subject to the provision of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (a) the constitution, powers and functions of the authorities and other bodies of the University, as may be found necessary to be constituted from time to time;
- (b) the selection and continuance in office of the members of the authorities and bodies of the University, the filling up of vacancies of members and all other matters relating thereto which the university may deem necessary or desirable to provide;
- (c) the appointing/ disciplinary authorities for all Groups A,B,C & D teaching and non-teaching employees of the University;
- (d) terms and conditions for continuation of the teachers and other employees in the employment of the erstwhile Indira Gandhi Institute of Technology;
- (e) the manner of appointment of the officers of the University, terms and conditions of their service, their powers and duties and emoluments;
- (f) the manner of appointment of the teachers of the University, other academic staff, and other employees and their emoluments;
- (g) the manner of appointment of teachers and other academic staff working in any other university/industry for a specified period for undertaking a joint project, their terms and conditions of service and emoluments;
- (h) the terms and conditions of service of the teachers and other members of the academic staff appointed by the University;
- (i) the terms and conditions of other employees appointed by the University;
- (j) the constitution of the pension or the provident fund and the establishment of an insurance scheme for the benefit of the employees of the University;
- (k) the principles governing the seniority of employees of the University;
- (l) the procedure for any appeal by an employee or a student of the University;
- (m) conferment of honorary degrees;
- (n) institution of fellowships, scholarships, studentship, medals, prizes and other incentives;
- (o) maintenance of discipline among the employees of the University;
- (p) establishment of Chairs, Departments and Centre;
- (q) management, supervision and inspection of institutions/centres established and/or maintained by the University;
- (r) the delegation of powers vested in the authorities or the officers of the University;



(s) all other matter which, by or under this Act, are to be, or may be, provided for by the Statutes.

30. **Statutes, how made** - (1) The first Statutes shall be those made by the Government with the prior approval of the Chancellor within thirty days of the commencement of this ACT.

(2) The Board of Management may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1):

Provided that the Board of Management shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given a reasonable opportunity of expressing its opinion in writing on the proposed change and any option so expressed within the time specified by the Board of Management has been considered by the Board of Management.

(3) Every new Statute or addition to the Statutes or any amendment or repeal thereof shall require the approval of the Chancellor, who may assent thereto or withhold his assent or remit it to the Board of Management for reconsideration in the light of the observations, if any, made by him.

(4) A new Statute or a Statute amending or repealing an existing Statute shall not be valid unless it has received the assent of the Chancellor, who will take into consideration the views of the concerned department while deciding the matter :

Provided that if the Chancellor does not convey his decision within sixty days of the reference received by him, it shall be deemed that the Chancellor has given his assent to the proposal.



31. **Ordinances** - (1) subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-

(a) the admission of students, the courses of study and the fees there for, the qualifications pertaining to the award of degrees, diplomas, certificates and other academic distinctions, the conditions for the grant of fellowship and awards and the like;

(b) the conduct of examinations, including the terms and conditions of office and appointment of examiners;

(c) the conditions of residence of students and their general discipline;

(d) the management of institutions/centers maintained by the University;

- (e) the procedures for the settlement of disputes between the employees and the University, or between the students and the University;
- (f) the procedures for the settlement of disputes between the employees and students;
- (g) the procedure for any appeal by an aggrieved employee or a student;
- (h) maintenance of discipline among the students of the University;
- (i) regulation of the conduct and duties of the employees of the University and regulation of the conduct of the students of the University;
- (j) the categories of misconduct for which action may be taken under this Act or the Statutes or the Ordinances;
- (k) any other matter which, by or under this Act or the Statutes, is to be, or may be, provided for by the Ordinances.

(2) The first Ordinance shall be made by the Vice-Chancellor with the prior approval of the Government and the Ordinance so made may be amended, repealed or added to, at any time by the Board of Management in such manner as may be prescribed.

32. **Regulations** - The authorities of the University may make regulations consistent with this Act, the Statutes and the Ordinances, in the manner prescribed by the Statutes for the conduct of their own business and that of the committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances.

33. **Annual Report** - (1) The annual report of the University shall be prepared under the directions of the Board of Management which shall include, among other matters, the steps taken by the University towards the fulfillment of its objects.

(2) The annual report so prepared shall be submitted to the Chancellor within six months from the date of completion of the academic year.

(3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Government which shall, as soon as may be, cause the same to be laid before the Legislative Assembly of Delhi.



34. **Annual accounts** - (1) The annual accounts and the balance sheet of the University shall be prepared under the direction of the Vice-Chancellor and approved by Board of Management and shall, at least once every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor General of India or such person or such person or persons as he may authorize in this behalf.



- (2) A copy of the annual accounts together with the audit report shall be submitted to the Chancellor along with the observations, if any, of the Board of Management.
- (3) Any observation made by the Chancellor on the annual accounts shall be brought to the notice of the Board of Management.
- (4) A copy of the annual accounts together with the audit report as submitted to the Chancellor, shall also be submitted to the Government, which shall, as soon as may be, cause the same to be laid before the Legislative Assembly of Delhi.

**35. Conditions of service of employees -** (1) The University shall enter into a written contract of service with every new employee of the University appointed, on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.

- (2) A copy of the contract referred to in sub-section (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

**36. Tribunal of Arbitration -** (1) Any dispute arising out of a contract of employment referred to in Section 35 between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.

- (2) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning to the Law of Arbitration as in force, and all the provisions of that Law, with the exception of section 2 thereof, shall apply accordingly.

- (3) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed by the University.

- (4) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

**37. Provident and Pension Funds -** The University shall constitute for the benefit of its employees such provident fund and pension fund or provide such insurance scheme as it may deem fit in such manner and subject to such conditions as may be prescribed :

Provided that the existing employees shall continue to be governed by the existing pension and Provident Fund Schemes prevailing to their services in the Indira Gandhi Institute of Technology.

38. **Disputes as to the constitution of the University Authorities and Bodies** - If any question arises as to whether any person has been duly appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Chancellor with Board of Management recommendations whose decision thereon shall be final.
39. **Filling of casual vacancies** - All the casual vacancies among the members (other than ex-officio members) of any authority or other body of the University shall be filled, as soon as may be convenient, by the person or body who appoints, elects or co-opts the members whose place has become vacant and any person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills, would have been a member.
40. **Proceedings of the University authorities or bodies not invalidated by vacancies** - No act or proceedings of any authority or other body shall be invalidated merely by reasons of the existence of any vacancy or vacancies among its members.
41. **Protection of action taken in good faith** - No suit or other legal proceeding shall lie in any court against the University or against any authority, officer or employee of the University or against any person or body of persons acting under the order of direction of any authority or officer or other employee of the University for anything which is in good faith done or intended to be done in pursuance of the provision of this Act or the Statutes or the Ordinances.
42. **Mode of proof of the University record** - A copy of any receipt, application, notice, order, proceedings, resolution of any authority or committee of the University, or other documents in the possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar so designed shall, notwithstanding anything contained in the Indian Evidence Act, 1872 (1 of 1872) or in any other law for the time being in force, shall be admitted as evidence of the matters and transaction specified therein, where the original thereof would, if produced, have been admissible in evidence.
43. **Power to remove difficulties** - If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order, published in the official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Provided that no such order be made under this section after the expiry of three years from the commencement of this Act.

44. **Transitional provisions -** Notwithstanding anything contained in this Act and the Statutes -
- (a) the first Vice-Chancellor, and the first Registrar, shall be appointed by the Chancellor and shall be governed by the terms and conditions of service specified by the Statutes
  - (b) the first Court and the first Board of Management shall be nominated by the Chancellor and shall hold office for a term of three years.
45. **Statutes and Ordinances to be published in the official Gazette and to be laid before the Legislature -** (1) Every Statute and Ordinance made under this Act shall be published in the official Gazette.
- (2) Every Statute and Ordinance made under this Act shall be laid, as soon as may be after it is made, before the House of the Legislative Assembly of Delhi while it is in session for a total period of thirty days which may be comprised in one session or two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, the House agrees in making any modification in the Statute or the Ordinance or the House agrees that the Statute or the Ordinance, as the case may be, should not be made, the Statute or the Ordinance shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute or Ordinance as the case may be.
46. **Honorary degree -** If not less than two-third of the members of the Academic Council recommend that an honorary degree, or academic distinction be conferred on any person on the ground that he is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such degree or academic distinction, the Chancellor may, by an order, decide that that the same may be conferred on the person recommended.
47. **Withdrawal of degree or diploma -** (1) The Board of Management may on the recommendation of the Academic Council and on approval of Chancellor, withdraw any distinction, degree, diploma or privilege conferred on, or granted to, any person, by a resolution passed by the majority of the total membership of the Board of Management present and voting at the meeting, if such person has been convicted by a court of law for an offence, which, in the opinion of the Board of Management, involves moral turpitude or if he has been guilty of gross misconduct.
- (2) No action under sub-section (1) shall be taken against any person unless he has been given an opportunity to show cause against the action proposed to be taken.
- (3) A copy of the resolution passed by the Board of Management shall be immediately sent to the person concerned.



(4) Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of receipt of such resolution.

(5) The decision of the Chancellor in such appeal shall be final.

48. **Discipline** - (1) The University shall maintain a strict discipline among students through its Proctorial Board. A faculty member of the rank of the Professor/Associate Professor shall be appointed as Proctor by the Vice-Chancellor and will hold office for a term of two years.

(2) The Proctorial Board shall deal with all matters connected with the discipline of students and Vice-Chancellor shall be the final authority of award of any punishment including expulsion from the University.

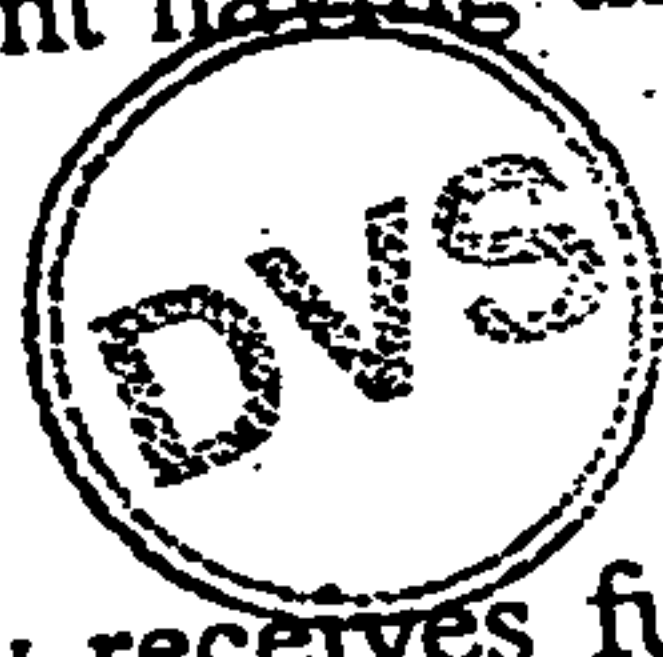
49. **Deemed validity of appointments** - Notwithstanding anything contained in any other law or instrument having the force of law for the time being in force, the appointments made to any post in the University in accordance with the Statutes, the Ordinances and the Regulations shall be deemed to be valid and in accordance with law.

50. **Overriding effect** - The provisions of this Act, the Statutes, the Ordinance and the regulations made under there shall have effect notwithstanding anything inconsistent contained therewith in any other law or instrument having the force of law for the time being in force.

51. **Sponsored Schemes** - Whenever the University receives funds from any Government, the University Grant Commission or other agencies sponsoring a scheme to be executed by the University, notwithstanding anything in this Act or the Statutes or the Ordinance made there under:-

- (a) the amount received shall be kept by the University separately from the University Fund and utilized only for the purpose of the scheme; and
- (b) the staff required to execute the scheme shall be recruited in accordance with the terms and conditions stipulated by the sponsoring organization.

52. **Power to issue directions** - The Chancellor may either suo motu or on the recommendation of the Board of Management may issue such directions as may be necessary or expedient in the interest of administration, financial or academic functioning of the University and in particular to ensure peace and tranquility in the University and to protect the property of the University.

  
D. V. Sahrawat  
23/7/11  
(Tarun Sahrawat)  
Addl. Secretary (Law, Justice & L.A.)



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

No. F.16(10)/Plg/IGDTUW/2013/ 5686

Dated the 10<sup>th</sup> March, 2015

To

All the Deans/HoDs, IGDTUW

Sub: First Ordinance of the Indira Gandhi Delhi Technical University for Women, 2014.

Sir/Madam,

Please enclosed herewith a copy of Notification regarding "First Ordinance of the Indira Gandhi Delhi Technical University for Women, 2014" relating to establishment of faculties and departments of the University published in the Delhi Gazette, Extraordinary Part III, No. 3, NCTD No. 112 dated 7/10/2014 for information.

Yours faithfully,

(S.N. Jha)  
Registrar

Encl: As above.

✓ Copy forwarded to the Incharge (IT Services) with the request to kindly upload the Notification on the University's web portal.

