

<b>DTU</b> <b>Industrial Research Development (IRD)</b>	<b>Code:</b>	DTU/IRD/001
	<b>Version:</b>	1.0
	<b>Effective from:</b>	20 April 2018
	<b>Conforms to:</b>	ISO 9001:2015
	<b>Pages</b>	1-48
	<b>Signature of authorizer</b>	Director IQAC

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## **ABBREVIATIONS**

- **AC:** Academic Council
- **BoM:** Board of Management
- **CRD:** Committee for Research and Development
- **IRD:** Industrial Research & Development
- **PDF:** Professional Development Fund
- **RDF:** Research Development Fund
- **MoC:** Memorandum of Collaboration
- **MoU:** Memorandum of Understanding
- **UC:** Utilization Certificate
- **SE:** Statement of Expenditure
- **P.I :** Principal Investigator
- **JRF:** Junior Research Fellow
- **SRF:** Senior Research Fellow
- **FA:** Faculty Advisor
- **HoD:** Head of the Department
- **Pro VC:** Pro Vice chancellor
- **VC:** Vice chancellor.

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## 1. Introduction

The IRD Department is the backbone of the research and development of the University and controls the conduct of project and consultancy to fulfill the requisite conditions. The Sponsored research and Industrial consultancy projects are an essential means of enhancing institution-industry interaction and faculty development. By supporting the Govt, PSU and the industry, the University intends to contribute towards the country's economic growth and serve the society. Therefore, as a matter of policy, the University encourages its faculty members to undertake scientific and technical research/collaboration and consultancy work with outside agencies. The entire work of IRD is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009.

This document contains the detailed structure and procedures related to the various activities of the IRD Department.

## 2. Amendments

Amendments are to be made from time as and when it is required by taking approval from the competent authority.

### Revision and Approval

- [ver 1.0] – [20-04-2018]-[First Draft]- [Vice Chancellor]

## 3. Purpose

### 3.1 Welcome

The Deans IRD controls the processes for the approval of consultancy and sponsored research projects in the university. Apart from the academic activities, DTU also helps the society by dealing and undertaking in research projects as well as consultancies from Industries from time to time. Research fellows who join in projects also learn how to deliver a good quality research. The IRD branch is responsible to route the proposals for research and consultancies which is headed by Dean (IRD). The projects imply sponsored research projects, industrial consultancy projects or routine testing projects. Sponsored Research Projects are sponsored by Govt. public,

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private, national/international agencies and autonomous bodies. The Consultancy projects are consultancy assignments given by outside agency to a faculty of the university to work within mutually agreed scope. The routine testing project implies those testing works where the rates are fixed by the department. Sponsor means the organization that offers a project to the university and provides necessary financial support for successful completion of the project in time. The principal investigator is a member of the faculty/scientist of the University with necessary expertise and competence to conduct a research and consultancy work. Investigator means a person from amongst the faculty/scientist to work jointly with the PI permitted by the VC/ Dean-IRD. The consultant is an individual or government engaged for a specific period to carry out specific job. The project staffs are appointed in conformity with the guidelines to work on a project. Research Development Fund (RDF) means a part of the university overhead charges (UOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean-IRD. Professional Development Fund (PDF) means a fund for individual academic staff, to which a part of the university overhead charges/share from research and consultancy projects are transferred. Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay or more than Rs. 50 lacs. For the large projects having fee more than RA 50 lacs shall be routed through CRD.

### **3.1.1 Activities of IRD section**

- Funds received from funding agency like N.CT. Delhi Govt/Non Govt. organization and other private agency.
- Projects/ consultancy are brought from outside agency into the DTU through Faculty Member of different department for research & development.
- Fund received from outside funding agency are being deposited in DTU A/c in the name of projects.
- Funds are utilized by the PI with the approval of the Competent
  - Authority for the particular projects and consultancy.
- Balance sheet/statement of receipt and expenditure is to be submitted for the audit purpose.

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- On the basis of expenditure on the funds utilization certificate is to be submitted to the audit purposes.
- Deputation of staff be made for completion of the project and consultancy.
- Processing and preparation of agenda minutes, notification related
- to the IRD for the various meeting like CRD, BoM etc.
- Conducting meeting for Research excellence award and organizing functions

### 3.2 Quality Policy

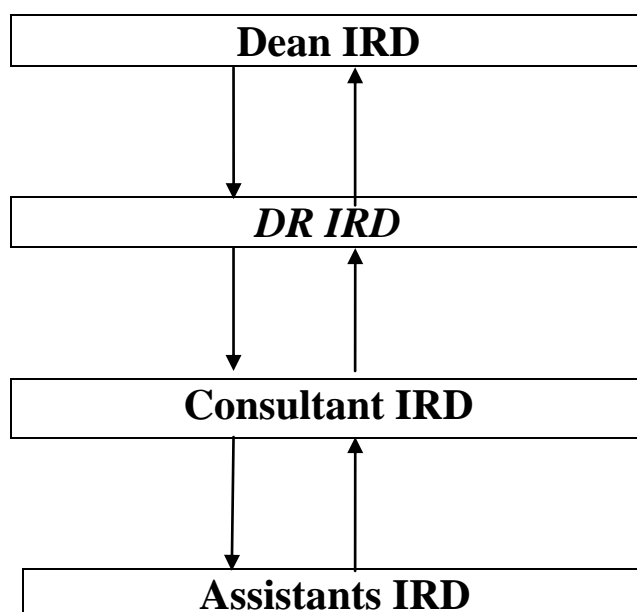
The IRD Department is committed for smooth conduct of IRD, proper maintenance of the Record with utmost accuracy in accordance to the provisions of the Act, Statutes, Ordinances and Rules & Regulations of the university. It is ensured that due Sanctity is maintained in each activity of the IRD Department.

## 4. Responsibilities:

### 4.1 Context of the Organization

IRD Branch by processing the proposals fulfils the objectives to undertake research and consultancy projects in DTU.

#### 4.1.1 Organization Chart



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#### 4.1.2 Responsibilities and Authorization

<b>Designation</b>	<b>Responsibilities</b>	<b>Authorization</b>
<b>Dean-IRD</b>	<p>1. The IRD department is headed by Dean-IRD and he supervises the activities of all the section of the IRD Department.</p> <p>2. To Co-ordinate the activities related to IRD of the University.</p> <p>3. Approval of all the sanctions /notifications/office orders/memorandum related to the IRD.</p> <p>4. Approval for convening meeting related to IRD.</p>	<p>1. Approval for issue of notification/office order /sanction order/circular related to IRD.</p> <p>2. Approval of conduct all the activities related to IRD.</p> <p>3. Approval of deputation of staffs for the projects and consultancy of the IRD with the consultation of Hon'ble Vice Chancellor..</p> <p>4. Approval for conducting meetings related to IRD.</p>