(S.N. Jha)  
Registrar

406/Head/ITS  
12/3/15

29/10

रजिस्ट्री सं. डी.एल.-33002/99

भारतसरकार

REGISTERED No. D.L.—33002/99

GOVERNMENT OF INDIA

दिल्ली राजपत्र  
Delhi Gazette



सत्यमेव जयते

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 03]	DELHI, TUESDAY, OCTOBER 7, 2014/ASVINA 1, 1936	[N.C.T.D. No. 112

भाग—III

PART—III

राष्ट्रीय राजधानीराज्य क्षेत्र दिल्ली सरकार

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

इंदिरा गांधी दिल्ली, टेक्निकल यूनिवर्सिटी फॉर वुमन  
कश्मीरी गेट, दिल्ली

अधिसूचना

दिनांक 07 अक्तूबर, 2014

फा. 16 ( 10 )/पीएलजी/डीटीयूडब्ल्यू/2013/3142.—इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन के उपकुलपति ने इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन (प्रथम) संविधि 2012 के अनुच्छेद 14 के साथ पठन सहित इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन अधिनियम 2012 (दिल्ली अधिनियम सं. 9, 2012) की धारा 31 की उप-धारा (2) के प्रदत्त अधिकारों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र के उप-राज्यपाल की पूर्व स्वीकृति से एतद्वारा इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन के लिए यूनिवर्सिटी के संकायों एवं विभागों की स्थापना से संबंधित प्रथम अध्यादेश गठित किया है।

1. संक्षिप्त शीर्षक और आरम्भ.—(1) इस अध्यादेश को "इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन 2014 का प्रथम अध्यादेश" कहा जा सकता है।

(2) यह सरकारी राजपत्र में प्रकाशित होने की तिथि से लागू होगा ।

2. इसमें निम्नलिखित संकाय और विभागों के समूह होंगे, जिनमें इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन के वर्तमान विभाग भी शामिल हैं जैसे कि :--

1. इंजीनियरिंग एवं प्रौद्योगिकी संकाय :

- (i) इलेक्ट्रॉनिक्स और संचार विभाग (विद्यमान);
- (ii) कंप्यूटर साइंस इंजीनियरिंग विभाग (विद्यमान);
- (iii) सूचना एवं प्रौद्योगिकी विभाग (विद्यमान);
- (iv) मैकेनिकल एवं आटोमेशन इंजीनियरिंग विभाग (विद्यमान) ।

2. विज्ञान और मानविकी संकाय

- (i) शुद्ध एवं प्रयुक्त विज्ञान विभाग (विद्यमान);
- (ii) मनविकी एवं सामाजिक विज्ञान विभाग (प्रस्तावित) ।

3. आर्किटेक्चर एवं डिजाइन विभाग

- (i) शुद्ध एवं प्रयुक्त विज्ञान विभाग (विद्यमान);
- (ii) डिजाइन अध्ययन विभाग (प्रस्तावित) ।

3. प्रबंधक मंडल को किसी एक या अधिक संकाय (यों)/विभाग(गों) को यूनिवर्सिटी अकादमी परिषद् की सिफारिशों पर स्थापित या हटाने का अधिकार होगा ।

4. प्रत्येक संकाय में एक संकायध्यक्ष (डीन) होगा । संकायाध्यक्षों की नियुक्ति की अवधि, उनके अधिकारों और उनके कार्य, इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन (प्रथम) संविधि 2012 के अनुच्छेद 7 के अंतर्गत लिखे होंगे ।
5. प्रत्येक विभाग का एक विभागाध्यक्ष होगा । विभागाध्यक्षों की नियुक्ति 3 वर्ष की अवधि के लिए निर्धारित विनियमों के अनुसार संबंधित विभागों के प्रोफेसर्स/सहायक प्रोफेसर्स में से बारी-बारी की जाएगी ।
6. अध्ययन का प्रत्येक विभाग विनियमों द्वारा उनके निर्दिष्ट किए गए प्रोग्रामों के लिए उत्तरदायी होगा ।

एस.एन. झा, रजिस्ट्रार  
इंदिरा गांधी दिल्ली टेक्निकल यूनिवर्सिटी फॉर वुमन

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**

**KASHMERE GATE, DELHI-110006**

**NOTIFICATION**

Dated the 7th October, 2014

**F. 16(10)/Plg./IGDTUW/2013/3142.**—In exercise of the powers conferred by Sub-section (2) of Section 31 of the Indira Gandhi Delhi Technical University for Women Act 2012 (Delhi Act No. 9 of 2012) read with clause 14 of the Indira Gandhi Delhi Technical University for Women (First) Statutes 2012, the Vice Chancellor, Indira Gandhi Delhi Technical University for Women with the prior approval of the Lieutenant Governor of the National Capital Territory of Delhi, hereby makes the First Ordinance of the Indira Gandhi Delhi Technical University for Women relating to establishment of faculties and departments of the University.

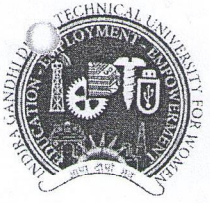
1. **Short Title and Commencement-(1)** This ordinance may be called "First Ordinance of the Indira Gandhi Delhi Technical University for Women, 2014".

(2) It shall come into force on the date of its publication in the Official Gazette.

- 27/c
2. There shall be the following faculties and grouping of departments, including existing departments, of the Indira Gandhi Delhi Technical University for Women; namely :-
    1. Faculty of Engineering and Technology :
      - (i) Department of Electronics and Communication Engineering (existing);
      - (ii) Department of Computer Science Engineering (existing);
      - (iii) Department of Information and Technology (existing);
      - (iv) Department of Mechanical and Automation Engineering (existing).
    2. Faculty of Sciences and Humanities :
      - (i) Department of Pure and Applied Sciences (existing);
      - (ii) Department of Humanities and Social Sciences (proposed).
    3. Faculty of Architecture and Design :
      - (i) Department of Architecture and Planning (proposed);
      - (ii) Department of Design Studies (proposed).
  3. Board of Management shall be authorized to establish or abolish any one or more faculty(ies)/department(s) on the recommendations of the Academic Council of the University.
  4. There shall be a Dean in each Faculty. The tenure of appointment of Deans, their powers and functions shall be as laid down under clause 7 of the Indira Gandhi Delhi Technical University for Women (First) Statutes, 2012.
  5. There shall be a Head of the Department in each Department. Appointment of Head of Departments shall be for a period of three years by rotation from amongst Professors/Associate Professors in the concerned department as may be prescribed by regulations.
  6. Every Department of Studies shall be responsible for those programmes as may be assigned to it by regulations.

S. N. JHA, Registrar  
Indira Gandhi Delhi Technical University for Women






# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

Sub: Notification of Second and Third Ordinances of Indira Gandhi Delhi Technical University for.

Please find enclosed herewith a copy of the Notifications of Second and Third Ordinances of Indira Gandhi Delhi Technical University for Women relating to "institution of medals, prizes and awards to the outstanding students and fee waiver to students of Economically Weaker Sections (EWS) of the Society" and "to conduct and evaluation of examinations for programmes leading to all Bachelor/Master Degrees and Post-graduate Diploma at IGDTUW" respectively, published in the Delhi Gazette, Part III, Extra-ordinary for information and necessary action/record.

  
(S.N. Jha)  
Registrar

To

1. All Deans/HoDs, IGDTUW
2. Dy. Dean (R&C), IGDTUW
3. Incharge (IT), IGDTUW with the request to upload the Notification on the Web Portal of the University under Ordinances.
4. PS to VC, IGDTUW for kind information of the Hon'ble Vice Chancellor

Encl: As above

U.O. No. F.16(16)/PIg./IGDTUW/2013/ 2107

Dated the 30<sup>th</sup> September, 2015

दिल्ली राजपत्र  
Delhi Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 3]

दिल्ली, बृहस्पतिवार, जून 4, 2015/ज्येष्ठ 14, 1937

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No. 3]

DELHI, THURSDAY, JUNE 4, 2015/JYAISTHA 14, 1937

[N.C.T.D. No. 33

भाग—III

PART—III

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय

अधिसूचनाएं

दिल्ली, 4 जून, 2015

सं. फा.16(16)/पीएलजी/आईजीडीटीयूडब्ल्यू/2013/1070.—इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय अधिनियम, 2012 (2012 की दिल्ली अधिनियम सं. 9) की धारा 31 के प्रावधानों के अनुसरण में विश्वविद्यालय प्रबंधन मंडल, एतद्वारा उत्कृष्ट विद्यार्थियों के लिए पदक, पारितोषिक और पुरस्कार स्थापित करने और समाज के आर्थिक रूप से दुर्बल वर्गों (ईडब्ल्यूएस) के विद्यार्थियों के लिए शुल्क को माफ करने से संबंधित निम्नलिखित अध्यादेश बनाते हैं, अर्थात्—

1. **संक्षिप्त नाम और प्रारंभ**—(1) इस अध्यादेश को इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय द्वितीय अध्यादेश, 2015 कहा जा सकेगा।

(2) यह दिनांक 20 दिसंबर, 2013 (प्रबंधन बोर्ड द्वारा इसके अनुमोदन की तारीख) से प्रवृत्त माना जाएगा।

2. विश्वविद्यालय उत्कृष्ट विद्यार्थियों के लिए विभिन्न पदक, पारितोषिक, पुरस्कार और प्रमाणपत्र स्थापित कर सकता है और विश्वविद्यालय के अध्ययन विभागों, विश्वविद्यालय द्वारा रखरखाव किए जाने वाले संस्थानों और संस्थाओं में विभिन्न कार्यक्रमों को पूरा कर रहे समाज के आर्थिक रूप से दुर्बल वर्गों (ईडब्ल्यूएस) के विद्यार्थियों के लिए, विद्यार्थी के अभिभावक की न्यूनतम आय के आधार पर, शुल्क को माफ कर सकता है। पुरस्कारों/पारितोषिकों का मूल्य, पात्रता शर्तें, चयन की पद्धतियां और प्रक्रिया तथा भुगतान की रीति, विश्वविद्यालय के अध्ययन विभागों, विश्वविद्यालय द्वारा रखरखाव किए जाने वाले संस्थानों और संस्थाओं के लिए पृथक रूप से समय-समय पर बनाए गए विनियमों में निर्धारित किए गए अनुसार होंगी।

## INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

## NOTIFICATIONS

Delhi, the 4th June, 2015

**No. F. 16(16)/Plg./IGDTUW/2013/1070.**—In pursuance of the provisions of Section 31 of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act No. 9 of 2012), the Board of Management of the University hereby makes the following Ordinance relating to institution of medals, prizes and awards to the outstanding students and fee waiver to students of Economically Weaker Sections (EWS) of the society, namely :-

1. **Short Title and Commencement.**—(1) This ordinance may be called the Second Ordinance of the Indira Gandhi Delhi Technical University for Women, 2015.

(2) It shall be deemed to have come into force with effect from the 20<sup>th</sup> December, 2013 (the date of its approval by the Board of Management).

2. The University may institute various medals, prizes, awards and certificates to the outstanding students and grant fee waiver to students of Economically Weaker Sections (EWS) of the society pursuing various programmes in the Departments of Studies of the University, Institutes and Institutions maintained by the University based on minimum income of the parents of the ward. The value of the awards/prizes, eligibility conditions, methods and procedure of selection and mode of payment shall be as laid down in the regulations formulated from time to time separately for Departments of Studies of the University, Institutions and Institutes maintained by the University.

**एफ.16(16)/पीएलजी./आईजीडीटीयूडब्ल्यू/2013/1071**—इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय अधिनियम, 2012 (2012 की दिल्ली अधिनियम सं. 9) की धारा 31 के प्रावधानों के अनुसरण में विश्वविद्यालय प्रबंधन मंडल, एतद्वारा इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय में सभी स्नातक/मास्टर डिग्रियां और स्नातकोत्तर डिप्लोमा प्रदान करने वाले कार्यक्रमों हेतु परीक्षाओं के संचालन और मूल्यांकन से संबंधित निम्नलिखित अध्यादेश बनाते हैं, अर्थात्—

1. **संक्षिप्त नाम और प्रारंभ—**

1.1 इस अध्यादेश को इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय तृतीय अध्यादेश, 2015 कहा जा सकेगा।

1.2 यह दिनांक 20 दिसंबर, 2013 (प्रबंधन बोर्ड द्वारा इसके अनुमोदन की तारीख) से प्रवृत्त माना जाएगा।

2. **सामान्य—** यह अध्यादेश सेमेस्टर प्रणाली का अनुसरण करते हुए स्नातक/मास्टर डिग्रियां और स्नातकोत्तर डिप्लोमा प्रदान करने वाले सभी कार्यक्रमों पर लागू होगा। किंतु, किसी कार्यक्रम में अतिरिक्त आवश्यकताएं हो सकती हैं जिन्हें उस कार्यक्रम के विनियमों में विनिर्दिष्ट किया जाएगा।

3. **परिभाषाएं—**

3.1 **शैक्षणिक कार्यक्रम/कार्यक्रम** से अध्ययन कार्यक्रम तथा/अथवा किसी डिग्री/डिप्लोमा को प्रदान करने वाला कोई अन्य संघटक अभिप्रेत होगा;

3.2 **एक शैक्षणिक वर्ष** शिक्षण की योजना में विनिर्दिष्ट आवश्यकताओं तथा संबंधित परीक्षाओं को पूरा करने के लिए निर्धारित लगभग बारह माह की अवधि है;

3.3 **अध्ययन बोर्ड (बीओएस)** से संबंधित विभाग का अध्ययन बोर्ड अभिप्रेत होगा;

3.4 **पाठ्यक्रम** से शैक्षणिक कार्यक्रम का एक संघटक अभिप्रेत होगा जो एक पृथक कोड सं. और उसे आबंटित विशिष्ट क्रेडिट रखता है;

3.5 **अंतावधि परीक्षा** से सेमेस्टर के अंत में आयोजित होने वाली परीक्षा अभिप्रेत होगी;

3.6 **बाह्य परीक्षक** से ऐसा परीक्षक अभिप्रेत होगा जो विश्वविद्यालय के नियोजन में नहीं है;

3.7 **मध्यावधि परीक्षा** से सेमेस्टर के दौरान आयोजित होने वाली परीक्षा अभिप्रेत होगी;

3.8 **पत्र निर्धारक** से ऐसा व्यक्ति अभिप्रेत होगा जिसे पत्र को निर्धारित करने का कार्य सौंपा गया है जो कि विश्वविद्यालय का शिक्षक हो सकता है अथवा ऐसा बाह्य शिक्षक हो सकता है जो विश्वविद्यालय के नियोजन में नहीं हो;

3.9 **सेमेस्टर प्रणाली** से ऐसा कार्यक्रम अभिप्रेत होगा जिसमें प्रत्येक शैक्षणिक वर्ष को दो सेमेस्टर्स में विभाजित कर दिया जाता है;

17. इस अध्यादेश में कही गई किसी बात के बावजूद, किसी भी अप्रत्याशित और इस अध्यादेश के अंतर्गत नहीं शामिल मुद्दे के उत्पन्न होने के कारण, अथवा व्याख्या में अंतर होने की दशा में, कुलपति किसी या सभी विभागाध्यक्ष वाली, एक समिति की राय/सलाह, यदि आवश्यक हो, प्राप्त करने के बाद निर्णय ले सकता है। कुलपति का निर्णय अंतिम होगा।

एस. एन. झा, रजिस्ट्रार

**No.F.16(16)/Plg./IGDTUW/2013/1071.**—In pursuance of the provisions of Section 31 of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act No. 9 of 2012), the Board of Management of the University hereby makes the following Ordinance relating to conduct and evaluation of examinations for programmes leading to all Bachelor/Master Degrees and Post-graduate Diplomas at Indira Gandhi Delhi Technical University for Women, namely :—

**1. Short Title and Commencement.—**

- 1.1 This ordinance may be called the Third Ordinance of the Indira Gandhi Delhi Technical University for Women, 2015.
- 1.2 It shall be deemed to have come into force with effect from 20th December, 2013 (the date of its approval by the Board of Management).

**2. GENERAL.**—This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Post-graduate Diplomas following semester system. However, a programme may have additional requirements, which will be specified in regulations for that programme.

**3. DEFINITIONS.—**

- 3.1 **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Degree/Diploma;
- 3.2 **An Academic year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations;
- 3.3 **Board of Studies (BOS)** shall mean the Board of Studies of the Department concerned;
- 3.4 **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it;
- 3.5 **End-Term Examination** shall mean the examination conducted at the end of the semester;
- 3.6 **External Examiner** shall mean an examiner who is not in the employment of the University;
- 3.7 **Mid-Term Examination** shall mean the examination conducted during the semester;
- 3.8 **Paper Setter** shall mean a person who has been assigned the work of paper setting, may be the teacher of the University or outside teacher who is not under employment of the University;
- 3.9 **Semester System** shall mean a programme wherein each academic year is apportioned into two semesters;
- 3.10 **Student** shall mean a person admitted to the Department of the University for any academic programme to which this Ordinance is applicable;
- 3.11 **Unfair Means Scrutiny Committee** shall mean a Committee for examining the cases of unfair means and for recommending punishment, if any, in such cases;
- 3.12 **University** shall mean Indira Gandhi Delhi Technical University for Women.

4. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/ Master's degrees, Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching and to regular students i.e. candidates who have undergone a course of study in the University Examinations and Syllabi as are approved by the Academic Council.