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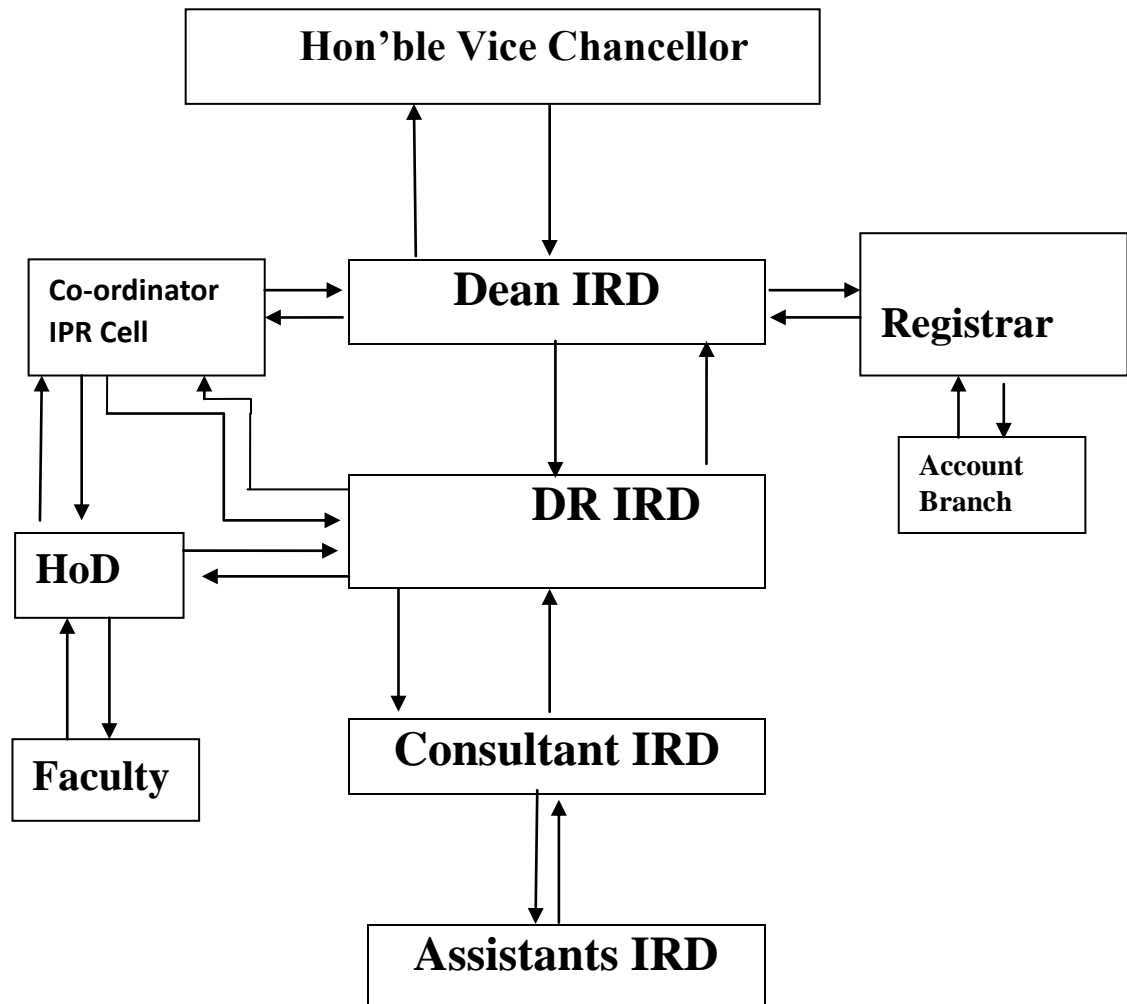
<b>Deputy Registrar-IRD</b>	<ol style="list-style-type: none"> <li>1. Incharge of the IRD Department.</li> <li>2. To supervise the IRD Department.</li> <li>3. To supervise the process of projects and consultancy activity.</li> <li>4. To issue various type of circular/notification/sanction order/office orders etc. related to IRD Department.</li> <li>5. To issue of sanction order for expenditures related to projects work and consultancy</li> </ol>	<ol style="list-style-type: none"> <li>1. Incharge of the IRD Department.</li> <li>2. To supervise and process the IRD Department.</li> <li>3. To issue Norms, circular, Notification, Memorandum etc. related to IRD Department.</li> <li>4. To issue the NOC.</li> </ol>
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#### **4.1.3 Work Culture**

All the activities of the IRD department are time bound and urgent in nature. The officials posted in the IRD department are committed to timely completion of various activities thereby maintaining due coordination and sanctity of the work.

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#### 4.1.4 Flow of Work Processes and Information



#### 4.1.5 Internal Issues

- Shortage of work-force
- Shortage of Computers and its peripherals
- Shortage of Space



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#### **4.1.6 External Issues**

- Receiving of funds from funding agency
- Receipt of overhead charges on the funds received from the project
- Interest received from the bank deposited in r/o various projects.

#### **4.1.7 Risks**

- Not receipt of grant/funds of project/consultancy
- Non availability of staff for projects/consultancy

#### **4.1.8 Opportunities**

- IRD department contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various projects and consultancy activities through prescribed rules and regulations, dedicated staff and support from all departments.

### **4.2 Interested Parties**

4.2.1 Students

4.2.2 Society

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of DTU

4.2.5 Govt. of NCT of Delhi and its ministries/departments

4.2.6 Govt. of India and its ministries/departments

4.2.7 Employers

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## **5. Scope**

### **5.1 Scope of the Quality Management System:**

The procedure is applicable to all the departments of the university and defines all the processes and activities carried out in IRD branch for processing the proposal of the various research project and consultancy projects. IPR cell deals with the protection of Intellectual property.

### **5.2 Locations**

IRD Branch, Civil Engineering Department 3<sup>rd</sup> Floor, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042

### **5.3 Exclusions**

None

## **6. Procedures**

### **6.1 Process Management Methodology**

Refer processes and information flow chart mentioned at 4.1.4

### **6.2 Top Level Processes**

6.2.1 Projects

6.2.2 Consultancy

## **7. Complete Departmental Procedure**

### **7.1 Projects and consultancy**

#### **7.1.1 Summary**

Sponsored Research and industrial consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the teachers. Historically, this University was set up to cater to the development needs of India and that tradition has continued over the last several years. There is hardly any important project

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in the country particularly NCR region where DTU, Delhi has not contributed directly or indirectly. Major funding has been received for participation in various projects initiated by Delhi Govt and different Ministries of Government of India Besides, a number of major public and private laboratories/ organizations including DRDO, DMRC, ATB, Samsung etc have associated themselves with DTU. The University has well recognized core competence in traditional engineering and its benefit is harnessed for the country's industrial and economic growth by extending consultancy services. The University, through its faculty, can handle almost any type of problem/need of the industry.

### 7.1.2 Revision and Approval

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

### 7.1.3 Procedure

#### 7.1.3.1 Projects

1. Processing of application receive from the Faculty member for endorsement of the Registrar after recommendation of the Dean IRD.

- Check list:**
- i. application of the Faculty Members.
  - ii. proposal of projects.
  - iii. Endorsement letter
  - iv. Application duly signed and forwarded by the HoD.

**Time line:** One Week

2. In case, funding agency approve the project and provide the funds in the Registrar A/c, the following processes starts:-
  - i. Processing of application, submit by the Principal Investigator/Faculty Member for:-
    - a. Opening of bank A/c in the name of project.
    - b. Transfer of funds from Registrar A/c to the concern project A/c.
    - c. approval of purchase committee for the project purchase proposed by the P.I/Faculty member.
    - d. Approval of selection committee for appointing the staff of the project and content of the advertisement for inviting application as proposed by the P.I/ Faculty member.

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**Check list:**

1. Confirmation for the Account Branch about the fund received from the funding agency.
2. Constitution of committee for purchasing projects as University norms.
3. Checking of proposal selection committee is as per project norms Annexure-II

**Time line:** One Week

3. Processing of files for releasing of salary of project staff of the recommendation of the P.I.

**Check list:** Certified copy of attendance sheet.

**Time line:** Three days

4. Processing of bills for making payment/adjustment regarding purchase of items of the project.

**Check list:** Checking of bills, purchase done as per GFR, stock entry etc.

**Time line:** One week

5. Forwarding of Utilization Certificate as proposal by the P.I to the account branch and Registrar for signature.

**Check list:** Checking of the overhead amount/university share has been transferred to the university A/c.

**Time line:** One week

6. Processing of final closure of project proposal by the P.I.

**Check list:** Copy of final report of the project, adjustment of balance amount, if any.

**Time line:** one week

**7.1.3.2 Consultancy**

1. Processing of files for permission to the P.I for participating in the bidding process for consultancy.

- Check list:**
1. Advertisement/letter from the agency
  2. Proposal by the P.I
  3. The rates of bidding to be coated.
  4. Forwarding by the HoD

**Time line:** one week

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2. IRD Branch receives the proposal for consultancy from outside agencies and send to the concerned department for necessary action at their end.

**Time line:** One day

3. i. IRD Branch process the proposal received from the Faculty Members for approval of consultancy/routine testing.
  - ii. after approval of the Competent Authority a letter is issued to the client by the IRD branch for depositing the consultancy amount and complete other formalities.

**Check list:**

- i. A letter from the client/copy of advertisement of consultancy
- ii. Complete proposal duly signed by the PI & forwarded by the HoD.
- iii. Letter to client by the Dy. Registrar-IRD

**Time line:** one week

4. Processing of files of distribution of funds after completion of consultancy work/ routine testing on the basis of report by the P.I.

- Check list:**
1. Report submitted by the P.I
  2. Distribution fund as per guidelines

**Time line:** one week

## **8. Overview**

### **8.1 Process Sequence:**

Refer flow process and information flow chart at 4.1.1

## **9. Related Document**

- 9.1 Files for the projects and consultancy projects.**
- 9.2 Record of feedback /response received from the sponsoring agencies**
- 9.3 Guidelines of projects and consultancy**
- 9.4 Submission Utilization Certificate by the P.I**
- 9.5 Preparation of closing report by the P.I**

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## **10. Related Forms**

**10.1 Forms for Approval of Consultancy Project.**

**10.2 Consent of Proposed Investigator(s) .**

**10.3 Approval of Project Positions.**

**10.4 Selection Committee Report (through advertisement)**

**10.5 Contract with candidates selected engaged.**

**10.6 Extension of Time/Revision of Project Amount.**

**10.7 Expenditure from PDF.**

**10.8 Distribution of consultancy project.**

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

**10.10 Proposal for Distribution of UOC received against Sponsored Research Projects.**

**10.11 Request for hiring of services in the project (through approved agency) or for  
10.12 hiring of a placement agency.**

## **11. REFERENCES**

i. DTU ACTS AND STATUTES.