5. Examinations of the University shall be open for a period specified for that programme of study in the Scheme of Teaching and Examination and Syllabi :

*Provided that the Academic Council may allow any other category of candidates to take the university examination for any specified academic programme subject to the fulfilment of such conditions as may be laid down by the Academic Council from time to time :*

*Provided further, that a student, may be debarred from appearing in the end-term examination as provided in clause 8 of this Ordinance or as provided in any other Ordinance of the University.*

**6. Programmes Content and Duration.—**

- 6.1 A Bachelor's/Master's degree and post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching and Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- 6.2 The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching and Examination and Syllabi for the concerned programme.
- 6.3 The maximum permissible period for completing a programme for which the prescribed programme duration is  $n$  semesters, shall be  $(n + 4)$  semesters. All the programme requirements shall have to be completed in  $(n + 4)$  semesters.
- 6.4 For continuing in the under-graduate programme the student has to show satisfactory academic performance as defined in the clause 11.6. If the academic performance falls short, a student may be asked to repeat a year or her programme may be terminated.
- 6.5 Audit Course—
- (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching and Examination and Syllabi, or one of the course(s) in the Scheme of Teaching and Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 13.1.
  - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
  - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

**7. Semester—**

- 7.1 An academic year shall be apportioned into two semesters. Each semester shall consist of twenty two weeks duration including the examination period. There shall be a break of two weeks after the first semester and a vacation of six weeks after the second semester.
- 7.2 The Academic Calendar shall be notified by the University each year, before the start of Academic Year.
- 7.3 The academic break-up of the semesters devoted to instructional work shall be as below:
- |   |   |                |
|---|---|----------------|
| Imparting of instructions and/or laboratory work<br>(including class tests) | - | Eighteen Weeks |
| Preparatory Leave   | - | One Week       |
| Semester-end Examination, including Practical/<br>Laboratory Examination    | - | Three Weeks    |

**8. Attendance.—**

- 8.1 A student has to put in a minimum of seventy-five percent attendance in aggregate of all the courses taken together in a semester:
- Provided that the Dean of Faculty/Dean (Academic Affairs)/Head of the Department may condone attendance shortage upto 10% for individual student for reasons to be recorded in writing :
- Provided further that, under exceptional circumstances, the Vice-Chancellor may further relax the minimum attendance up to five percent;
- Provided also that under no circumstances a student who has an aggregate attendance of less than sixty percent in a semester shall be allowed to appear in the end-term examinations.
- 8.2 The relaxation provided in clause 8.1 may be considered by the Dean of Faculty/Dean(Academic Affairs)/Head of Department on production of documents showing that the student was:
- (i) busy in authorized activities;
  - (ii) suffering from any disease/disorder.

**Note:-** (a) A student should submit the documents to the above effect within seven days of resuming the studies. Documents submitted, thereafter, shall not be considered.

(b) No relaxation in attendance beyond clause 8.1 shall be allowed in any case.

- 8.3 Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and she will be required to take re-admission and repeat all courses of the said semester with the next batch of students.
- 8.4 The University Enrolment number of such student shall, however, remain unchanged and she shall be required to complete the programme in a maximum permissible period of  $(n+4)$  semesters as mentioned in clause 6.3.
- 8.5 Head of the Department shall announce the names of all such students who are not eligible to appear in the end-term examination, at least five calendar days before the start of the end-term examination and simultaneously intimate the same to the Controller of Examinations.
- 8.6 In case any student appears by default, who in fact has been detained by the Department, her result shall be treated as null and void.
9. **Evaluation,—**
- 9.1 The overall weightage of a course in the Syllabus and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.
- 9.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching and Examination and Syllabi:
- (i) evaluation through end-term examination;
  - (ii) continuous evaluation by the teacher(s) of the course.
- 9.3 The distribution of weightage for various components of evaluation shall be as below:

Theory Courses	Weightage for End-Term Examination	Weightage for Continuous Evaluation by the Teacher
Theory Courses	60%	40%
Practical/Laboratory Courses	60%	40%
Dissertation/Thesis External Examiner Internal Examiner	60%	40%

- 9.4 For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice-Chancellor.
- 9.5 Teacher's Continuous Evaluation :
- (i) course components and apportioned marks

COURSE COMPONENTS	APPORTIONED MARKS
<b>Theory Courses:</b> The teacher's continuous evaluation shall be based on the following:	
• Two Class Tests*	15 Marks for each Test
• Assignment/Group Discussion/ Viva-Voce/ Additional Test/Quizzes/Attendance etc	10 Marks
* The two class tests shall ordinarily be held after six weeks and twelve weeks of teaching in accordance with the University Academic Calendar	
<b>Practical/Laboratory Courses</b>	
The teacher's continuous evaluation shall be based on performance in the laboratory, attendance, practical exercises/assignments, quizzes, etc.	15, 15 and 10 Marks

- (ii) for dissertation/thesis, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40% and the

- external examiner(s) out of 60%. The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested as specified in clause 10 of the Ordinance;
- (iii) the University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s);
  - (iv) end-term practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners;
  - (v) for any other type of examination, not covered by clause 9.5(i) and 9.5(ii), the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies with the approval of the Vice-Chancellor;
  - (vi) the results of a semester (including both the end-term examinations and teacher's continuous evaluation) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in particular course, he/she may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor;
  - (vii) the award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

#### 10. Conduct of semester end-term examinations.—

- 10.1 All end-term examinations shall be conducted by the Controller of Examinations.
  - 10.2 The Schedule of examination shall be notified by the Controller of Examinations at least ten days prior to the first day of the commencement of end-term examinations.
  - 10.3 For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor :  
Provided that the Vice-Chancellor may, at his/her discretion, delegate the authority for approval of examiners.
  - 10.4 Recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened. In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.
  - 10.5 The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studies /Head of the Department before the list is submitted to the Vice-Chancellor for approval.
  - 10.6 After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.
  - 10.7 The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the question paper shall set the question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.
- #### 11. Criteria for Passing Courses, Marks and Division.—
- 11.1 Obtaining a minimum of 50% marks in aggregate in each course including the end-term examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
  - 11.2 A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned end-term examination.
  - 11.3 A student obtaining less than 50% of maximum marks (including end-term examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a end-term examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of  $(n+4)$  semesters as mentioned in clause 6.3. The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the student will request for such improvement in the beginning of the said semester to the Head of Department and the improved internal marks, if received from the Department concerned at least seven days before the commencement of end-term examination shall

be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the two class tests performance with the next batch of students, the marks obtained in two class tests will be proportionately increased to include the component of assignment / group discussion / viva voce/additional test/quizzes etc.

No extra fee shall be charged from the students in this regard.

11.4 A student who has to reappear in an end-term examination in terms of clause 11.3 above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). In case, the course content or syllabus of the subject is revised, a failed student in particular subject/subjects have to appear in the examination of the said course/courses as per the revised course contents. In case a particular subject is discontinued, the department can specify another equivalent subject in lieu of the discontinued subject, in such a case the failed candidate will be required to appear in both the mid-term and end-term examination.

11.5 Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Department to be allowed to reappear in an examination and pay the fees prescribed by the University.

#### 11.6 Criteria for Promotion to the Next Year.—

- (i) a student will be promoted to the next academic year only if such student has obtained at least,
  - (a) 50%, (accurate upto two decimal digits) of the total credits of the ensuing academic year from which the promotion to next academic year is being sought, and
  - (b) 90%, (accurate upto two decimal digits and rounding of thereafter to full digits) of the total credits of the previous year excluding the credits of the ensuing academic year from which the promotion to next academic year is being sought.
- (ii) all such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Academic Break shall be applicable only to students,-
  - (a) who do not attend any classes in a particular year of the program as per norms of the University;
  - (b) who are detained due to shortage of attendance;
  - (c) who are not able to secure/obtain 50% credits in a particular year/semester(s).
- (iii) only two academic breaks are permissible for a student for the completion of the academic programme/course. In no situation a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/programme. A student who has exhausted two academic breaks and a further occasion arises for her to take academic break because of non promotion or detention, in such cases the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arise.

11.7 A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching and Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The credits included in the Scheme of Teaching and Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

11.8 **Award of Division**— The successful candidates will be placed in Divisions as below:

- (i) **Second Division:** A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division;
- (ii) **First Division:** A candidate obtaining a Cumulative Performance Index at the end of the programme of 60 and above but below 75 shall be placed in the First Division;
- (iii) **First Division with Distinction:** A candidate obtaining a Cumulative Performance Index of 75 and above at the end of the programme shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which she has earned credits. Further, a candidate obtaining a Cumulative Performance Index of 90 and above shall be deemed to have passed the programme with exemplary performance provided she has passed all the courses for which she has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect;
- (iv) For the above, Cumulative Performance Index (CPI) shall be calculated as in clause 13.1 and shall be based only on marks obtained in courses for which credits have been earned.



12. Award of Degree/Diploma.—

12.1 A student shall be awarded a degree/diploma if:

a student becomes eligible for the award of the Degree/Diploma after fulfilling all the academic and non-academic requirements prescribed by the Academic Council and as specified in the Ordinance:

Provided (a) student has successfully earned the minimum credits as specified in the Scheme of Teaching and Examination and Syllabi of the concerned programme (b) there are no dues outstanding in student's name to a Department/University and (c) no disciplinary action is pending against the student.

12.2 Criteria for passing courses and award of credits.— Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% marks in a course, shall be deemed to have failed in that course and no credits will be awarded for that course to the student.

12.3 Under exceptional circumstances, where gross violation of the graduation requirements or use of dishonest means is detected at a later stage, the Academic Council may recommend to the Board of Management to withdraw an already awarded degree.

13. Calculation of Cumulative Performance Index (C.P.I.)—

13.1 A student having earned minimum credit as required for the degree/diploma will be eligible for the award of degree/diploma provided she has not skipped or disqualified in more than four credits in Core Subjects. The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index} = \frac{\sum^N C_n M_n}{\sum^N C_n}$$

Where  $C_n$  is the number of credits earned for the course  $n$  in any semester and  $M_n$  is the marks obtained by the student for the Course  $n$ .  $N$  is the total number of Courses over which the performance is being measured. All courses shall have maximum marks of 100 irrespective of the number of credits assigned to the courses. In calculating Cumulative Performance Index, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the student has appeared but secured less than 50% marks shall be treated as "Audit Courses" and the same shall be reflected in the final mark sheet accordingly.

13.2 Cumulative Performance Index of the candidate shall be calculated on the basis of the minimum credits required for each programme considering her performance in the subjects, wherein she has secured highest marks. However, in the marksheet, the maximum credits earned by the candidate shall also be reflected.

13.3 For the purpose of equivalence Cumulative Performance Index of the student shall be considered equivalent to the percentage of Marks.

14. Use of Unfair Means.— All cases regarding reported use of unfair means in the examination shall be placed before a Standing Unfair Means Scrutiny Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" and procedure for dealing with cases of suspected/alleged/ reported use of unfair means shall be specified in a separate regulations approved by the Academic Council.

15. Students Grievance Committee.—In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Head of Department, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

16. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Head of Department. The decision of the Vice-Chancellor shall be final.

S.N. JHA, Registrar

# दिल्ली राजपत्र

## Delhi Gazette

असाधारण

EXTRAORDINARY

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[N.C.T.D. No. 107

भाग—IV

PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

वित्त (राजस्व-1) विभाग  
अधिसूचनाएं

दिल्ली, 28 सितम्बर, 2015

सं. एफ. 3(11)/वित्त (क. एवं स्थाप.)/2009-10/डीएसVI/822.—दिल्ली मूल्य सर्वर्धित कर नियमावली, 2005 के नियम 47 अधिनियम के साथ पठित दिल्ली मूल्य सर्वर्धित कर अधिनियम 2004 (2005 का दिल्ली अधिनियम 3) की धारा 66 की उपधारा (2) के खंड (क) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय राजधानी क्षेत्र, दिल्ली के उप-राज्यपाल, मूल्य सर्वर्धित कर आयुक्त, राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार की उक्त अधिनियम के प्रकाशन में सहायता करने के लिए निम्नलिखित अधिकारियों को पद ग्रहण की तिथि से नियुक्त करते हैं; अर्थात्—

क्रम सं.	अधिकारी का नाम	कार्यभार की तिथि	पदनाम
	श्री/श्रीमती/कु.		
1	अभिषेक देव	01/09/2015	अतिरिक्त आगुक्त मूल्य संवर्धित कर

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उप-राज्यपाल  
के नाम तथा उनके आदेश पर  
ए. के. सिंह, उप-सचिव -VI (वित्त)

FINANCE (REVENUE-I) DEPARTMENT

NOTIFICATIONS

Delhi, the 28th September, 2015

No. F. 3 (11)/Fin (T&E)/2009-10/DS-VI/822.—In exercise of the powers conferred by clause (a) of sub-section (2) of section 66 of the Delhi Value Added Tax Act, 2004 (Delhi Act 3 of 2005), read with

स्वास्थ्य एवं परिवार कल्याण विभाग  
अधिसूचना

दिल्ली, 28 सितम्बर, 2015

सं. एफ. 32E39E2009/एच एंड एफडब्ल्यू/डीएमसी/2012/सीडी#112181872/जेएस3एचएफडब्ल्यू/630.636.— दिल्ली चिकित्सा अधिनियम, 1997 (1997 का दिल्ली अधिनियम 5) की धारा 4 की उपधारा (1) तथा (4) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार दिनांक 13 मार्च, 2015 की सं. फा. 32/13/2009/स्वा. एवं परि. कल्याण./1985-91 द्वारा जारी स्वास्थ्य एवं परिवार कल्याण विभाग की अधिसूचना में निम्नलिखित संशोधन करती है, अर्थात्—

उक्त अधिसूचना में क्रम संख्या 4 के समक्ष "डॉ. योगेश कुमार सरीन" शब्दों के लिए "डॉ. विनय अग्रवाल" शब्दों को प्रतिस्थापित किया जाएगा।

उपरोक्त अधिनियम के उपबंधों के अनुसार उक्त सदस्य का कार्यकाल इस अधिसूचना के जारी होने की तिथि से शेष अवधि के लिए होगा।

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के  
स्वास्थ्य एवं परिवार कल्याण विभाग के द्वारा जारी

प्रमानन्द प्रुस्ति, संयुक्त सचिव

DEPARTMENT OF HEALTH AND FAMILY WELFARE  
NOTIFICATION

Delhi, the 28th September, 2015

No. F. 32/39/2009/H&FW/DMC/2012/CD#112181872/js3hfw/630-636.—In exercise of the powers conferred by sub-sections (1) and (4) of section 4 of the Delhi Medical Council Act, 1997 (Delhi Act 5 of 1997), the Government of National Capital Territory of Delhi is pleased to make the following amendment in the notification by the Department of Health & Family Welfare issued vide no. F.32/13/2009/H&FW/1985-91 dated: 13<sup>th</sup> March, 2015, namely:-

In the said notification, against S. No.4, for the words "Dr. Yogesh Kumar Sarin" the words "Dr. Vinay Aggarwal" shall be substituted.

Subject to provisions of the aforesaid Act, the terms of office of the above members shall be for the remaining period from the date of publication of this Notification.