NORMS OF CONSULTANCY AND PROJECTS.

## **12 ATTACHMENTS**

1.1 PERFORMA ANNEXED AS PER RELATED DOCUMENTS & FORMS MENTIONED AT POINT 9 AND 10 ABOVE.

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**Dean (IRD) 01**

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

1. Name of the Department .....

2. Title of the Project .....

3. Sponsor's Name and Address .....

4. Type of Sponsorship : Private Sector Govt. Sector Public Sector Foreign Agency Others (Please Specify)

5. Payment to be received in : FULL PART  
Indian Currency Foreign Currency

6. (i) Date of Commencement ..... (ii) Expected Date of Completion .....

7. Whether MoU / Agreement Signed with Agency:

Signed Not Signed

8. Details of Staff involved:

Name of Investigator(s) with Employee No	Department	Brief Role as Expert or Member	Man-days	Signature
(P.I.)				

**ATTACH ANOTHER SHEET GIVING DETAILS - (i) SN (ii) NAME (iii) CAPACITY i.e - P.I./EXPERT/MEMBER (iv) DETAILS TASKS AND RESPONSIBILITIES FOR WHICH ACCOUNTABLE (v) TENTATIVE MAN-DAYS (vi) AGREED MINIMUM HOURLY REMUNERATION(IF PROFITABLE) (vi) SIGNATURE**

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

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

Budget Head / Description	Budgeted Amount	Present Allocation (only in case of Part Payment)
1. Gross Amount including Service Tax		
2. Less- Service Tax		
3. Contracted Amount		
4. University Share (35% of Contracted Amount)		
5. Expenditure (Estimated*)		
6. Honorarium (Estimated)		

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

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

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Recommended

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

Signature of the Principal Investigator (with date)

---

**Dean (IRD) Office, DTU**

Project No: .....

Dated:.....

...

Approved /Not  
Approved

**DR (IRD)**

**Dean (IRD)**

Copy to: 1. Principal Investigator

2. Head of the Department 3. DR IRD A/C



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

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

University Share to be deducted

35% of the Contracted Amount

Note:

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

CONTRACTED AMOUNT	SERVICE TAX		% of UNIVERSITY SHARE		DEALING ASSTT.	ASSTT. REGISTRAR
	12.36%	Total				
			35%			

Service Tax : Rs. ....

University Share : Rs. ....

For Label

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**Dean(IRD)/02**

**DELHI TECHNOLOGICAL UNIVERSITY**

<b>Form for Consent of Proposed Investigator(s) from other than PI's Department</b>
---

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

**Agreed**

**Recommended**

Signature of Proposed Investigator(s)  
(with date)

Signature of Principal Investigator  
(with date)

**Dean (IRD), DTU**

Approved /Not Approved

**Supdt. (IRD)**

**DR (IRD)**

**Dean (IRD)**

**Copy to:**

1. Principal Investigator
2. Investigator(s)

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**DeanIRD/03**

**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR INVOLVEMENT OF CONSULTANT**

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

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

Signature of Principal Investigator(with date)

**Dean (IRD), DTU**

Approved /Not Approved

**Supdt. (IRD)**

**DR (IRD.)**

**Dean (IRD)**

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

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**Dean IRD /04**

**DELHI TECHNOLOGICAL UNIVERSITY**

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

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

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

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

Approved

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

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

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	<b>Signature of authorizer</b>	Director IQAC

**Dean IRD/05**

**DELHI TECHNOLOGICAL UNIVERSITY**

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

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

Project position(s)	Monthly Emoluments	Duration

7. Draft advertisement: Enclosed

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

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

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

**Principal Investigator**

Project position(s) and draft advertisement approved

**Or**

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

Approved /Not Approved

**Supdt. (IRD)**

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

**DR (IRD.)**

**Dean (IRD)**

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	<b>Signature of authorizer</b>	Director IQAC

**Dean IRD/06**

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

Dated: .....

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

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

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

The last date for application to be submitted to office of Principal Investigator is .....by 5 PM.

*(not applicable for walk in interview)*

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

**Tel:**

**Fax:**

**Name and signature  
of Principal Investigator**

**Email:**

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

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**Dean IRD/07**

**DELHI TECHNOLOGICAL UNIVERSITY**

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

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

**Member (P.I.)**

**Member**

**Chairman**

Dated:

---

**Dean (IRD), DTU**

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

**Supdt. (IRD.)**

Report of Screening Committee approved/not approved

**D.R. (IRD.)**

.....  
**Dean(IRD)**

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	<b>Signature of authorizer</b>	Director IQAC

**Dean IRD /08**

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

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

**RECOMMENDATIONS**

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

Sl. No.	Name	Project Position	Emoluments



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**Member (P.I.)                      Member                      Member                      Member                      Chairman**

**Dean (IRD), DTU**

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

**Supdt. (IRD.)**

**D.R. (IRD.)**

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

**Dean(IRD)**

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	<b>Signature of authorizer</b>	Director IQAC

**Dean IRD/09**

**CONTRACT\***

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

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

Signed this day:-

**Second Party**  
With complete address

**First Party**  
Principal Investigator  
Name and Department

1. Witness

1. Witness

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

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD /10**

**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR EXTENSION OF TIME / REVISION OF PROJECT AMOUNT**

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

Budget Head / Description	Revised Budgeted Amount
1. Gross Amount including Service Tax	
2. Less- Service Tax	
3. Contracted Amount	
4. University Share (35% of Contracted Amount)	
5. Expenditure (Estimated*)	
6. Honorarium (Estimated)	

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

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

**Dean (IRD), DTU**

Approved /Not Approved

**Supdt. (IRD)**

**DR (IRD)**

**Dean (IRD)**

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

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD /11**

**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR DOMESTIC TRAVEL\***

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

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

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

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

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

**Signature of applicant for advance**

Recommended

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

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

Approved /Not Approved

<b>DTU</b> <b>Industrial Research Development (IRD)</b>	<b>Code:</b>	DTU/IRD/001
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	<b>Signature of authorizer</b>	Director IQAC

**Supdt. (IRD)**

**DR (IRD.)**

**Dean (IRD)**

Copy to: 1. Principal Investigator

2. DR IRD A/c

---

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

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

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD/12**

**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR INTERNATIONAL TRAVEL\***

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

**Signature of applicant for advance**

Recommended

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

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

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

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	<b>Signature of authorizer</b>	Director IQAC

Approved /Not Approved

**Supdt. (IRD)**

**DR (IRD.)**

**Dean (IRD)**

Copy to: 1. Principal Investigator                      2. DR IRD A/c

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

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

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD/13**

**DELHI TECHNOLOGICAL UNIVERSITY**

**FORM FOR EXPENDITURE FROM PDF\***

1. Name of Faculty:..... Emp. no: .....
2. Purpose: Travel\* (Domestic and International)/Purchase /Manpower engagement
3. Travel (A) Itinerary of the travel along with date and duration:  
.....  
.....  
(B) Purpose of visit :.....  
(C) Estimated Expenditure  
(a) Travel Expenditure:  
i. Road/Rail Fare: Rs. .... Air fare Rs. ....  
ii. Local journey Rs. ....  
(b) Per Diem:  
i. Daily allowance @ ..... for ..... days = Rs. ....  
ii. Hotel accommodation @ ..... for.....days = Rs.....  
(c) Visa and assistance fees(Rs): ..... Travel insurance Rs : .....  
(d) Miscellaneous expenses (registration, telephone/internet etc) Rs. ....  
Total: Rs. ....  
Advance, if required, Rs. ....
4. Details of Purchase (item(s) and estimated cost)  
(Only for the purchase to be processed by calling quotations as per University purchase rules):  
.....  
.....
5. Manpower engagement: Position ..... Emoluments .....Duration.....  
(As per rules for sponsored research and industrial consultancy project. Bio-data of the person(s) to be enclosed)

Signature of the faculty with date

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

**Dean IRD Office, DTU**



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Approved /Not Approved

**Dy. Registrar (IRD)**

**Dean (IRD)**

Copy to: 1. Concerned Faculty                      2. DR IRD A/C

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

Signature and name of travelling person (with date)

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD /14**

**DELHI TECHNOLOGICAL UNIVERSITY**

<b>FORM FOR DISTRIBUTION OF CONSULTANCY PROJECT FUNDS</b>
---

1. Project No..... Distribution : Final / Interim
2. Name and department of Principal Investigator: .....
3. Title of Project : .....
4. Project Fund Position
 

Gross Amount including Service Tax=G	= Rs. ....
Less-Service Tax=L	= Rs. ....
Contracted amount T = (G-L)	= Rs. ....
Amount payable to University share P	= Rs. ....
Amount distributed earlier (if any) = X	= Rs. ....
Remaining amount (F)=T- P - X	= Rs. ....
Total expenditure on the project = E	= Rs. ....
Savings = S = (F-E)	= Rs. ....
5. Amount to be Distributed = Rs. ....