By Order and in the Name of Lt. Governor of  
National Capital Territory of Delhi,  
PREMANANDA PRUSTY, Jt. Secy.

इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय  
अधिसूचना

दिल्ली, 28 सितम्बर, 2015

सं. फा. 16 (18)/पीएलजी/आईजीडीटीयूडब्ल्यू/2014/2662.—इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय (प्रथम) संविधि 2012 की संविधि-15 के साथ पठित इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय अधिनियम, 2012 (2012 की दिल्ली अधिनियम सं. 9) की धारा 31 की उपधारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय का प्रबंधन बोर्ड, एतद्वारा इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय के विश्वविद्यालय के अध्ययन बोर्ड से संबंधित निम्नलिखित अध्यादेश बनाते हैं, अर्थात्—

1. संक्षिप्त नाम और प्रारंभ—

- (1) इस अध्यादेश को "इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय का पंचम अध्यादेश" कहा जा सकेगा।
- (2) यह अध्यादेश दिल्ली के सरकारी राजपत्र में इसके प्रकाशन की तिथि से प्रवृत्त माना जाएगा।

2. अध्ययन बोर्ड: (1) प्रत्येक संकाय का एक अध्ययन बोर्ड (आगे 'बोर्ड' के रूप में संदर्भित) होगा, जिसमें सदस्य शामिल होंगे:

- (i) संकाय के डीन/विभागाध्यक्ष/प्रख्यात शिक्षाविद या वैज्ञानिक - अध्यक्ष
- (ii) संकाय और विभाग के सभी प्रोफेसर
- (iii) संकाय विभाग में नियुक्त एसोसिएट प्रोफेसर और सहायक प्रोफेसरों में से क्रमशः वरिष्ठता के अनुसार बारी-बारी से तीन एसोसिएट प्रोफेसर और दो सहायक प्रोफेसर।
- (iv) संकाय के लिए सौंपे गए विषय या अध्ययन की किसी भी संबद्ध शाखा में उनके विशेष ज्ञान की वजह से कुलपति द्वारा नामित पांच सदस्य

(2) बोर्ड के सभी सदस्य, दो वर्ष की अवधि के लिए पद को धारित करेंगे। सदस्यों का कार्यकाल उन्हें नामित किए जाने की तारीख से शुरू होगा। किसी भी सदस्य के फिर से नामांकन के लिए विचार किया जा सकता है।

(3) बोर्ड के अधिकार और कार्य निम्नलिखित होंगे -

- (ii) संकाय के शिक्षण के लिए जहां भी आवश्यकता हो पाठ्यक्रम समितियों की नियुक्ति और ऐसी समितियों के काम की निगरानी करना। ऐसी समितियों की संरचना, अधिकार, कार्यों और अन्य संबंधित मामलों को कुलपति द्वारा अनुमोदित किया जाएगा,
- (iii) संकाय को सौंपे गए विभिन्न कार्यक्रमों में अध्ययन के पाठ्यक्रम और पाठ्यक्रम के लिए शैक्षणिक परिषद से सिफारिश करना,
- (iv) कुलपति से लिए आवश्यक जहां भी प्रश्नपत्र बनाने वालों, परीक्षकों और मध्यस्थों के नामों की सिफारिश करना,
- (v) शिक्षण और अनुसंधान के मानकों की उन्नति के लिए योजनाओं पर विचार करना, और शैक्षणिक परिषद के लिए इस तरह के प्रस्ताव प्रस्तुत करना,
- (vi) उद्योग के साथ बातचीत को बढ़ावा देना और योजनाओं पर विचार करना, तथा कुलपति/शैक्षणिक परिषद को प्रस्ताव प्रस्तुत करना
- (vii) संकाय के विकास के लिए योजनाएं बनाना और तैयारी करना तथा कुलपति/शैक्षणिक परिषद को इस तरह के प्रस्ताव पेश करना।
- (viii) उत्तीर्ण हुए छात्रों की नियुक्ति और रोजगार पर प्रतिक्रिया रिपोर्टों पर विचार करना और जहां आवश्यक हो कुलपति/शैक्षणिक परिषद को विचार करने के लिए, उपचारात्मक उपाय सुझाना,
- (ix) पेशेवर परामर्श सहित राजस्व उत्पादन के लिए प्रस्तावों, संसाधनों के बंटवारे आदि पर विचार करना और कुलपति/शैक्षणिक परिषद को इस तरह के प्रस्ताव प्रस्तुत करना,
- (x) अधिनियम, विधियों या अध्यादेश द्वारा निर्धारित किया जाने वाले अन्य सभी कार्यों को करना, और प्रबंधन बोर्ड, शैक्षणिक परिषद या कुलपति द्वारा इसे भेजे जा सकने वाले इस तरह के सभी मामलों पर विचार करना,
- (xi) डीन या बोर्ड के किसी अन्य सदस्य या समिति के लिए प्रतिनिधित्व करना या, इस तरह के सामान्य या विशिष्ट शक्तियों को सौंपना, जिनका समय-समय पर बोर्ड द्वारा निर्णय लिया जा सकता है।

3. बैठक: बोर्ड की बैठक के लिए सूचना, आमतौर पर बैठक के लिए निर्धारित दिन से कम से कम 10 दिन पहले जारी की जाएगी हालांकि, एक आकस्मिक बैठक कुलपति के पूर्व अनुमोदन के साथ, एक छोटी अवधि की सूचना पर बुलाई जा सकती है।

4. निर्दिष्ट संख्या (कोरम): बोर्ड की बैठक के लिए निर्दिष्ट संख्या उसके कुल सदस्यों की एक-तिहाई होगी।

5. बैठकों के आयोजन के लिए नियम: बोर्ड की बैठक के आयोजन की के नियम विनियमों द्वारा निर्धारित किए जाएंगे।

एस. एन. डा. रजिस्ट्रार

## INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

### NOTIFICATION

Delhi, the 28th September, 2015

No. F. 16(18)/Plg./IGDTUW/2014/2662.—In exercise of the powers conferred by sub-section (2) of section 31 of the Indira Gandhi Delhi Technical University for Women Act 2012 (Delhi Act No. 9 of 2012) read with Statute-15 of the Indira Gandhi Delhi Technical University for Women (First) Statutes 2012, the Board of Management, Indira Gandhi Delhi Technical University for Women, hereby makes the Ordinance of the Indira Gandhi Delhi Technical University for Women relating to Board of Studies of the University as following, namely:—

**Short Title and Commencement—**

- (1) This ordinance may be called "the Fifth Ordinance of the Indira Gandhi Delhi Technical University for Women".
- (2) The ordinance shall come into force on the date of its publication in the Official Gazette of Delhi.

2. **Board of Studies:** (1) Every faculty shall have a Board of Studies (hereinafter referred to as 'Board') consisting of the following members:

- (i) The Dean of the Faculty/Head of the department/Eminent Academician or Scientist -- Chairman;
- (ii) All the Professors in the Faculty and department.
- (iii) Three Associate Professors and two Assistant Professors, by rotation according to seniority, amongst the Associate Professors and Assistant Professors appointed in the Faculty department respectively.

(iv) The members nominated by the Board of Studies shall be appointed from amongst the members assigned to the Faculty or in any allied branch of studies;

(2) All members of the Board, shall hold office for a term of two years. The term of members shall commence from such date as they are nominated. Any member can be considered for re-nomination.

(3) The powers and functions of the Board shall be—

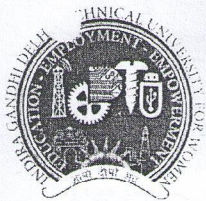
- (i) to coordinate the teaching and research work in the programmes assigned to the Faculty;
- (ii) to appoint committees of courses for the Faculty's teaching, wherever required, and to supervise the work of such committees. The composition, powers, functions of such committees and other relevant matters shall be as approved by the Vice-Chancellor;
- (iii) to recommend to the Academic Council, the courses and syllabi of studies in the various programmes assigned to the Faculty;
- (iv) to recommend to the Vice-Chancellor, names of paper setters, examiners and moderators, wherever required;
- (v) to consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;
- (vi) to promote and consider schemes for interaction with industry, and to submit proposals to the Vice-Chancellor/Academic Council;
- (vii) to prepare and formulate schemes for faculty development and to submit such proposals to the Vice-Chancellor/Academic Council;
- (viii) to consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Vice-Chancellor/Academic Council;
- (ix) to consider proposals for revenue generation including professional consultancies, resources sharing etc. and to submit such proposals to the Vice-Chancellor/Academic Council;
- (x) to perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor;
- (xi) to delegate to the Dean, or to any other member of the Board or to a Committee, such general or specific powers as may be decided upon by the Board from time to time.

3. **Meetings:** Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice-Chancellor.

4. **Quorum:** The quorum for the meeting of the Board shall be one-third of its total members.

5. **Rules of conduct of the meeting:** Rules of conduct of the meeting of the Board shall be prescribed by the regulations

S. N. JHA, Registrar



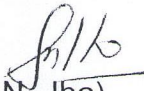
# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

Sub: Notification of Forth Ordinance of Indira Gandhi Delhi Technical University for Women relating to admission of students to Ph.D Programme of the University.

Please find enclosed herewith a copy of the Notification of Forth Ordinance of Indira Gandhi Delhi Technical University for Women relating to admission of students to Ph.D Programme of the University, published in the Delhi Gazette, Part III, Extra-ordinary for information and necessary action/record.

  
(S.N. Jha)  
Registrar

To

1. All Deans/HoDs, IGDTUW
2. Dy. Dean (R&C), IGDTUW
3. Incharge (IT), IGDTUW with the request to upload the Notification on the Web Portal of the University under Ordinances.
4. PS to VC, IGDTUW for kind information of the Hon'ble Vice Chancellor

Encl: As above

U.O. No. F.19(24)/Plg./IGDTUW/2014/2721

Dated the 30<sup>th</sup> September, 2015

# दिल्ली राजपत्र

## Delhi Gazette

असाधारण

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भाग—III

PART—III

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय

अधिसूचना

दिल्ली, 5 जून, 2015

सं. एफ.16(24)/पीएलजी./आईजीडीटीयूडब्ल्यू/2014/1134.—इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय अधिनियम, 2012 (2012 का दिल्ली अधिनियम सं.9), की धारा 31 के उपबंधों के अनुसरण में, विश्वविद्यालय का प्रबंधन बोर्ड एतद्वारा इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय के पीएच.डी कार्यक्रमों में विद्यार्थियों के दाखिले से संबंधित निम्नलिखित अध्यादेश बनाता है, अर्थात :-

### 1. संक्षिप्त शीर्षक और प्रारंभ—

- (1) इस अध्यादेश को इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय, 2014 का चतुर्थ अध्यादेश कहा जा सकता है।
- (2) यह 20 दिसंबर, 2013 (प्रबंधन बोर्ड द्वारा इसके अनुमोदन की तारीख) से लागू माना जाएगा।

### 2. परिभाषाएं—

- (i) "उम्मीदवार" से ऐसी व्यक्ति अभिप्रेत होगी जो पीएच.डी डिग्री हेतु पंजीकृत हो और जिसने विनियमों के अनुसार पाठ्यक्रम कार्य को सफलतापूर्वक पूरा किया है और एक अनुमोदित शोध योजना प्रस्तुत की है।
- (ii) "पाठ्यक्रम कार्य" से पीएच.डी डिग्री हेतु पंजीकृत विद्यार्थी द्वारा किया जा रहा अध्ययन, विभाग शोध समिति द्वारा विहित अध्ययन पाठ्यक्रम अभिप्रेत होगा।
- (iii) "डिग्री" से इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय की डॉक्टर ऑफ फिलॉसफी (पीएच.डी) की डिग्री अभिप्रेत होगी।
- (iv) "डीआरसी" से विभाग शोध समिति अभिप्रेत होगी। डीआरसी का संघटन विनियमों के अनुसार होगा।
- (v) "न्यूनतम पंजीकरण अवधि" से अंतिम पंजीकरण की तारीख से थीसिस की प्रस्तुति की तारीख तक की न्यूनतम अवधि अभिप्रेत होगी।
- (vi) "विनियम" से तत्समय प्रवृत्त विश्वविद्यालय के विनियम अभिप्रेत होंगे।
- (vii) "विद्यार्थी" से उम्मीदवार बनने से पहले पीएच.डी. डिग्री के लिए अनंतिम रूप से पंजीकृत व्यक्ति अभिप्रेत होगी।

(viii) "पर्यवेक्षक" से विद्यार्थी/उम्मीदवार के शोध/शैक्षणिक कार्य का मार्गदर्शन/पर्यवेक्षण करने के लिए विभाग की सिफारिश पर विश्वविद्यालय शोध बोर्ड द्वारा अनुमोदित विश्वविद्यालय के शैक्षणिक स्टाफ का सदस्य अभिप्रेत होगा।

(ix) "विश्वविद्यालय" से इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय अभिप्रेत होगा।

(x) "यूआरबी" से विश्वविद्यालय शोध बोर्ड अभिप्रेत होगा। यूआरबी का संघटन विश्वविद्यालय के विनियमों के अनुसार होगा।

### 3. पीएचडी डिग्री कार्यक्रम हेतु अध्यादेश—

(i) पीएच.डी कार्यक्रम में दाखिले हेतु न्यूनतम प्रवेश अर्हताएं और न्यूनतम प्रतिशत अंक विनियमों में निर्धारित किए गए अनुसार होंगे।

(ii) पीएच.डी कार्यक्रम हेतु पंजीकृत उम्मीदवार को, विनियमों में निर्धारित किए गए अनुसार, न्यूनतम पंजीकरण अवधि अपेक्षा को पूरा करना होगा।

(iii) विद्यार्थी/उम्मीदवार से अपेक्षा होगी कि वह पाठ्यक्रम कार्य के माध्यम से विहित न्यूनतम क्रेडिटों को अर्जित करे और अनुमोदित पर्यवेक्षक (कों) के मार्गदर्शन में विश्वविद्यालय में अपना शोध कार्य करे।

(iv) उम्मीदवार द्वारा विनियमों में विनिर्दिष्ट अवधि के भीतर डिग्री प्रदान किए जाने हेतु सभी अपेक्षाओं को पूरा किया जाना अपेक्षित होगा।

(v) अनंतिम पंजीकरण की तारीख सामान्यतया वही तारीख होगी जिसमें विद्यार्थी पीएच.डी कार्यक्रम के लिए किसी सेमेस्टर के प्रारंभ में पहली बार औपचारिक रूप से पंजीकृत होती है, जो सभी आशयों और प्रयोजनों के लिए कार्यक्रम में उसके शामिल होने की भी तारीख होगी।

(vi) एक विद्यार्थी को डिग्री हेतु एक उम्मीदवार बनने के लिए, उसे विनियमों में यथा निर्धारित अपेक्षाओं को पूरा करना होगा और उसे संबंधित विभाग शोध समिति के सिफारिश पर विश्वविद्यालय शोध बोर्ड द्वारा स्वीकार किया जाना होगा।

(vii) यदि कोई विद्यार्थी/उम्मीदवार अपने पीएच.डी कार्यक्रम को छोड़ देती है अथवा उसका पंजीकरण समाप्त हो जाता है तो विद्यार्थी/उम्मीदवार का दर्जा समाप्त हो जाएगा। यदि ऐसे उम्मीदवार का पुनःदाखिला लिया जाता है, तो उसे, अनुशासनिक आधारों पर समापन के मामले को छोड़कर, संबंधित शोध समिति से परामर्श के बाद विश्वविद्यालय शोध बोर्ड की सिफारिश पर पूर्व पंजीकरण के दौरान अर्जित क्रेडिटों के अंक दिए जा सकते हैं।

(viii) एक पात्र उम्मीदवार को पीएच.डी डिग्री विश्वविद्यालय के विनियमों के अनुसार प्रदान की जाएगी।

(ix) आवश्यकता के आधार पर, विश्वविद्यालय वर्ष में दो बार पीएच.डी दाखिले हेतु विज्ञापन देगा।

(x) यदि कोई उम्मीदवार, जिसने पहले से ही किसी मान्यताप्राप्त विश्वविद्यालय में पीएच.डी हेतु नामांकन करा रखा है और अपना पाठ्यक्रम कार्य सफलतापूर्वक पूरा कर लिया है, इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय के किसी अनुमोदित पर्यवेक्षक के अधीन इंदिरा गांधी दिल्ली महिला तकनीकी विश्वविद्यालय में अपना पंजीकरण करवाना चाहती है, तो उसे विनियमों के अनुसार ऐसा करने की अनुमति दी जा सकती है।

एस.एन.झा, रजिस्ट्रार

## INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

### NOTIFICATION

Delhi, the 5th June, 2015

**No. F. 16(24)/Plg./IGDTUW/2014/1134.**- In pursuance of the provisions of Section 31 of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act No. 9 of 2012), the Board of Management of the University hereby makes the following Ordinance relating to the admission of students to Ph.D Programmes of Indira Gandhi Delhi Technical University for Women, namely :-

#### 1. Short Title and Commencement—

- (1) This ordinance may be called the Fourth Ordinance of the Indira Gandhi Delhi Technical University for Women, 2015.
- (2) It shall be deemed to have come into force with effect from 20<sup>th</sup> December, 2013 (the date of its approval by the Board of Management).