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

To be filled by P.I.				To be filled by IRD		
Name	Employee Code	Bank A/c No.	Amount in Rs.	Income Tax	Net. Amount	Token No.
<b>TOTAL</b>						

Certified that

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

**OR**

(a2) This is interim distribution and the percentage of amount of work done against the project is not less than the corresponding percentage of the charges being distributed now.

(b) No separate T&P register was maintained for the project

**OR**

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

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

---

**Dean (IRD), DTU**

Approved /Not Approved

**Supdt. (IRD)**

**DR (IRD.)**

**Dean (IRD)**

Copy to: 1. Principal Investigator 2.  
DR IRD A/c

<b>DTU</b> <b>Industrial Research Development (IRD)</b>	<b>Code:</b>	DTU/IRD/001
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**For distribution of Total University Share into RDF(IRD Fund), DDF,PDF and incentive to Staff , SWF etc. on getting full payment only at the time of closing the Project (on final distribution only).**

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

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

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

(b) PDF ..... % of      Rs.....

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

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

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

-----  
**TOTAL = Rs.**

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

-----  
**TOTAL = Rs.**

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

1. Department Office      (20%)      Rs.....

2. Dean IRD office and persons  
directly related to IRD work      (30%)      Rs.....

3. Fund for Community Activities      (15%)      Rs.....

4. Central Administrative Fund      (35%)      Rs.....

-----  
**TOTAL = Rs.**

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

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

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

Components	Routine testing	consultancy
(1) RDF	95 %	75%
(2) PDF	nil	20 %
(3) Incentive to Office Staff etc.	5 %	5 %

(Signature of Principal Investigator)

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**DeanIRD /15**

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

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

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

**Principal Investigator** (with date)

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

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	<b>Signature of authorizer</b>	Director IQAC

**DeanIRD16**

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

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

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

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

Total (T) \_\_\_\_\_

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

**12. 20% of (D) to PDF** : Rs.....

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

**13. 10% of (D)** : Rs.....

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

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

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

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

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

- 15** (a) Certified that no Ministerial or Technical Staff is being paid out of the incentive money from Sponsored Research Projects in a financial year an amount exceeding his/her gross salary of one month.  
(b) Certified that the total remuneration including that proposed here and over time payment received by the individuals are within the limits laid down by University rules.

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\_\_\_\_\_  
**Signature of Head of the Deptt/Centre (with date & stamp)**

\_\_\_\_\_  
**Signature of the Principal Investigator (with date)**

\_\_\_\_\_  
**Endorsement by Dean IRD Office, DTU**

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

**Approved/Not Approved**

\_\_\_\_\_  
**Dealing Asstt.**

\_\_\_\_\_  
**Supdt.(IRD.)**

\_\_\_\_\_  
**Dy. Registrar(IRD.)**

\_\_\_\_\_  
**Dean(IRD)**

- Copy to:** 1. Head of the Department  
2. Principal Investigator  
3. Dy. Registrar (IRD-A/c)



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	<b>Signature of authorizer</b>	Director IQAC

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

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

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

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

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**DeanIRD17**

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

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

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

Recommended/Not Recommended

SIGNATURE OF  
COCERNING P.I

Head of the Deptt./Office

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

**REPORT OF DEAN IRD OFFICE**

Following is the fund position in the above project grant.

Fund budgeted in the budget head Rs....

Available fund in the budget head Rs....

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

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

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

.....

Signed  
Dy. Registrar (IRD)

<b>DTU</b> <b>Industrial Research Development (IRD)</b>	<b>Code:</b>	DTU/IRD/001
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### LIST OF SERVICES

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

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**DeanIRD18**

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

**DLEHI TECHNOLOGICAL UNIVERSITY**

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

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

**Dated :**

\_\_\_\_\_

**To**

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

	Whereas vide this office letter No. DTU/			-PI/Cons/Spon Res Project _____				
dated	_____	you	were	offered	the	time	bound	engagement
w.e.f.	_____ to	_____		under	Consultancy	/Sponsored	Research	

Project No. \_\_\_\_\_

Title: \_\_\_\_\_.

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

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

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

\_\_\_\_\_

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

<b>DTU</b> <b>Industrial Research Development (IRD)</b>	<b>Code:</b>	DTU/IRD/001
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	<b>Signature of authorizer/HOD:</b>	

(\_\_\_\_\_)

Name & Signature of PI (with date)

Project No. \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_

Copy to:

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

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	<b>Signature of authorizer/HOD:</b>	

**DeanIRD18**

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

**DLEHI TECHNOLOGICAL UNIVERSITY**

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

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

**Dated :**

\_\_\_\_\_

**To**

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

	Whereas vide this office letter No. DTU/			-PI/Cons/Spon Res Project _____				
dated	_____	you	were	offered	the	time	bound	engagement
w.e.f.	_____ to	_____		under	Consultancy	/Sponsored	Research	

Project No. \_\_\_\_\_

Title: \_\_\_\_\_.

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

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

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

\_\_\_\_\_

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

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	<b>Pages:</b>	1-48
	<b>Signature of authorizer/HOD:</b>	

(\_\_\_\_\_)

Name & Signature of PI (with date)

Project No. \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_

Copy to:

4. Dean IRD
5. Head of the Department/Centre
6. Dy. Registrar (IRD -A/c)



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**S. No.**

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## 1 Introduction

The IPR cell facilitates protection of the right of the Inventor(s) of DTU i.e. faculty /students/ project staff/ supporting staff/ visitors of DTU through the option of Intellectual property on a novel work. IPR cell of DTU provide platform to the inventor of DTU to protect their “knowledge assets”. The purpose of the cell is to preserve the interest of DTU and make aware the DTU fraternity about the knowledge asset and its impact on the society. The focus of the department to work on three major knowledge assets: patent, design and copyright. Further IPR cell also works in association with DTU IIF to commercialize its knowledge assets.

This document has given brief overview about the activities, responsibilities of the IPR cell. The details of procedures adopted by the department are described in this document.

## 2 Amendments

Amendments shall be carried out through board of management as and when required based on the change in IPR filing pattern by Government of India or other national and international developments including treaties and legal judgements.

### Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

## 3 Purpose

### 3.1 Welcome

Delhi Technological University (DTU) is an academic Institute dedicated to excellence in teaching and research. Its activities, centered on faculty/ students/ project staff/ supporting staff/ visitors are based on knowledge and intellectual exercise. In the current scenario of technological domain, where values and perceptions change at brisk pace, technological institutions have to

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preserve the essential spirit of academics on one hand and have to march ahead, on the other, accepting changing realities of business economy based on knowledge generated, protected and disseminated under the intellectual property regime. The purpose of DTU IPR cell are as follows.

- It encourages the creative activities in the area of science and technology in the widest sense
- It lays down the norms to protect the legitimate interest of faculty/ students/ project staff/ supporting staff/ visitors of DTU in a rational manner consistent with the ‘commitment’ of DTU and ‘role’ assigned to it by the society
- It provides a transparent administrative system for the ownership, control and transfer of the intellectual property created and owned by the Institute
- It shares a global perception of practices related to intellectual property retaining national identity and local constraints, avoiding as far as possible ‘conflict’ of opposing.
- It keeps into consideration the sustainable use of bio-resources and conservation of Biodiversity.
- The policy promotes fair use of traditional knowledge while recognizing local traditional knowledge stakeholders and benefit sharing

### **3.2 Quality Policy**

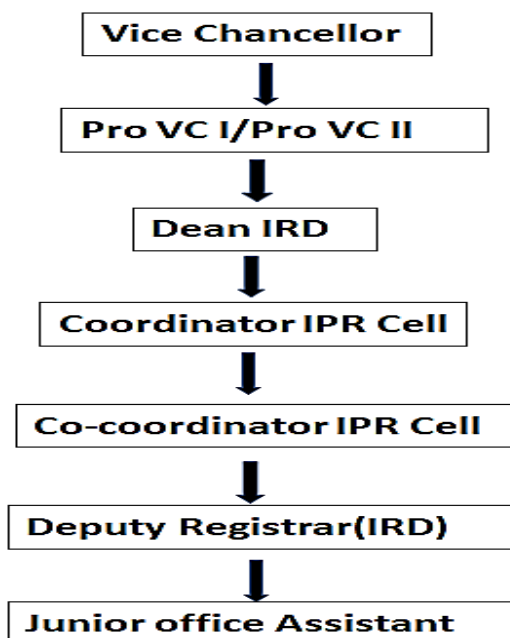
The IPR cell aims to provide qualitative services related to patent filing, examination and post patent activities, other Intellectual property related activities and commercialization of developed technologies. The cell impress upon highest level of professionalism, moral & ethical standards in its activities as well as delivery in a time bound manner. IPR cell continuously evolves its functioning through feedback mechanism from its stakeholders.