#### 2. DEFINITIONS.—

- (i) "Candidate" shall mean a person registered for the Ph.D. Degree and who has successfully completed the course work and submitted an approved research plan as per regulations.
- (ii) "Course Work" shall mean courses of study prescribed by the Department Research Committee to be undertaken by a student registered for the Ph.D. Degree.



- (iii) "**Degree**" shall mean the Degree of Doctor of Philosophy (Ph.D.) of Indira Gandhi Delhi Technical University for Women.
- (iv) "**DRC**" shall mean Department Research Committee. The constitution of DRC shall be as per regulations.
- (v) "**Minimum Registration Period**" shall mean the minimum period from date of final registration to submission of the thesis.
- (vi) "**Regulations**" shall mean regulations of the University for the time being in force.
- (vii) "**Student**" shall mean a person provisionally registered for the Ph.D. degree prior to becoming a candidate.
- (viii) "**Supervisor**" shall mean a member of the academic staff of the University approved by University Research Board on the recommendation of the Department to guide/supervise the research/ academic work of the student/candidate.
- (ix) "**University**" shall mean Indira Gandhi Delhi Technical University for Women (IGDTUW).
- (x) "**URB**" shall mean University Research Board. The constitution of URB shall be as per regulations of the University.

### 3. ORDINANCES FOR PhD DEGREE PROGRAMME:-

- (i) The minimum entry qualifications and minimum percent marks for admission to the Ph.D. programme shall be as laid down in the regulations.
- (ii) A candidate registered for the Ph.D. programme shall be required to satisfy a minimum registration period requirement, as laid down in the regulations.
- (iii) A student/candidate shall be required to earn prescribed minimum credits through course work and carry out her research work at the University, under the guidance of approved supervisor(s).
- (iv) Candidate will be required to complete all requirements for the award of the degree within a period specified in the regulations.
- (v) The date of provisional registration shall normally be the date on which the student formally registers for the first time in the beginning of a semester for the Ph.D. programme, which shall also be the date of her joining the programme for all intents and purposes.
- (vi) For a student to become a candidate of the degree, she shall have to satisfy the requirements laid down in the regulations and be accepted by the University Research Board on the recommendation of the respective Department Research Committee.
- (vii) If a student/candidate withdraws from her Ph.D. programme or her registration is terminated, the student/candidate status shall cease. If such a candidate is re-admitted, she may be given weightage to the credits acquired during the previous registration on the recommendation of the University Research Board after consultation with concerned Department Research Committee except in the case of termination on disciplinary grounds.
- (viii) The award of the Ph.D. Degree to an eligible candidate shall be made in accordance with the regulations of the University.
- (ix) Depending upon the requirement, the University shall advertise for Ph.D. admission twice in a year.
- (x) In case a candidate who has already enrolled for Ph.D in a recognized University and has successfully completed her course work, wishes to get herself registered at IGDTUW under an approved supervisor of IGDTUW, may be allowed in accordance with the regulations.

S.N. JHA, Registrar



**Indira Gandhi Delhi Technical University for Women  
Kashmere Gate, Delhi-110006**

**MINUTES OF THE FIRST MEETING OF THE COURT OF IGDTUW HELD ON  
the 17<sup>th</sup> MARCH, 2017 AT 10.00 AM IN RAJ NIWAS, DELHI**

The first meeting of the Court of Indira Gandhi Delhi Technical University for Women (IGDTUW) was held under the Chairmanship of Hon'ble Lt. Governor of Delhi and Chancellor, IGDTUW on the 17<sup>th</sup> March, 2017 at 10:00 a.m. in Raj Niwas, Delhi. The following Members/Special Invitees attended the Meeting: -

**Members:**

1. Prof. (Dr.) Nupur Prakash, Vice Chancellor, IGDTUW
2. Ms. Punya Salila Srivastava, IAS,  
Secretary, Technical /Higher Education,  
Govt. of NCT of Delhi
3. Prof. Ram Ramaswamy,  
Professor, School of Physical Sciences, JNU and  
Former VC, University of Hyderabad
4. Prof. Zahid H. Khan,  
Former Director, FTK Centre of Technology, JMI, New Delhi
5. Prof. R.K. Singh,  
Dean, Examination Affairs, IGDTUW
6. Prof. Ela Kumar,  
Dean, Academic Affairs, IGDTUW
7. Dr. S. Kazim Naqvi,  
Registrar, IGDTUW

**Special Invitees:**

1. Sh. P.V.S.S. Subbarao,  
Assistant Finance Officer, IGDTUW
2. Sh. O.P Sharma,  
Consultant (Plg. &Coord.), IGDTUW

Sh. S. N. Sahai, IAS, Principal Secretary (Finance), GNCTD could not attend the meeting due to his pre-occupation and was represented by Sh. Alok Swarup, IAS, Special Secretary (Finance), Govt. of NCT of Delhi.

Sh. Vijay Kumar, IAS, Secretary to Hon'ble LG of Delhi, Ms. Swati Sharma, IAS, Spl. Secretary to Hon'ble LG of Delhi and Sh. R.N.Sharma, Spl. Secretary to Hon'ble LG of Delhi also attended the meeting.

At the outset, the Registrar, IGDTUW welcomed the Hon'ble LG, Chairperson and other members of the Court. As desired by the Chairman, Hon'ble LG, the members gave their respective brief introduction. Thereafter, the Agenda Items of the meeting were taken up for deliberations as per following details:

**Agenda Item 1.01 : Presentation of the brief Report on Indira Gandhi Delhi Technical University for Women (IGDTUW) since its inception in 2013**

The Vice Chancellor, IGDTUW gave a detailed presentation regarding history of the establishment of the University by Government of NCT of Delhi vide Delhi Act 09 of 2012 w.e.f. 01.05.2013 by up-gradation of erstwhile Indira Gandhi Institute of Technology (IGIT), the then a constituent college of GGSIP University, vision, mission and motto of the University, Faculties and Departments, Statutory Bodies, Boards & Committees, Teaching Programmes offered and its gradual growth since inception including new initiatives taken by the University.

The Court was also apprised about the Grant-in-Aid being received from GNCTD as per the provisions in the University's Act, Fee Structure, Research Grants, Industry Alliances, Innovation and Research outcomes alongwith achievements of students/faculty members of the University and showcasing of the same at International/ National level competitive events including organization of Annual Technical Festival and Cultural Festival by the University.

The Vice Chancellor also apprised the Court in detail regarding:

- (i) The UG, PG and Ph.D. programs offered by the University, course-wise sanctioned intake, fee structure of the last three years and the placement of the students in the Industry.
- (ii) Status of sponsored research projects from the leading Industry/organizations like Microsoft, ITRA, Nokia, Department of Science & Technology, Department of Electronics & IT, Ministry of Communication & IT, Govt. of India and MHRD to name a few.
- (iii) Establishment of Incubation Centre with the support of the Govt. of NCT of Delhi, offering opportunities to the women engineers for setting up start-ups and help them become an entrepreneur.

- (iv) Ranking of IGDTUW based on an All India Survey conducted by magazine 'India Today' in May, 2016 which has ranked the University at second position among Top 10 Emerging Engineering Institutes of India.
- (v) The status of repair and renovation of various blocks of the University being done by PWD and the target to complete renovation of all academic blocks by 2018-19 in a phased manner.
- (vi) The status of on campus facilities, green practices followed by University such as solar power generation, vermi composting, paper recycling and proposed bio-gas plant etc.
- (vii) Compliance by the University in following the reservation policy of the Govt. of NCT of Delhi.

The Hon'ble LG and other members of the Court appreciated and commended the progress made by the University in such a short period. It was felt that in order to attract good highly qualified faculty members to join IGDTUW, the pay scales and other facilities should be kept at par with other leading institutions like IITs etc. In comparison to expansion, more importance should be given to ensuring quality of education. During deliberations it was suggested that courses on Bachelor/Masters of Planning may be started in future as they are more relevant for Urban Planning required for developing smart cities and protecting the environment that has significant impact on the factors that influence our lives.

During the deliberations related to international tie-ups, the Hon'ble LG emphasised that the Govt. of NCT of Delhi would support International tie-ups especially in the area of Cyber Security. The Court was also informed that with the support of the Govt. of NCT of Delhi, the University has installed grid fed solar power plant with solar panels on the roof tops of the University buildings and have started harnessing solar energy on net metering basis.

The Court deliberated upon the fee structure for various courses in the University with respect to the fee structure of other technical universities/ institutions under the Govt. of NCT of Delhi and recommended that being specifically girls/women University, fee for the various courses should be kept comparatively on lower side in IGDTUW to encourage enrolment of women in STEM education.

The Court resolved to approve the Progress Report of IGDTUW since its inception in the year 2013 to till date.

**Agenda Item 1.02: Presentation of the Audited Annual Accounts of the University duly approved by Finance Committee and Board of Management of IGDTUW for the Financial Years 2013-14, 2014-15 and 2015-16 for adoption.**

The Vice Chancellor, IGDTUW briefed about the status of funding received from GNCTD in the form of Grant-in-Aid and expenditure incurred and also presented the Audited Financial Statements of the University for the Financial Years 2013-14, 2014-15 and 2015-16. The Audited Reports prepared by the CAG empanelled auditors, duly approved by Finance Committee and Board of Management of the University, were placed before the Court for consideration and adoption. It was also informed to the Court that two ELFA audits and one CAG Audit of the University have already been conducted for the Financial Years 2013-14, 2014-15 and 2015-16 respectively. During deliberations, it was observed that the expenditure of the University in the recent years is more than the GIA and the excess of the expenditure over and above the GIA was met out from the Fee Receipts of the University. Hon'ble LG was apprised by the Secretary, Technical /Higher Education that the University is being given GIA as per the Pattern of Assistance on net deficit basis being followed by GNCTD. The Hon'ble Chancellor and the Members of the Court expressed that the University should not face financial crunch and a Pattern of Assistance suitable for the continuous growth of the University should be evolved over a period of time.

The Court resolved to pass and adopt the Audited Annual Accounts for the Financial Years 2013-14, 2014-15 and 2015-16 of the University.

**Agenda Item 1.03: Status report on Land Allotment for the New Campus of IGDTUW**

The Vice Chancellor, IGDTUW apprised the Court that as per The IGDTUW Act 2012 vide section 3(5) regarding Incorporation of the University states that: -

“The University shall initially function from the Kashmere Gate Campus. An appropriate piece of land shall be provided by the Government to the University. The Government shall initially extend funds for the establishment of infrastructure, including land development, architectural design, buildings, equipment and other needs”.



Accordingly, the matter for identification and allotment of suitable piece of land for establishing the University Campus has been taken up vigorously at different levels in the Government of NCT of Delhi. An extensive survey was made for identification of a suitable piece of land for the University. It was also informed to the Court that under the Chairmanship of the Hon'ble Deputy CM of Govt. of NCT of Delhi in a meeting held on the 09<sup>th</sup> January, 2017 various options of vacant land were discussed and a piece of land measuring about 69.85 acres in the Village Dera Mandi, South District, initially allotted to the DSIIDC was identified for allotment to IGDTUW for its permanent Campus, as the DSIIDC has not taken the possession of the said piece of land.

The Court was briefed about the sequence of events that took place for the process of allotment of the land to the University. It was also informed that in the meeting held with District Magistrate on the 14<sup>th</sup> February, 2017 attended by Executive Director, DSIIDC, Additional Director, DTTE, Registrar, IGDTUW and other functionaries, DSIIDC has agreed to vacate the land for further allotment to TTE/IGDTUW. The minutes of the said meeting were placed before the Court as an Addendum for consideration and deliberations.

Hon'ble LG desired that the matter may be expedited and every effort be made by DTTE, GNCTD to get the aforesaid land allotted to the IGDTUW latest by the 31<sup>st</sup> March, 2017.

**Agenda Item 1.04: To review the programs of the University and suggest measures for improvement and expansion of the University**

The Vice Chancellor, IGDTUW informed the Court that the University since its inception is adding new programmes year after year and can take the total student strength upto a maximum of 2500 in its Kashmere Gate Campus. In 2013, the University has started four M.Tech. Programmes in the emerging areas of technology such as Information Security Management, Mobile Pervasive Computing, VLSI Design and Robotics and Automation. The University started Ph.D. programmes in various disciplines in 2014. In 2015, Bachelor of Architecture Programme with the approval of Council of Architecture was started. In 2016, seats for the Computer Science & Engineering Branch were increased and M.Tech. Part-time Programme with specialization in the Information Communication Technology for working women was

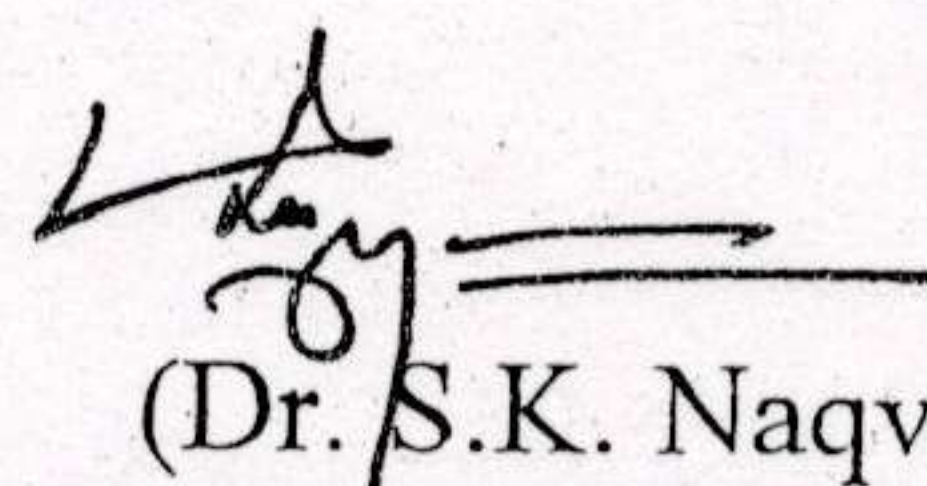


started. In 2017, the University plans to launch an inter-disciplinary M.Tech. Programme with specialization in Green Technology.

The University has created two more faculties, namely, Faculty of Business Studies and Faculty of Computing. The University is prepared to open off campus centres to cater the need of the society. Accordingly, the matter was placed before the Court for valuable guidance for future growth and expansion of IGDTUW.

During deliberations the Hon'ble LG advised to give more emphasis to entrepreneurship development with focus on the promotion and development of SMEs. The members advised to maintain focus in the area of technical education and strengthen Engineering Education at IGDTUW rather than introducing new programs in the service sector, which is already saturated. Hon'ble LG also advised that Incubation Centre activities be intensified as it will contribute immensely in employment generation and socio-economic development. The University could also plan to start new courses for using Technology in Agriculture Sector as the yield of farms in India is much lower compared to China and USA. Hence, technology adoption in Agricultural Sector is very important for GDP growth of our country and courses in the area of Agricultural Engineering be introduced in future.

The meeting ended with a vote of thanks to the Chair.



(Dr. S.K. Naqvi)  
Registrar & Member Secretary, Court



**Indira Gandhi Delhi Technical  
University for Women**  
Kashmere Gate, Delhi-110006

F. No. 16(36)/Plg./IGDTUW/2018/60

Dated: - 22.05.2018

**Subject: - Minutes of the 2<sup>nd</sup> Meeting of the University Court of IGDTUW**

Please find enclosed herewith a copy of Minutes of the 2<sup>nd</sup> Meeting of the University Court of Indira Gandhi Delhi Technical University for Women held on the 27th April, 2018 at 10:30 AM in the Conference Room, IGDTUW, Delhi-110006 for information.

*lata 15*  
(Prof. R.K. Singh)  
Registrar, IGDTUW

1. Prof.(Dr.) Nupur Prakash,  
Vice Chancellor, IGDTUW.
2. Dr.AmitaDev,  
Pro-Vice Chancellor, IGDTUW.
3. Sh. S. N. Sahai, IAS,  
Principal Secretary (Finance),  
Govt. of NCT of Delhi.
4. Ms.PunyaSalila Srivastava, IAS,  
Pr. Secretary, Technical /Higher Education,  
Govt. of NCT of Delhi.
5. Prof. Ram Ramaswamy,  
Professor, School of Physical Sciences, JNU and  
Former VC, University of Hyderabad.
6. Prof.Zahid H. Khan,  
Former Director,  
FTK Centre of Technology, JMI, New Delhi.
7. Prof. S. R. N. Reddy,  
Dean, Examination Affairs, IGDTUW.
8. Prof.DevendraTayal,  
Dean, Academic Affairs,IGDTUW.
- ✓9. Prof. R. K. Singh,  
Dean, Plg. & Development and Registrar, IGDTUW.
10. Dr. M.M. Oberoi,  
Special C.P. (Special Cell & Technology Cell),  
Delhi Police (**Special Invitee**)

*lata 15*  
(Prof. R.K. Singh)  
Registrar, IGDTUW



**MINUTES OF SECOND MEETING OF THE UNIVERSITY COURT OF IGDTUW  
HELD ON the 27<sup>th</sup> APRIL, 2018 AT 10.30 AM IN CONFERENCE ROOM, INDIRA  
GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN, DELHI.**

The Second Meeting of the University Court of Indira Gandhi Delhi Technical University for Women (IGDTUW) was held under the Chairmanship of **Sh. Anil Baijal**, Hon'ble LG of Delhi and Chancellor, IGDTUW on the 27<sup>th</sup> April, 2018 at 10:30 AM in the Conference Room, IGDTUW, Delhi. The following Members/Special Invitees attended the Meeting: -

**Members:**

1. Prof. (Dr.) Nupur Prakash,  
Vice Chancellor, IGDTUW.
2. Dr. Amita Dev,  
Pro-Vice Chancellor, IGDTUW.
3. Sh. S. N. Sahai, IAS,  
Principal Secretary (Finance),  
Govt. of NCT of Delhi.
4. Ms. Punya Salila Srivastava, IAS,  
Pr. Secretary, Technical /Higher Education,  
Govt. of NCT of Delhi.
5. Prof. Ram Ramaswamy,  
Professor, School of Physical Sciences, JNU and  
Former VC, University of Hyderabad.
6. Prof. S. R. N. Reddy,  
Dean, Examination Affairs, IGDTUW.
7. Prof. Devendra Tayal,  
Dean, Academic Affairs, IGDTUW.
8. Prof. R. K. Singh,  
Dean, Plg. & Development and Registrar, IGDTUW.

**Special Invitees:**

1. Dr. M.M. Oberoi,  
Special C.P. (Special Cell & Technology Cell), Delhi Police

Prof. Zahid H. Khan, Former Director, FTK Centre of Technology, JMI, New Delhi could not attend the meeting due to pre-occupation.

Sh. Ravi Dhawan, IAS, Joint Secretary to Hon'ble LG of Delhi has also attended the meeting. All HoDs, Dy. Deans, Officers of the University and Dr. A.K. Mohapatra, Chief Technical Officer, Delhi Police were also present during the meeting.

At the outset, the Vice-Chancellor, IGDTUW welcomed the Hon'ble L.G., Chairperson and other distinguished members of the University Court. A brief introduction was given to the Chairperson by the members and officers present in the meeting. Thereafter, the Agenda Items

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of the meeting were taken up for deliberations with the permission of the Chairperson as per following details:

**Agenda Item 2.01 : Confirmation the Minutes of the First meeting of the University Court.**

The minutes of the first University Court meeting was unanimously confirmed by the University Court.

**Agenda Item 2.02: Presentation of Annual Report on Indira Gandhi Delhi Technical University for Women (IGDTUW) for the year 2017-18.**

The Vice Chancellor, IGDTUW has placed the Annual Report for the Year 2017-18 in-front of the University Court through a detailed presentation including history of the establishment of the University by Government of NCT of Delhi vide Delhi Act 09 of 2012 w.e.f. 01.05.2013 by up-gradation of erstwhile Indira Gandhi Institute of Technology (IGIT), the then a constituent college of GGSIP University,

The Court was also apprised about the Grant-in-Aid being received from GNCTD as per the provisions in the University's Act, Fee Structure, Research Grants, Industry Alliances, Innovation and Research outcomes along with achievements of students/faculty members of the University and showcasing of the same at International/ National level competitive events including organization of Annual Technical Festival - INNERVE and Cultural Festival - TAARANGANA by the University.

The Vice Chancellor also apprised the Court in detail regarding:

- (i) The UG, PG and Ph.D. programs offered by the University, course-wise sanctioned intake, fee structure and the placement of the students in the industry.
- (ii) Status of sponsored research projects from the leading Industry/organizations like Microsoft, ITRA, Nokia, Department of Science & Technology, Department of Electronics & IT, Ministry of Communication & IT, Govt. of India and MHRD to name a few.
- (iii) In order to provide the quality education and improve the faculty student ratio, the University had advertised 20 teaching posts at the level of Assistant Professors in Nov, 2017. The offer of appointments for 14 candidates have been sent and 12 Assistant Professors have already been joined their duties.
- (iv) In line with the MHRD, Govt. of India initiative to provide an online depository of academic awards & certificates awarded by the University, the IGDTUW has signed

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an MOU with one of the approved depository i.e. CDSL. The University has uploaded consolidated statement of marks of all the students graduated in 2017. The efforts are being made to upload the consolidated statement of marks for the previous year also.

- (v) The various academic blocks of the University have been renovated after the approval of the Building & Works Committee of the University by PWD providing a conducive environment for teachers and students to carry out their studies and research work. The exterior surface of various blocks have been repaired and painted with superior quality paint changing the entire ambience of the campus. The University main gate which was in a dilapidated condition has been renovated giving a better look to the entrance of the University.
- (vi) Establishment of Incubation Centre with the support of the Govt. of NCT of Delhi, offering opportunities to the women engineers for setting up start-ups and helping them become an entrepreneur.
- (vii) Ranking of IGDTUW based on an All India Survey conducted by magazine 'India Today' in May, 2017 which has ranked the University at first position among Top 10 Emerging Engineering Institutes of India. Earlier in 2016 it was on second position.
- (viii) The University has upgraded its IT Infrastructure through high-end intelligent CISCO switches, and possesses round the clock 1 Gbps NKN leased line and a 50 Mbps MTNL leased line in a different OFC for the LAN wired & Wi-Fi connectivity for the academic, administrative and hostel blocks of the campus, with internet facilities on all the nodes through 10 Gbps LAN optical fiber connectivity.
- (ix) IGDTUW campus is a fully Wi-Fi campus, all areas of campus are covered with Outdoor and Indoor wireless access points which are working 24x7 for providing seamless wireless internet connectivity to users through Security Firewall with authentication of every user in campus.
- (x) Most of the repair and renovation of various blocks of the University undertaken since 2017-18 by PWD is almost completed. The University Court appreciated the ambience of the University.
- (xi) In 2017-18 various new projects has been assigned in the University like CURIE (Consolidation of University Research for Innovation and Excellence in Women Universities) (2018-2021) with a grant of Rs. 3.63 crores from DST, Women Scientist Scheme A(WOS-A) "Design and development of modular joint prosthesis for TM joint reconstruction in patients suffering with end stage tm disorders" (2018-

6/5/18

2021) with a grant of Rs. 21.5 Lakhs from DST and Vigyan Jyoti: RoboGyan (2018) of Rs. 16.5 Lakh from DST

- (xii) University has industry alliance with M/s Flour Daniel for setting up new labs of Robotics Lab, Material Sc Lab, Engineering Mechanics Lab., Mechatronics Lab in 2017-18.

Hon'ble LG and other Members of the Court appreciated and commended the progress made by the University in such a short span and also suggested that the syllabus of the various programs should be designed in such a way that student has to do some work for the society and earn credit.

The Court resolved to approve the Progress Report of IGDTUW for the year 2017-18

**Agenda Item 2.03 : Presentation of the Audited Annual Accounts of the University duly approved by Finance Committee and the Board of Management of IGDTUW for the Financial Year 2016-17 for adoption.**

The Vice Chancellor, IGDTUW briefed about the status of funding received from GNCTD in the form of Grant-in-Aid and expenditure incurred and also presented the Audited Financial Statements of the University for the Financial Year 2016-17. The Audited Report prepared by the CAG empanelled auditor duly approved by Finance Committee and Board of Management of the University was placed before the Court for consideration and adoption. It was also informed to the Court that ELFA audit for the Year 2016-17 has already been conducted and report in this regard is yet to be received. During deliberations, Principal Secretary, Finance has observed that the CAG empanelled auditor has made some observations in the audit report. It was informed that necessary clarifications have already been submitted to the ELFA Audit and the same is also placed alongwith the audited annual account for the perusal of the University Court. The Vice-Chancellor has informed that University is receiving various research grants for procuring lab equipments which is very much sufficient for the present need of lab equipments. However, University needs further grants for meeting its recurring and other non-recurring expenditure including enhanced salary due to 7<sup>th</sup> Pay Commission.

The Court resolved to pass and adopt the Audited Annual Accounts for the Financial Year 2016-17 of the University.

**Agenda Item 2.04 : Status report on Land Allotment for the New Campus of IGDTUW**

The University Court was briefed about the subsequent sequence of events that took place since first meeting for the process of allotment of the land to the University. It is also informed that the matter is still pending with DDA for confirming the use of land earmarked for University for further allotment.

Hon'ble LG desired that the matter may be expedited and desired LG Secretariat to intervene and resolve the issue on priority.

**Agenda Item 2.05 : To review the programs of the University and suggest measures for improvement and expansion of the University**

The Vice Chancellor, IGDTUW informed the Court that the University since its inception is adding new programs year after year and committed to provide professional/market oriented education/technical skills to empower the future technocrats and entrepreneurs. During the discussion, the Secretary (TTE/HE) proposed that a piece of 4 acre land/space in Rohini may be made available to University to start new courses. The Vice Chancellor informed that in case the land/space is made available, University can start the new courses under two newly created faculties i.e. Faculty of Business Studies and Faculty of Computing.

The University Court appraised the efforts made by the University and suggested that University should start such courses which include awareness about ill effects of social media and un-ethical hacking, study of ethical and legal aspect related to cyber issues etc. in the society. The Chairman also suggested formulating a structured program for obtaining continuous and valuable feedback from the alumni about the changes required in the ongoing syllabus to cater for changing market environment and to explore introduction of interdisciplinary courses.

The meeting ended with a vote of thanks to the Chair.