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## 4 Responsibilities

### 4.1 Context of the Organization

**4.1.1 Organization Chart:** The organization chart of IPR cell is given below.



**Organizational Chart of IPR cell**

### 4.1.2 Responsibilities and Authorization

**IPR standing Committee:** The IPR Standing Committee (IPR SC) is to core administration body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of DTU. The IPR SC will have the following members: Vice Chancellor, Dean (IRD), Dean (Academic-PG), Dean (Academic-UG) Vice Chancellors nominee (1), Vice Chancellor’s nominee (2), Registrar Member, DR (IRD).

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Following administrative entities are constituted for smooth working of IPR Cell.

<b>Designation</b>	<b>Responsibilities</b>	<b>Authorization</b>
IPR standing Committee	<ol style="list-style-type: none"> <li>1. To create expert groups in different subject domains for assessing and recommending proposals for IP filing.</li> <li>2. Appoint a panel of attorneys to facilitate filing of IPs by both the Institute appointed body as well by individual faculty/staff using their project or other funding.</li> <li>3. To provide waivers and release of IPR to Inventor(s) and/or Third party(ies) within the framework of IPR policy of DTU.</li> <li>4. To evolve modalities of financing of IP related activities at DTU.</li> <li>5. Address any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy.</li> <li>6. Investigate the matter of violation/infringement of any intellectual property rights related to DTU and make recommendations to the Vice Chancellor for resolution of such violation/infringement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Chairman IPR Standing committee give approval for filing patent, hiring attorney panel, Financial approval for filing patents</li> <li>2. Release notices in case of any conflict, grievance rearing ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR Policy and interpretation of various clauses of IPR policy</li> </ol>
Dean IRD	<ol style="list-style-type: none"> <li>1. To oversee the functioning of IPR Cell.</li> <li>2. Organizing IPR SC meetings.</li> </ol>	<ol style="list-style-type: none"> <li>1. To sign all IPR documents on</li> </ol>

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		behalf of DTU as the competent authority
Coordinator IPR Cell	<ol style="list-style-type: none"> <li>1. To facilitate faculty/students/project staff/supporting staff/visitors in all IPR application activities.</li> <li>2. To empanel the attorney for filing patent on behalf of DTU.</li> <li>3. Process all financial matters related to registration and maintenance of various IPs.</li> </ol>	
Co-Coordinator IPR Cell	<ol style="list-style-type: none"> <li>1. Process and manage IP registrations</li> <li>2. Regularly review IP cases (filed/granted applications) for maintenance/discontinuation.</li> </ol>	
Deputy Registrar IRD	<ol style="list-style-type: none"> <li>1. Custody of all IPR related documents</li> <li>2. Do all the correspondence related to IPR Cell.</li> </ol>	<ol style="list-style-type: none"> <li>1. Issue Notices, correspondence related to IPR cell on behalf of IPR standing committee, Dean IRD and Coordinator IPR Cell</li> </ol>
Junior Office Asstt.	<ol style="list-style-type: none"> <li>1. Maintain all the records and applications related to IPR Cell.</li> <li>2. Assist all the officials of IPR cell</li> </ol>	

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#### 4.1.3 Objectives of IPR cell

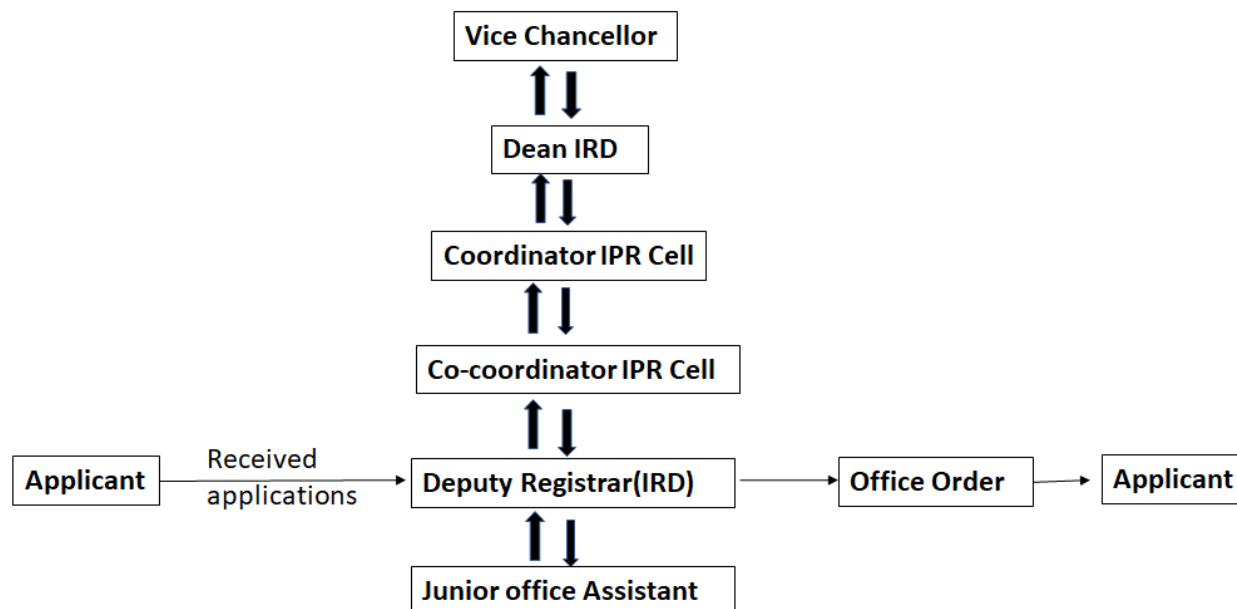
- Organization of IP awareness programs at DTU.
- Organizing IPR SC meetings.
- Work on behalf of DTU, to process and manage IP registrations.
- Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.
- To assist faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
- To coordinate with the inventor (s) to proactively identify third parties for development and commercialization of IP.
- Custody of all IPR related documents
- To process all financial matters related to registration and maintenance of various IPs.
- To administer all matters related to IP transfer on the advice of DTU-IIF
- To sign all IPR documents on behalf of DTU with Dean (IRD) as the competent authority. Dean (IRD) may designate the Lead Inventor as competent authority on his behalf for signing agreement(s) created under standardized formats proposed by IPR SC. For example: Confidential or Non-disclosure agreements written as per the standard formats made available by IPR SC can be signed by the Lead Inventor on behalf of DTU. However, for cases, where the agreements have clauses other than standard format will continue to be signed by Vice Chancellor as the competent authority.

#### 4.1.4 Flow of Process and information:

The IPR related applications shall be submitted to deputy registrar IRD, forward to/ follow the path co-coordinator and coordinator of IPR cell, Dean IRD, Registrar, Vice chancellor DTU.

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The work flow path is shown below.



**Input and output flow of applications in IPR Cell**

#### 4.1.4 Internal Issues

- Deficiency of work force
- Availability of Experts for assessment of Application
- Release of patent filing fee

#### 4.1.5 External Issues

- Communication delay from attorney
- Communication delay with Patent office

#### 4.1.6 Risk

- Data Confidentiality and Security
- Server Malfunctioning



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- Legal dispute among the applicant
- Legal dispute between the applicant and third party

#### **4.1.7 Opportunity**

- The IPR cell has opportunity to work with patent office Govt. of India as well as international patent offices. The cell will help in building up academic and industry relationship for DTU.

#### **4.1.9 Work Culture**

- All the activities of the IPR Cell are time bound and confidential in nature. The officials posted in the IPR Cell are committed to timely accomplishment of various actions thereby maintaining due privacy and holiness.

#### **4.2 Interested Parties**

Following parties may be interested.

4.2.1 Funding Agencies

4.2.2 Administration of DTU

4.2.3 Students of DTU

4.2.4 Employees of DTU (Regular and Contractual)

4.2.5 Industry

4.2.6 Society

4.2.7 Govt. of NCT of Delhi

### **5 Scope**

#### **5.1 Scope of the Quality Management System**

IPR cell of DTU facilitate the inventor of DTU to protect their “**knowledge assets**”. The purpose of the cell is to preserve the interest of DTU and make aware the DTU fraternity about the knowledge asset and its impact on the society. The focus of the department to work on three major knowledge assets: patent, design and copyright. The IPR cell will help the inventor in filing

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knowledge assets. Cell is also responsible for hiring the patent attorney. Further IPR cell also works in association with DTU IIF to commercialize its knowledge assets.

### **5.2 Locations**

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

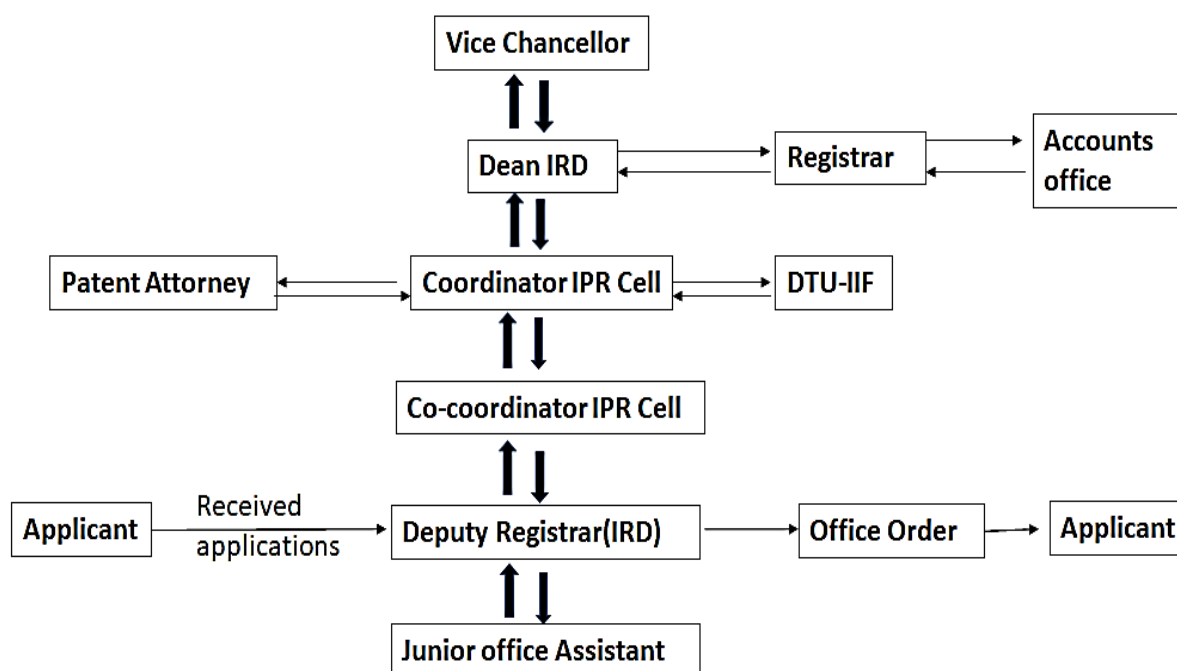
### **5.3 Exclusions**

- None

## **6 Procedures**

**6.1 Process Management Methodology:** The IPR related applications shall be submitted to deputy registrar IRD, forward to/follow the path co-coordinator and coordinator of IPR cell, Dean IRD, Pro VC I/ Pro VC II, Vice chancellor DTU. Flow chart 1 shows entry of the work in the IRD cell as well as processing of the work in the department. Reverse procedure will be followed to communicate the outcome of the application to applicant or other departments such as IIF.

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**Flow Chart 1**

## 6.2 Top Level Processes

- 6.2.1 Formation of IPR standing Committee
- 6.2.2 Formation of patent expert committee
- 6.2.3 Formation of attorney panel
- 6.2.4 Patent Filing
- 6.2.5 Record Maintenance
- 6.2.6 Procedure for periodical reports and dissemination

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## 7. Complete Department Procedures

### 7.1 Formation of IPR standing Committee

#### 7.1.1 Summary

The IPR Standing Committee (IPR SC) is the core administration body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of DTU.

#### 7.1.2 Revision and Approval

- [Ver-1.0] - [20-04-2018] - [First draft] - [Vice Chancellor]

#### 7.1.3 Procedure

Coordinator IPR cell will intimate the file through dean IRD to form IPR standing committee and proposed at least experts name. The file will be forwarded to vice chancellor to nominate two experts for IPR standing committee.

**Check list:** Name of the expert should be Professor Grade having at least one granted patent

Minimum 4 experts suggested in the file.

Biodata of the expert should be attached in the file.

### 7.2 Formation of patent expert committee

#### 7.2.1 Summary

The patent expert committee shall evaluate the patent application give their recommendation of filing of patent through university

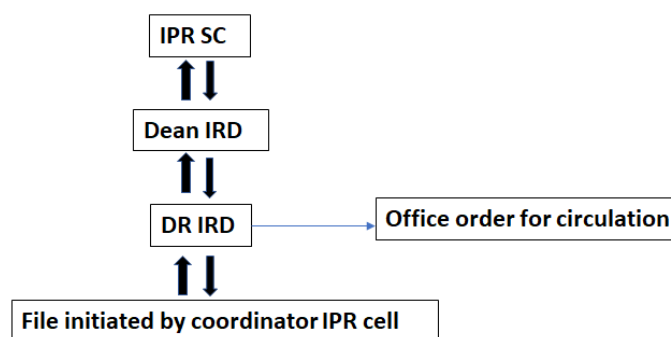
#### 7.1.2 Revision and Approval

- [Ver-1.0] - [20-04-2018] - [First draft] - [Vice Chancellor]

#### 7.2.3 Detailed Procedure

The faculty applicant (s) /coordinator IPR cell shall propose at least five experts in field of application. Coordinator IPR cell forward the application to Dean IRD to call IPR SC meeting to decide the expert pane (Flow chart2).

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**Flow chart 2**

**Check list:** Proposed expert should be working in the similar filed. They have published at least two SCI papers in similar field.

Biodata of the expert should be attached in the file.

### **7.3 Formation of attorney panel**

#### **7.3.1 Summary**

The purpose of formation of attorney panel is that they can help in drafting the patent and do all the correspondence with patent office on behalf of IPR Cell.

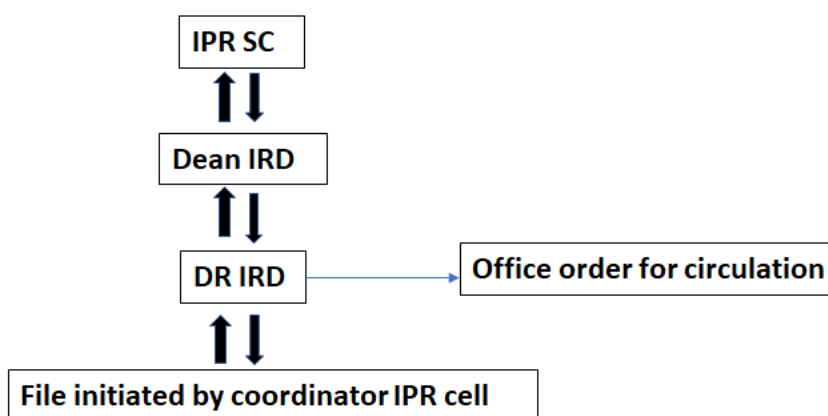
#### **7.3.2 Revision and Approval**

- [Ver-1.0] - [10-04-2018] - [First draft] - [Dean IRD]

#### **7.3.3 Detailed Procedure**

Coordinator IPR cell will intimate the file through Dean IRD to form attorney panel. At least five patent attorney name shall be suggested by the coordinator IPR Cell. Deal IRD will call IPR SC meeting to decide the attorney panel (flow chart 3).

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**Flow chart 3**

**Check list:** The biodata of proposed attorney should be attached with the file.

## **7.4 Application procedure for filing patent**

### **7.4.1 Summary**

- This procedure defines the requirements for filing patent by the inventor.
- The Dean IRD/Coordinator IPR Cell is responsible for the implementation and management of this procedure.