  
(Prof. R.K. Singh)  
Registrar

Indira Gandhi Delhi Technical University for Women  
Delhi

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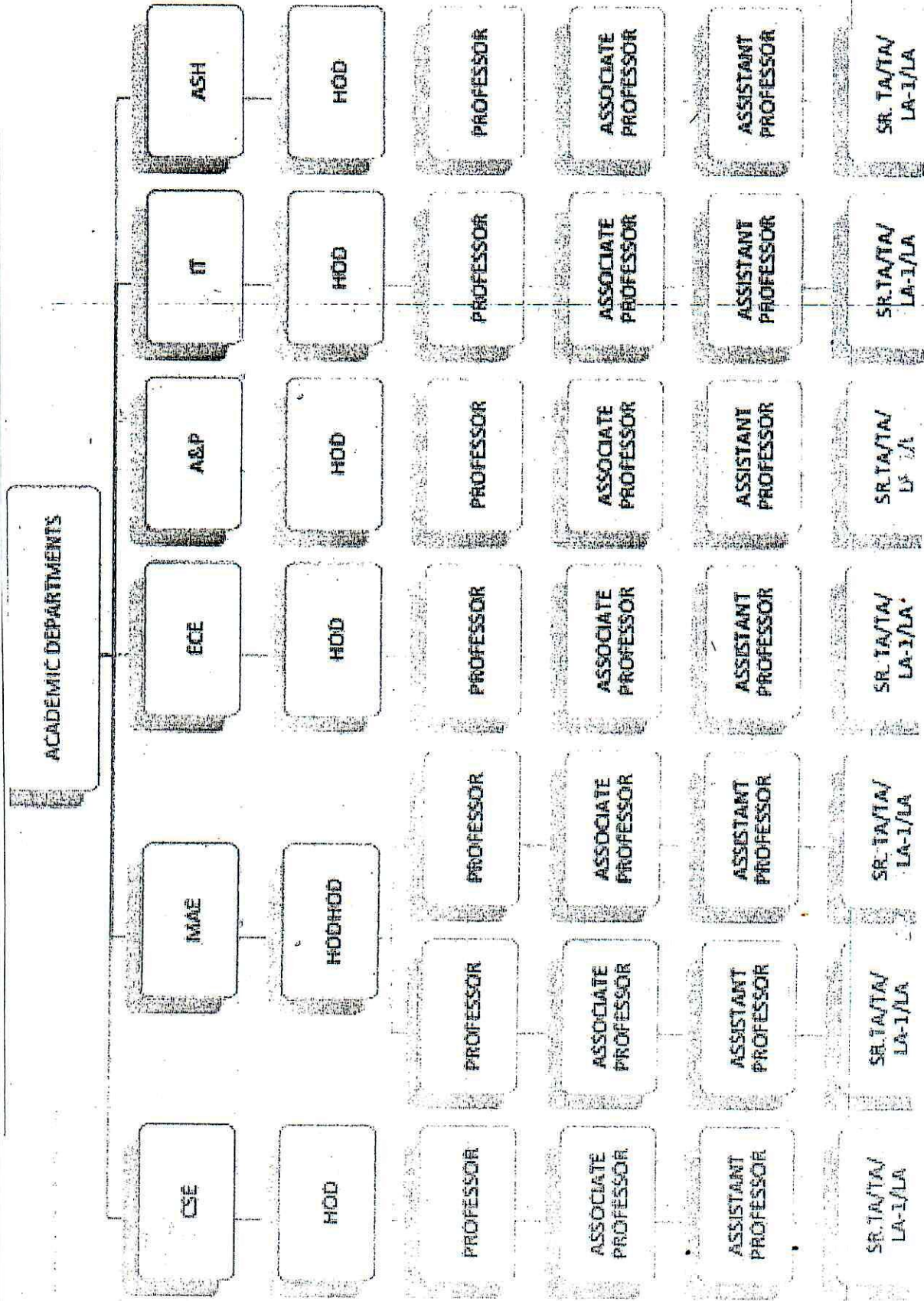
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QUALITY MANUAL

Section No. : Appendix - 1

Section Title: Organisation Structure



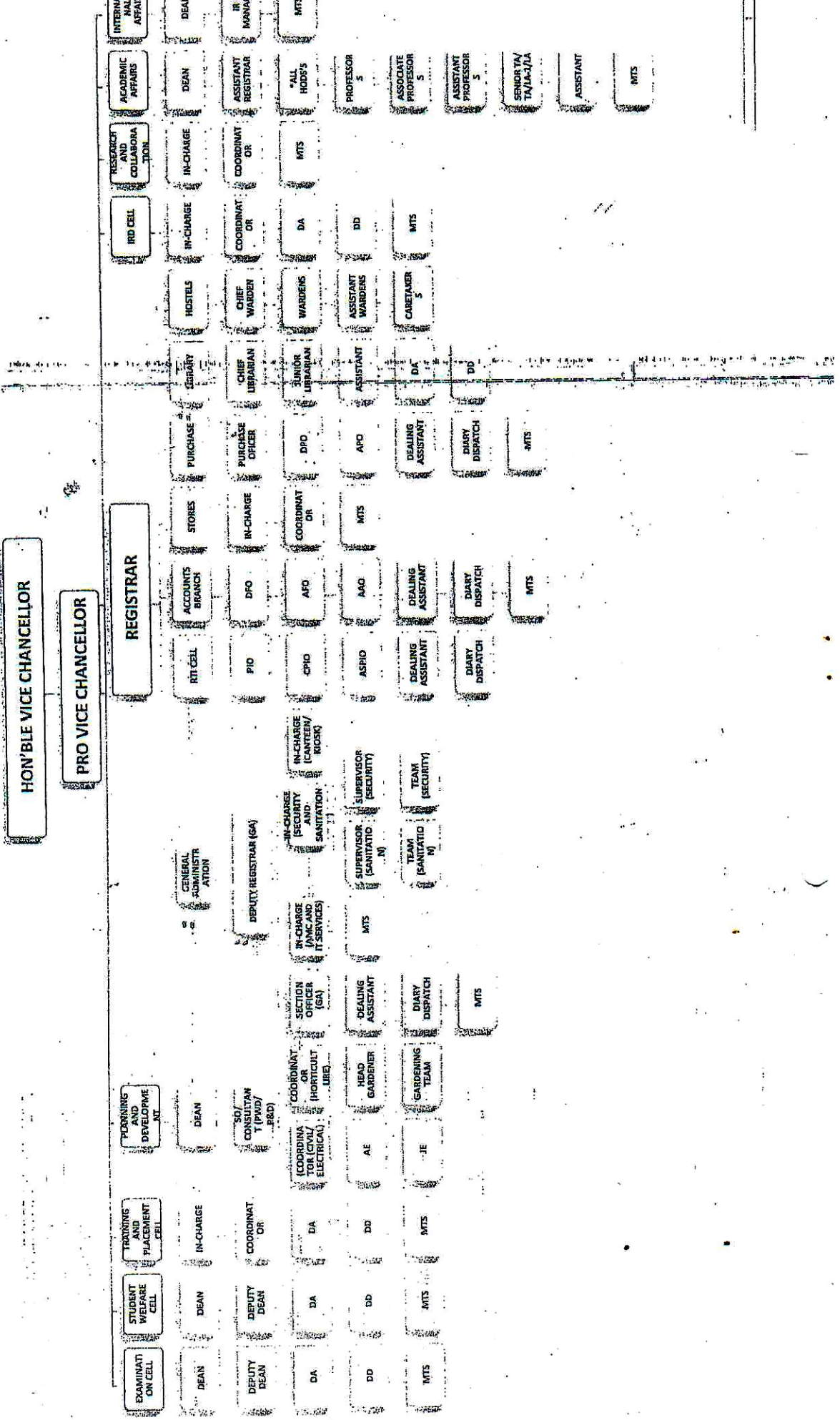
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QUALITY MANUAL

Section No. : Appendix - 1

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### Introduction of Academic Services (AS)

The University consists of the following Departments: CSE, ECE, MAE, IT, ASH & Architecture & Panning. All Departments are headed by the Head of the Department (HoD) who directly reports to the Competent Authority of the University. Details of Departments along with associated laboratories are as detailed below.

S. No.	Department	Courses offered	Laboratories
1	Computer Science & Engineering (CSE)	<ul style="list-style-type: none"> <li>• B.Tech</li> <li>• M.Tech (Mobile &amp; Pervasive Computing)</li> <li>• Ph.D</li> </ul>	<ol style="list-style-type: none"> <li>1. Database and Mobile Database Systems</li> <li>2. Software and Advanced Software Engg.</li> <li>3. Advanced Computer Networking</li> <li>4. Programming Labs on Various Platforms</li> <li>5. Embedded System and Design</li> <li>6. Computer Graphics and Multimedia</li> <li>7. Network Security and Management</li> <li>8. Mobile Architecture Programming</li> <li>9. Design and Innovation Lab</li> </ol>
2	Electronics & Communication Engineering (ECE)	<ul style="list-style-type: none"> <li>• B.Tech</li> <li>• M.Tech (VLSI Design)</li> <li>• Ph.D</li> </ul>	<ol style="list-style-type: none"> <li>1. DSP Lab</li> <li>2. Communication Lab</li> <li>3. Analog Electronics Lab</li> <li>4. Microwave Lab</li> <li>5. Tele Communication Networks Lab</li> <li>6. Micro processor Lab</li> <li>7. Digital Circuit &amp; Systems Lab</li> <li>8. Electrical Science Lab/ Control Engineering Lab</li> <li>9. Circuit &amp; Systems Lab</li> <li>10. Mobile Communication Lab.</li> <li>11. VLSI Design Lab</li> <li>12. Optical Communication Lab.</li> </ol>
3	Mechanical & Automation Engineering (MAE)	<ul style="list-style-type: none"> <li>• B.Tech</li> <li>• M.Tech (Robotics &amp; Automation)</li> <li>• Ph.D</li> </ul>	<ol style="list-style-type: none"> <li>1. KOM/DOM Lab</li> <li>2. Machine Shop Lab</li> <li>3. PRO-E</li> <li>4. Robotics Lab</li> <li>5. Metrology Lab</li> <li>6. Metal cutting &amp; Tool Design Lab</li> </ol>



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4	Information Technology	<ul style="list-style-type: none"> <li>• B.Tech</li> <li>• M.Tech (Information Security Management)</li> <li>• MCA</li> <li>• Ph.D</li> </ul>	<ol style="list-style-type: none"> <li>1. Computer Center</li> <li>2. Software Design Lab</li> <li>3. Information Security Lab</li> <li>4. Distributed Computing Lab</li> <li>5. Cyber Forensics and IoT Lab</li> </ol>
5	Applied Sciences & Humanities	Common for all first year students of B.Tech	<ol style="list-style-type: none"> <li>1. Applied Physics Lab-I</li> <li>2. Applied Physics Lab-II (Optics Lab)</li> <li>3. Applied Chemistry Lab</li> <li>4. Environmental Studies Lab</li> <li>5. Environmental Analysis and Research Lab</li> <li>6. Nanomaterials and Thin Films Lab</li> <li>7. Digital Image and Speech Processing Lab</li> </ol>
6	Architecture & Planning	<ul style="list-style-type: none"> <li>• B.Arch</li> </ul>	<ol style="list-style-type: none"> <li>1. CAD lab</li> <li>2. Survey lab</li> <li>3. Carpentry and Metal cutting workshop</li> <li>4. Material Museum</li> <li>5. Climatology Lab</li> <li>6. Illumination Lab</li> </ol>

## 2.0 Roles and responsibilities

### 2.1 HEAD OF THE DEPARTMENT (HOD)

- 1) Academic Administration and management of the Department and to provide vision and direction to the activities of the department.
- 2) To ensure that the classes are regularly held in respective Departments as per University defined course curriculum and the Academic Calendar.
- 3) To ensure that practical classes are also held regularly as per course curriculum prescribed by the University and attendance register, lab manuals and lab equipment is properly maintained by the respective faculty members and lab Incharges of the departments.
- 4) To ensure that mid-term practical examination is also held in addition to minor-I & minor-II (theory examination).

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- 5) To ensure that Departmental Labs are equipped with state-of the art apparatus, equipments, hardware and software as per course curriculum
- 6) To ensure that the lab equipment is maintained through AMC or through regular repairs from authorized service centers.
- 7) To ensure that students do not indulge in any kind of indiscipline or mass bunk which may disrupt academic activities. The HODs may take corrective action or punitive action for any such indiscipline in consultation with Dean (Academic Affairs)/Proctor, IGDTUW.
- 8) To maintain record of duly signed biometric attendance of the teaching and non-teaching staff in respective departments
- 9) To constantly engage in ensuring quality delivery of course contents, research and project guidance in their respective Department.
- 10) To convene and conduct meetings of Board of Studies at regular intervals and forward the minutes / agenda items for reporting/ratification/approval of the Academic Council/Finance Committee/BOM as per requirement.
- 11) To ensure that all the faculty members maintain proper attendance records and evaluate minor answer sheets in a timely manner.
- 12) To ensure regular organization of seminars, workshops, and short-term courses in emerging technology areas with industry participation / collaboration for widening the perspective of students and faculty members of IGDTUW.
- 13) To encourage students to participate in various in extracurricular activities under the clubs and societies of IGDTUW without disturbing the Academic Calendar.
- 14) To ensure availability of faculty members during office hours (as prescribed by UGC)for carrying out teaching-learning, project guidance, student interaction and research activities within the Department.
- 15) To mobilize funds and establish specialized labs by getting research grants from various Government, External agencies, Industry through research proposals and consultancy.
- 16) To encourage usage of Audio Visual Aids among faculty members for effective delivery of lectures.
- 17) To engage at least 12hours of direct teaching per week with minimum two theory subjects along with various Administrative duties.
- 18) To ensure that all the faculty members abide by the leaves rules and avail vacations as per University rules after obtaining necessary approval of Competent Authority.
- 19) To collect and compile information related to research, innovation, academic development, administrative reforms, events etc. in respect of the Department for the University Annual Report
- 20) To send detailed information for website updation and newsletter regarding any achievement or event related to department.
- 21) To contribute toward corporate life of the University in capacity of Chairperson and member of various committees.

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- 22) To conduct scrutiny of application of candidates for regular and visiting faculty recruitment along with Personnel Dept..
- 23) Hold Departmental faculty and staff meeting and prepare minutes of meeting as per format F-AD-14, on need basis.
- 24) To facilitate inspection by statutory bodies and funding agencies.
- 25) To verify the ACR/FADS/API forms of non teaching & teaching members as applicable.
- 26) Any other work assigned by the Competent Authority of IGDTUW.

## 2.2 FACULTY MENTOR

- 1) The Faculty Mentor is responsible for planning, execution and monitoring of the class assigned to him/her.
- 2) The Faculty Mentor is responsible for:-
  - Smooth execution of his/her class
  - Adherence to the Departmental time-table prepared
  - Coordinate with other Departments for various activities, as and when required
  - Reporting to HoD for class related issues as and when required
  - Counselling of students at the start of commencement of the new session and then as and when required.
  - Periodic student assessment of the class assigned to him/her.

## 2.3 TEACHING FACULTY

- 1) To ensure that lectures to be delivered in the class are well prepared and must be interesting/innovative, thought provoking and to the satisfaction of the students. The title of the topic to be taught, and relevant course material and references should be informed to the students.
- 2) To meticulously maintain the Attendance Register of the classes taken by them.
- 3) To prepare assignments for each course to be given to the students in each semester. Assignments given to the students must be thought provoking / imaginative and creativity enhancing.
- 4) To perform various other Administrative duties along with prescribed work load as per UGC guidelines.
- 5) Every faculty should be involved in the research work and publish the work in the Journals/Conference of repute.
- 6) To encourage students to carry out projects in the latest emerging areas.
- 7) To be present throughout the lab class to guide the students during their practical class without fail.

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- 8) To follow the academic code of conduct and research ethics issued by UGC and the University from time to time.
- 9) To be responsible for the preparation of the good quality question papers of mid-term and end-term examinations.
- 10) To evaluate and show the answer sheets of the mid-term exams within 10 days of the completion of the exam and submit the copy of the marks to the HOD.
- 11) To submit the timely proposals for the purchase of equipments/hardware /software as required in the labs and follow them up on regular basis.
- 12) To ensure that the lab manuals for the allocated course shall be prepared before the commencement of the semester and revised from time to time.
- 13) All lab in-charge should monitor their labs and ensure upkeep and maintenance of the labs through Technical Assistant/ Lab Assistant/ Lab Attendant etc.
- 14) Faculty In-charge Lab should ensure that the consumable and non-consumable registers are maintained for the respective labs.
- 15) To participate and organize and conduct Conferences/Seminars/Workshops FDPs/ short term Educational Tour/ Industrial Visit for students and staff.
- 16) Take initiative in obtaining funds for the development of the Labs through various agencies such as UGC/DST/CSIR/Diety and other sponsoring agencies.
- 17) Maintain active membership of professional bodies and strive to update knowledge constantly by attending refresher courses, FDPs and workshops as per University rules.
- 18) Encourages students to participate in extension, co-curricular and extra-curricular activities.
- 19) To ensure their availability in the office as per the working hours of the University.
- 20) To display the attendance of the students before minor exams and consolidated attendance at the end of the semester.
- 21) To conduct mid-term practical exam as scheduled by HOD.
- 22) To follow leave rules of the University and apply for leave prior to proceeding on leave in prescribed form well in advance and avail leave after approval of Competent Authority.
- 23) To attend refresher course/workshop/seminar and conferences/orientation program either during summer/winter vacation and avoid during the session when the teaching is on.
- 24) To be retained on duty during summer/winter vacation by HOD/Deans/Admission Officers as and when needed.
- 25) To facilitate and guide students to participate for various competition/research paper presentation/conferences etc.
- 26) To prepare draft syllabus for vetting through statutory bodies.
- 27) To recommend books/journals & resources for University Library.