### **7.4.2 Revision and Approval**

- [Ver-1.0] - [20-04-2018] - [First draft] - [Vice Chancellor]

### **7.4.3 Detailed Procedure**

- a) Submit intellectual property disclosure form to IPR cell DTU (annexure 1/ annexure 2).
- b) The form will be evaluated by Coordinator IPR and Co-coordinator IPR cell.
- c) The standing committee will form small expert committee of subject domain.
- d) The form will be further evaluated by Experts of subject domain.
- e) After approval, the form will be send to attorney for patent search and drafting the patent
- f) Form 1 will be send to inventors for signature

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- g) Form 5 will be send to registrar for signature on behalf of DTU.
- h) Fee for filing patent will be released by competent authority
- i) Send all the document to attorney for filing the patent.
- j) Attorney fee will be released by competent authority.
- k) File may be initiated for filing PCT.
- l) Send the request by the attorney to examine the patent at patent office.
- m) After response and hearing patent will be granted to University.
- n) Patent fee will be given to initially for 10 years by university. Further fee will be paid based on commercialization.

**Check list :** All the column of Intellectual Property Disclosure Form should be properly filled the applicant.

Application form duly signed by the all the inventors.

### **7.5 Procedure for record of documents.**

The documents related to IPR Cell are maintained by the IPR office. Every patent file will be assigned with number. An office assistant will keep the records with proper number and maintain the file under supervision of DR (IRD).

#### **7.5.2 Revision and Approval**

- [Ver-1.0] - [20-04-2018] - [First draft] - [Vice Chancellor]

### **7.6 Procedure for periodical reports and dissemination**

The three months periodical reports are generated by the DR (IRD) in consultation with Co-ordinated and coordinator IPR cell. The prepared report will disseminate to the planning cell/ IQAC as and when required. The granted patents shall be disseminated to various departments of university through newsletter.

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### 7.6.2 Revision and Approval

- [Ver-1.0] - [20-04-2018] - [First draft] - [Vice Chancellor]

## 8. Overview

### 8.1 Process Sequence

- The detail procedure for patent filing is shown in Flow chart 4.1.1



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1	Introduction
2	Amendments
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## 1 Introduction

The University needs to focused reference to the crucial dependence of quality ensured delivery of education to continuous knowledge up-gradation, capacity building and motivation of teachers for accepting challenges arising from new research and advancement in technology and recent trends of breaking barriers of subject related to science and technology.

Thus, university recognized the urgent need for the creating effective systems to provide opportunities for profession and career development of teachers, necessary for quality education and research so that they are well equipped and motivated to accept new challenges emerging form growth of new technologies, knowledge, international competitiveness and changing requirements of learners, especially in the institutions of higher education.

## 2 Amendments

### Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

## 3 Purpose

The purpose of this document is to apprise all concerned about the functioning and due procedures followed by Human Resource Development Centre, DTU.

### 3.1 Welcome

The role of Human Resource Development Centre, DTU provides services to the faculties of the University. Formulates courses and managing Human Resource Development matters of the University via several courses and workshops.

### 3.2 Quality Policy

- To ensure efficient utilization of resources to impart knowledge of latest technical development in their respective fields with high standards of quality priorities in a time bound manner.

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## 4. Responsibilities

### 4.1 Objectives & Goals:

The Objectives and goals of HRDC wing in accordance with relevant provision of Rules and regulations, applicable in the University, may be grouped as under:

- To create world class professional teachers, equipped with latest state of the art tools and skills for the teaching profession.
- To produce excellent teachers who have good ICT skills, communication skills, team building spirit and have the ability to deliver quality and value based education to the students of higher education.
- To inculcate sound research competencies in the teachers who come to attend the training programmes.
- acquire and improve art of teaching at the college/university level to achieve goals of higher education
- Understand the organization and Management of College/University and to pursue the role of teachers in the total system.
- Keep abreast of the latest developments in their specific subject.

### 4.2 Interested Parties

- 4.2.1 Govt. of NCT of Delhi
- 4.2.2 Administrator of DTU
- 4.2.3 Students of DTU
- 4.2.4 Employees of DTU
- 4.2.5 Service Providers of DTU
- 4.2.6 Society
- 4.2.7 Industry

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## Organization Chart

### SIZE OF Human Resource Development Centre, DTU

S.No.	Designation	No. of Posts
1	Director	1
2	Deputy Director	1
3	Assistant Director	1
4	Teaching Officer	1
5	Section Officer	1
6	Senior Assistant	1
7	Computer Assistant/Junior Assistant	1
8	Librarian/Technician	1
9	Steno-typist/Computer Operator	1
10	Peon	1
11	Hostel Attendant	1

## 5 Scope

The HRDC will cater to the needs of teachers and academic administrators of the colleges/universities as decided by the University from time to time.

**Orientation / First Level Programmes:** Every new faculty member in higher education will be required to undergo a four week Orientation / First level Programme which will be focused on some **broad area of knowledge** spanning a few allied disciplines.

The objective of the orientation programme is to make teachers an agent of socioeconomic change and put them in centre stage of national development. The programme shall have the following components:

- 10% weight for topics in higher education such as issues of ethics, gender, marginalized communities, plagiarism etc.

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- 10% weight for issues related to environment.
- 10% weight for issues concerning service matters of teachers.
- 20% for broad cross discipline topics to motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness.
- 10% weight for Research Methodology.
- 15% weight for Communication Skills and Information Technology.
- 10% weight for Microteaching
- The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments.

**Refresher / Second Level Programmes:** These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an identified broad area. The programme will be discipline specific with advanced developments in an identified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

**Workshops:** These will be organized for shorter duration of one week(6 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

**Short-term course** of 3-6 days duration especially on research methodology and specialized themes of interest.

**Some suggestive areas for Programme development and delivery:**

The HRDC will plan the programmes as above on the basis of needs and requirements of

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the institutions to be covered. However some suggestive inputs are given below.

- Internal and External Accreditation
- Technology Enabled Learning through online demos and support for capacity building for development of e-content, virtual labs and their effective use for teaching and research
- Holistic approach to the whole sector of education without fragmentation.
- Broad and dynamic collaborative models for encouraging interdisciplinary and interinstitutional collaboration in teaching and research
- Engagement with Industry and relevant social sectors
- Change in regulatory and governance structures of institutional system in a way that promotes research, innovation, creativity with incentives
- Content design and development and curriculum reform focused on innovations and creativity
- Faculty development and enrichment.
- Reforms in assessment and certification methods
- Knowledge up-gradation for effective teaching and research
- Seminars and Workshops for some specialized emerging trends of advanced learning

### **5.1. Locations**

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

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## Abbreviations

- **BOM** : Board of Management
- Board of Directors/ Chairman/ Promoter/ Nominee of DTUIIF
- **CEO** : Chief Executive officer of DTUIIF
- **COE** : Controller of Examination
- Financial Review Committee
- **DTU** : Delhi Technological University
- **DTU-EDC**: Delhi Technological University East Delhi Campus
- **GA** : General Administration
- **HOD** : Head of Department
- **I/C** : In-charge
- **GNCTD**: Govt. of National Capital Territory of Delhi
- **PVC** : Pro Vice-Chancellor
- **RTI** : Right To Information
- **USME** : University School of Management and Entrepreneurship
- **VC** : Vice-Chancellor

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## 1. Introduction

DTU INNOVATION AND INCUBATION FOUNDATION (DTU IIF) *(Established as Section 8 Licence Number 107658 , CIN of the company is U74999DL2016NPL305531, as per Companies Act of Govt. of India )* is Incubation Centre i.e. Technology Business Incubator ( TBI) of Delhi Technological University (DTU)

The entire work of DTUIIF is being governed by various provisions of ‘The Companies Act of 2013, Ministry of Corporate Affairs, Govt. of India.

The DTUIIF functions through The Board of the Company and CEO being the Secretary to the Board of the company.

This document contains the detailed structure and procedures related to the various activities of the DTUIIF.

## 2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

### Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

## 3. Purpose

### 3.1 Welcome

*(As per the policy guidelines of GNCTD: This policy guidelines are the summary recommendations of a working group established by the Government of National Capital Territory of Delhi, under order NO.F.75(73)/2015-16/Incubation/ADPL/321-330 dated 5/6/15 ).*

- To create a culture of entrepreneurship, Start-ups, and, and Intellectual Property Creation that can to value creation, jobs and employment and do social and economic good.

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(b) To facilitate creation of incubation centres that offer incubation infrastructure- space, computing resources, connectivity, common tools; and environment for co-working, collaboration and innovation.

(c) Create entrepreneurship challenges based upon existing problems to foster Innovation DTUIIF provides required services as given in the ( ANNEXURE-I) to its start up companies/incubates at all the stages of incubation as per the rules and regulations framed by The BoD of DTUIIF guidelines issued time to time from DTTE, GNCTD.