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28) To perform extra-curricular duties assigned by the HOD, Deans, Admission Officers or University administration.

#### **2.4 TRAINING AND PLACEMENT COORDINATOR (TPC)**

- a) Liaison with Training & Placement Officer (TPO) regarding marketing, inviting and convincing industries to accept students for their internship / training and or placement after successful completion of their courses.
- b) To conduct training programs and prepare students for facing campus interviews.
- c) To help central TPO in signing of MoUs with various relevant industries.
- d) To gather feedback from central TPO and propose necessary actions.

#### **2.5 LAB TECHNICAL ASSISTANT**

- 1) To ensure that lab equipments are in working conditions and computer systems are loaded with latest version of software and quarantined with antivirus software on regular basis.
- 2) To coordinate with sanitation staff for proper cleaning of labs, classrooms, furniture and equipments installed and placed in respective labs.
- 3) To coordinate with security staff for ensuring proper safety of equipment and classrooms under their charge.
- 4) To install LCD projectors and computers in lecture halls and labs being used by faculty members as and when needed
- 5) To upgrade their knowledge and skills by attending skill development programmes during winter/summer break to keep abreast with latest technology and software.
- 6) To assist and facilitate the teaching faculty and students in smooth conduction of Lab Experiment during the lab hours and maintain attendance records, lab manuals and stock registers.
- 7) To prepare proposals for repair and upgradation of Lab Equipment through authorized agencies.
- 8) To assists students and faculty members in various contests, major projects and placement activities as and when needed.
- 9) To contribute as member of committees such as condemnation, purchase, repair, stock verification, AMC renewal, etc as and when needed.
- 10) Any other duties assigned by Lab Incharges, HOD, Deans, Admission officers or Registrar, IGDTUW.

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## 2.6 MULTI-TASKING STAFF (MTS)

- a) Provide assistance in day-to-day activities of the department.
- b) Maintenance of diary and dispatch.

## 3.0 Procedure:

### 3.1 PLANNING

- a) Department Academic Calendar for the year is made based on the calendar received from Dean (AA) as per format F-AD-01
- b) Distribution of teaching load among the faculty as per UGC guidelines as per Format F-AD-02
- c) Preparation of Departmental Time-Table as per format F-AD-03
- d) Review of service requirements in view of availability and adequacy of resources and appoint part-time / guest faculty on need basis after the approval of Competent Authority.
- e) Preparation of Lecture Plan of each subject that is offered by the Department as per format F-AD-08
- f) Planning and seeking approval for academic activities like study tours, workshops etc.
- g) Develop subject wise lesson plans, assignments and submission dates, jury dates for students.

### 3.2 START OF NEW SEMESTER

- a) New students are admitted in the first semester
- b) Conduct one-day orientation programme for newly admitted students & inform them about the Department, course requirements, code of conduct, student support services which includes rail passes, bus passes, medical facilities and counsellor, Encourage students to participate in various competitions, various co-curricular and extra-curricular activities organised in the University, participate in various societies/clubs/Hackathon etc.
- c) Academic Branch makes list of students with allocated roll numbers and send to departments.
- d) Allocation of Faculty Mentors to classes
- e) Conduct lectures, Studios and practicals as per time-table.

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- f) Conduct study tours, local tours, onsite and offsite workshops, Seminars and guest Lectures
- g) Facilitating and planning participation of students in various students events like inter-university completions etc.

### 3.3 CONDUCT OF CLASSES

Respective faculty members conduct their classes as per the time-table assigned to them by the Department Head. Due to unavoidable reasons, if the faculty is not able to take his/her class in the assigned slot, he/she informs the class representative about it well before hand. It is then the duty of the faculty to take a makeshift class to compensate for the class missed.

### 3.4 ATTENDANCE

- a) Collection of attendance register from Central Store.
- b) Regular maintenance of attendance of students for each class on the attendance register as per format F-AD-22(R).
- c) Faculty and staff mark their attendance on BIOMETRIC machine.
- d) As per the University norms students should not have less than 75% of attendance. To ensure so each faculty is required to submit the names of students having short attendance in their respective subject to the allotted faculty mentor as per format F-AD-04. The faculty mentor then prepare a consolidated attendance list for the year he/she has been assigned as per format F-AD-05. Suitable notice is sent to Student's Parents regarding shortage of attendance and an undertaking is taken from them as per format F-AD-06.
- e) Prepare final list of students detained on the grounds of falling short of required attendance as per format F-AD-05 and submit it to Dean (AA).

### 3.5 MINOR EXAMS

- a) Collection of minor exam related stationary from examination division.
- b) Conduct first and second minor exams as per date sheet.
- c) Question papers are prepared based on the syllabus and printed as per the prescribed marks.
- d) Copy of question papers are submitted to the Examination Cell for the conduct of Minor Exam (First and Second).
- e) Take attendance of students appearing for Minor-I & II.
- f) Evaluation of first and second minor exams and to maintain records.

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- g) Individual result sheet is prepared by respective faculty through the online examination portal.(copy attached) (F-AD-07)

### **3.6 ASSIGNMENTS AND VIVA-VOCE**

- a) Assignments are given to the students for prescribed marks as per the marks scheme.
- b) Evaluation of assignments and maintain records.
- c) Conduct internal practical examinations and viva-voce of the laboratory as per syllabus.

#### **3.6(A) ASSIGNMENTS AND VIVA VOCE FOR B.ARCH**

- (a) Assignments are given to students along with schedule of juries and other deliverables, and schedule of marks.
- (b) Periodic juries and conducted by internal jury members for continuous comprehensive evaluation.
- (c) Final internal jury for each studio/Practical subject is conducted in the end of academic session per schedule.
- (d) Marks are consolidated and Individual result sheets are prepared by respective faculty and sent to Examination Division as per prescribed format.

### **3.7 END TERM EXAMINATION (STUDIO & PRACTICAL SUBJECT) (for BArch only)**

Students participate containing all assignments in form of drawing sheet/models/report /other assignments are evaluated by external and internal jury members as per evaluation scheme.

### **3.8 ADMINISTRATION**

- a) Signing of student identity cards by the Academic Branch.
- b) Monitoring of classes
- c) Submission of list of students having short of attendance or regular absentees to the academic cell as per format F-AD-05
- d) Preparation of student's detention list as per format F-AD-05
- e) Conduct of expert lectures/membership/conference/study tour etc.
- f) Proposal is given for the post-creation as per UGC norms
- g) Conduct of monthly Departmental faculty and staff meetings and submit minutes of meeting to the Competent Authority.
- h) For Faculty of Engineering (FoE) and Faculty of Architecture (FoA), conduct Board of Studies as per the ordinances of the University.



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- i) Conduct of Annual inspection by Council of Architecture for extension of approval of B.Arch. Program.

### 3.9 INDUSTRIAL VISITS

- The industrial visits are organized to various industries for upgradation of knowledge and skills of students to the latest technologies in coordination with TPC & TPO
- Letters are sent to industries for confirmation for industrial visit.
- A batch of students along with a faculty is sent to the industry as mutually agreed.

#### 3.9(A) EDUCATIONAL TOUR/SITE VISIT\* (for BArch only)

- Proposals are submitted as per syllabus and subject requirement to the Head of Department.
- Obtaining necessary approvals from the Competent Authority for permission to visit of students and accompanying faculty members
- Letters sent to sites/museums/etc. with reference to upcoming student visit.
- No Objection Certificates obtained from students' parents and Medical Certificate of students are obtained for outstation visit from authorized medical practitioner, as per prescribed format F-AD-10 & F-AD-11 respectively.
- Medical insurance obtained for students & faculty.
- Booking of travel tickets, arrangement for lodging etc. made.
- Accompanying faculty is given all tickets & booking details along with emergency contact information. Attendance Formats as per format F-AD-12 & F-AD-13 are also given.
- DM Office nearest hospital is informed regarding the upcoming visit (outstation)
- After completion of tour, necessary approvals are taken from competent for reimbursement of expenses on submission of original bills, tickets etc. for reimbursement.

#### 3.9(B) EXPERT LECTURES/WORKSHOP/CONFERENCES\*(for BArch only)

Various expert lectures/workshop etc. are conducted periodically.

### 3.10 REVIEW OF COURSE REQUIREMENTS

- a) Infrastructure requirements for each department are reviewed periodically and necessary proposal is initiated by the departments for purchasing the furniture, machinery, equipment, models, charts etc. and sent to Purchase Department as per GFR-2017.

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- b) Modification/deletion/new proposal for the Syllabus is reviewed by Board of Studies of FoE & FoA and then Academic Council.
- c) To propose the panel of expert for the conduct of practical examination and then take approval from Board of Studies of FoE & FoA and then Academic Council.

### 3.11 LABORATORY ACTIVITIES

#### a) Planning

- Preparation of Lab Timetable.
- Notification of list of practicals subject-wise.
- Notification of code of conduct/practice to be followed in Lab.

#### b) Conduct of practical classes

- Conduct practical classes by concerned faculty as per time-table.
- Maintaining attendance of the students on the attendance register
- Maintenance and upkeep of laboratory items.
- Issue and return of all concerned equipments before and after each class.

#### c) Stock registers

- Maintenance of the stock register of non-consumable items as per record
- Maintenance of stock register of consumable items as per record

#### d) Upgradation of laboratory

- Procurement of latest equipments
- Repair and maintenance of existing equipment
- Preparation and upkeep of laboratory manuals
- Compilation and Display of safety and other precautionary measures
- Coordinating Inspection activities conducted by concerned authorities (wherever applicable).

#### e) Examinations

- Conducting of minors and external examinations of lab.

### 3.12 REPAIRING OF EQUIPMENT

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- a) AMC of the equipments is done by the Planning & Development Department.
- b) For minor repairs, request for repair is received from various lab in-charges.
- c) Estimation of cost of repair is collected from OEM and various suppliers and is sent to Competent Authority for necessary approval

### 3.13 CONDEMNATION OF EQUIPMENT3

- a) List of equipments to be condemned prepared in consultation with Stores is received from various laboratories as per formats F-GA-07 to F-GA-10
- b) Departmental Condemnation Committee is formed.
- c) Re-listing of items to be condemned is prepared based on remarks and recommendations submitted by the committee.
- d) If condemnation committee denies the condemnation, letters are sent to OEM and other suppliers to obtain estimation of repair from them for the repair of items deferred by committee from condemnation
- e) In case the estimated repair cost is very high or the model is obsolete or the item is irreparable, the equipment is recommended for the condemnation
- f) The format is submitted to stores for further processing.
- g) A summary of items condemned in the last 10 years is maintained as per format F-GA-11.

### 3.14 STUDENT RELATIONS AND CONDUCT STUDENT COUNSELLING

#### a) Personality Development

- I. Assess different training requirements of the students for their personality development through feedback from teachers, parents and Faculty Mentor.
- II. Identify the topics for training and include in the Curriculum Plan after discussion with the coordinators and the HoD.
- III. The aspects which are to be covered include:
  - Theory and practicals, guest lecturers or lectures by eminent personalities in Industry / Academic institutes
  - Examinations
  - Team spirit/interpersonal skills/curricular/co-curricular etc. as applicable.
- IV. Get feedback informally from the faculty Mentors, coordinators, faculties and parents about the improvements of the students in these personality traits.
- V. Hold Career Guidance Session.

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### 3.15 STUDENTS' FEEDBACK AND COMPLAINTS HANDLING

Feed back/suggestion box is made available for students at Departmental Area. Suggestion box is opened during last working day of every week. Record is maintained with the Departmental Secretariat.

#### a) Complaints received through feedback / suggestion box -

- I. Receive complaints and feedback in person by verbal, over telephone, through non-conformities observed in the Complaint Register and Feedback Form as per format F-AD-21(R) and F-AD-09 respectively.
- II. Instruct the appropriate person to attend to the complaint over telephone or in writing.
- III. Records the detail of action initiated in the Complaint Register.
- IV. Ensure personally over phone or visit individual that the feedback has been attended and liquidated and record the same in the complaint register.

#### b) Complaints through the Customer Feedback Forms -

- I. Departmental In-charge collects the filled up Customer Feedback from students at the completion of admissions, syllabus, examinations and after departure from the University after completion of courses and submits to MR.

### 4.0 List of documented information

S. No.	Title	Format No. (if any)	Retention Period	Responsibility
1	Department Academic Calendar	F-AD-01	3 Years	Dean (AA)
2	Teaching load distribution	F-AD-02	3 Years	HoD
3	Departmental time-table	F-AD-03	1 Year	HoD
4	Short of Attendance (Subjectwise)	F-AD-04	3 Years	Teaching Faculty
5	Short of Attendance /Detention list (Consolidated)	F-AD-05	3 Years	Faculty Mentor
6	Notice regarding Short of Attendance	F-AD-06	2 Years	HoD
7	Monthly Dept. Faculty & Staff Minutes of Meeting	F-AD-07	3 Years	HoD
8	Lecture Plan	F-AD-08	3 Years	Faculty Concerned
9	Feed Back Form	F-AD-09	3 Years	HoD
10	Undertaking	F-AD-10	3 Years	HoD (B.Arch)
11	Medical Fitness Certificate	F-AD-11	3 Years	HoD (B.Arch)

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12	Attendance Format for B.Arch Educational Tour	F-AD-12	3 Years	HoD (B.Arch)
13	Undertaking for B.Arch Student for site visit	F-AD-13	3 Years	HoD (B.Arch)
14	Internal Result Minor-I &II	F-AD-14	3 Years	Teaching Faculty
15	Complaint Register	F-AD-21	3years	HoD
16	Attendance Register	F-AD-22	2years	Teaching Faculty

## 5.0 Quality Objectives

S. No	Quality Objectives	Key Performance Indicator
1	To improve service delivery by 3% every year	To achieve at least 80% of adherence to scheduled / planned activities as per the academic calendar and time-tables
2	To improve success rate of students by 3% every year	% improvement in success rate of students over preceding year
3	To improve career placement of students by 3% every year	% improvement in placement over preceding year  % improvement in attracting more number of business / industry and other organizations over preceding year
4	To establish, maintain and improve infrastructure of Institute and improve quality of services	To achieve and sustain 100% availability of sanctioned strength of staff at all levels  addition of new facilities / equipment  % reduction in student/staff complaints  % improvement in student/staff satisfaction

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