### **3.1.1 Selection of Incubates /Startup entity at DTUIIF follows the following process:**

- Call for proposals at DTU Web site and in multiple National/State Newspapers.
- Creating Data Base of the received application/proposal in structured data format.
- Preparation of facts sheet of the received business plan/ startup proposals and authentication of the data provided in their proposal through call to the Leader of the team and their references provided in their business plan submitted through website or in response to the call for proposals for incubation at DTUIIF.

### **3.1.2 Conduct of Review/ Evaluation of Business plan**

- Formation of Evaluation Review Committee by the Chairman of the DTUIIF (Hon'ble VC, DTU).
- Invite for the review of the business plan along with the entire team on pre decided date/time/venue.
- Evaluation of the Business plan/Start-up entity by duly appointed Review Committee through presentation and interview.
- Communicate the result of the review committee and put all the startup entities in the pre-incubation phase at DTUIIF.

### **3.1.3 Conduct of Financial Review committee for allocation of seed funding to the pre-incubates:**

- Formation of Financial Review Committee by the Chairman of the DTUIIF ( Hon'ble VC, DTU)

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- Invite for the financial review of the business plan along with the entire team on pre decided date/time/venue.
- Evaluation of the Business plan/Start-up entity by duly appointed Review Committee through presentation and interview
- Allocate seed funding to the incubates during incubation phase at DTUIIF and their disbursal schedule.
- Follow due diligence for the documentation verification of the start-up companies and their bank a/c authentication along with the verification of the start-up companies board of directors and complete this documentation authentication exercise.
- Signing of ‘Incubation Agreement’ on non-judicial stamp paper with incubates as per the data / documents provided by the start-up companies along with space allocation and the charges for the same.

#### **3.1.4 Post Incubation agreement work:**

- Providing services as per the agreement (Annexure-I) and the policy of GNCTD
- Providing platform for networking with funding agencies /venture capitalist/ investors by organizing ‘Start-up Weekend/ Start-up Heckathons/ E-summit/ Boot camps etc.

### **3.2 Quality Policy**

The DTUIIF is committed to achieve global standards of excellence in the field of innovation leading to successful commercialization by providing world class incubation services and related facilities.

We adopt best practices to maintain high quality of incubation related enabling environment through. We adopt best practices to maintain high-quality standards in the core and allied functions through continuous evaluation and improvement of our processes to all our pre-incubating and incubating start-ups.

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### 3.1.1 Quality Objectives

- (a) To enable our startup companies capable of producing commercially viable product and services.
- (b) To develop a new knowledge base for cutting-edge research and innovation.
- (c) To develop academia-industry relations to fulfill the technological need of society for current and future needs.
- (d) To develop human potential with analytic ability, ethics, social values, and integrity.
- (e) To act as a facilitator for innovation, incubation, product development, transfer of technologies and entrepreneurship.
- (f) To develop and inculcate in our start-up companies, appropriate knowledge, skills and right attitude with responsibility, commitment, professionalism, moral & ethical standards and Indian Value System.

## 4. Responsibilities

### 4.1 Context of the Organization

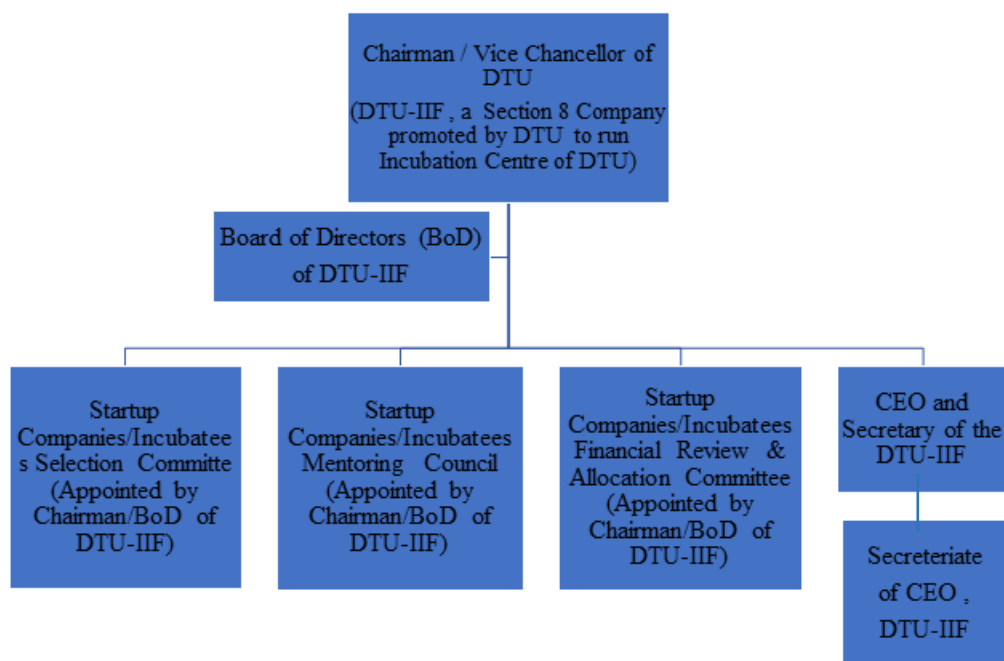
The context of DTU IIF is around creating a culture of entrepreneurship, start-ups and Intellectual Property creation by:

- Promote start-ups by creating incubation infrastructure, friendly policy for start-up funding, use of start-up products in govt. sector, start-up spaces and marketing support programs for start-ups
- Changes to current curricula with the aim of developing entrepreneurship in students- “catch them young”
- Include entrepreneurship as a subject / add-on course / elective in Institutions
- Conduct entrepreneurship boot camps during summer to encourage students participate in entrepreneurial activities

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- Offer start-up founders the option to participate in placement in the year after graduation to increase risk-taking ability
- Offer incentives to faculty for risk-taking and start-up incubation / commercialization of technology
- Conduct Boot Camps for start-ups, Business Plan competition etc. where the winners get a chance to utilize the incubation centres being set-up
- Create entrepreneurship challenges based upon existing problems to foster Innovation
- Develop a mentorship body to provide support to entrepreneurs; partner with ecosystem players as possible
- Create entrepreneurship clubs amongst the student community.

#### 4.1.1 Organization Chart



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<b>Designation</b>	<b>Responsibilities</b>	<b>Authority</b>
Chairman/Promoter of DTUIIF	<ol style="list-style-type: none"> <li>Overall Supervision of DTUIIF.</li> <li>Chair the BOD meetings of DTUIIF.</li> <li>Financial Decisions of DTUIIF through BOD/CEO/ Secretary of the company.</li> <li>Signing of Compliances documents to the appropriate authorities of MCA, GoI.</li> </ol>	<ol style="list-style-type: none"> <li>Head of DTUIIF as Chairman of the Company.</li> <li>Formation of Startup Review Committee.</li> <li>Formation of Financial Review Committee for allocation of seed money to the start up companies.</li> </ol>
The Board of Directors of the DTUIIF	<ol style="list-style-type: none"> <li>The Board of Directors shall meet for the conduct of business , adjourn or otherwise regulate as it things fit.</li> <li>The Board of Directors summon a meeting of the board and the meeting can be conducted in the physical presence of the directors or through electronic mode.</li> <li>The Board shall provide for the safe custody of the seal of the company</li> </ol>	<ol style="list-style-type: none"> <li>The Board may, subject to the provisions of the act, delegate any of its powers to committees consisting of such member/s of its body as it thinks fit.</li> <li>A chief Executive Officer, Manager,company Secretary or Chief Financial officer for such terms, at such remuneration and upon such condition as it may think fit and any person so appointed may be removed by means of a resolution of the Board.</li> </ol>
The Chief Executive Officer	<ol style="list-style-type: none"> <li>Over all responsible for the smooth functioning of the company</li> </ol>	<ol style="list-style-type: none"> <li>Authority refers to the legal right of the manager</li> </ol>

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<p>and CEO Secretariat</p>	<ol style="list-style-type: none"> <li>2. Filling the compliances with the regulator of the company matters.</li> <li>3. Call for meeting of the Board and prepare agenda items for the board meeting with the help of appointed company secretary by the board of the company</li> <li>4. Prepare capital and operational Budget of the company</li> <li>5. Fulfill all the responsibilities as stated in the policy document for the Incubators of GNCTD</li> <li>6. Performs all duties assigned by the board of the company</li> </ol>	<p>to give orders and expect obedience from subordinates and under this premise, CEO, Plan, organize and manage all the functions of the organization i.e. DTUIIF.</p>
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#### **4.1.2 Responsibilities and Authorization**

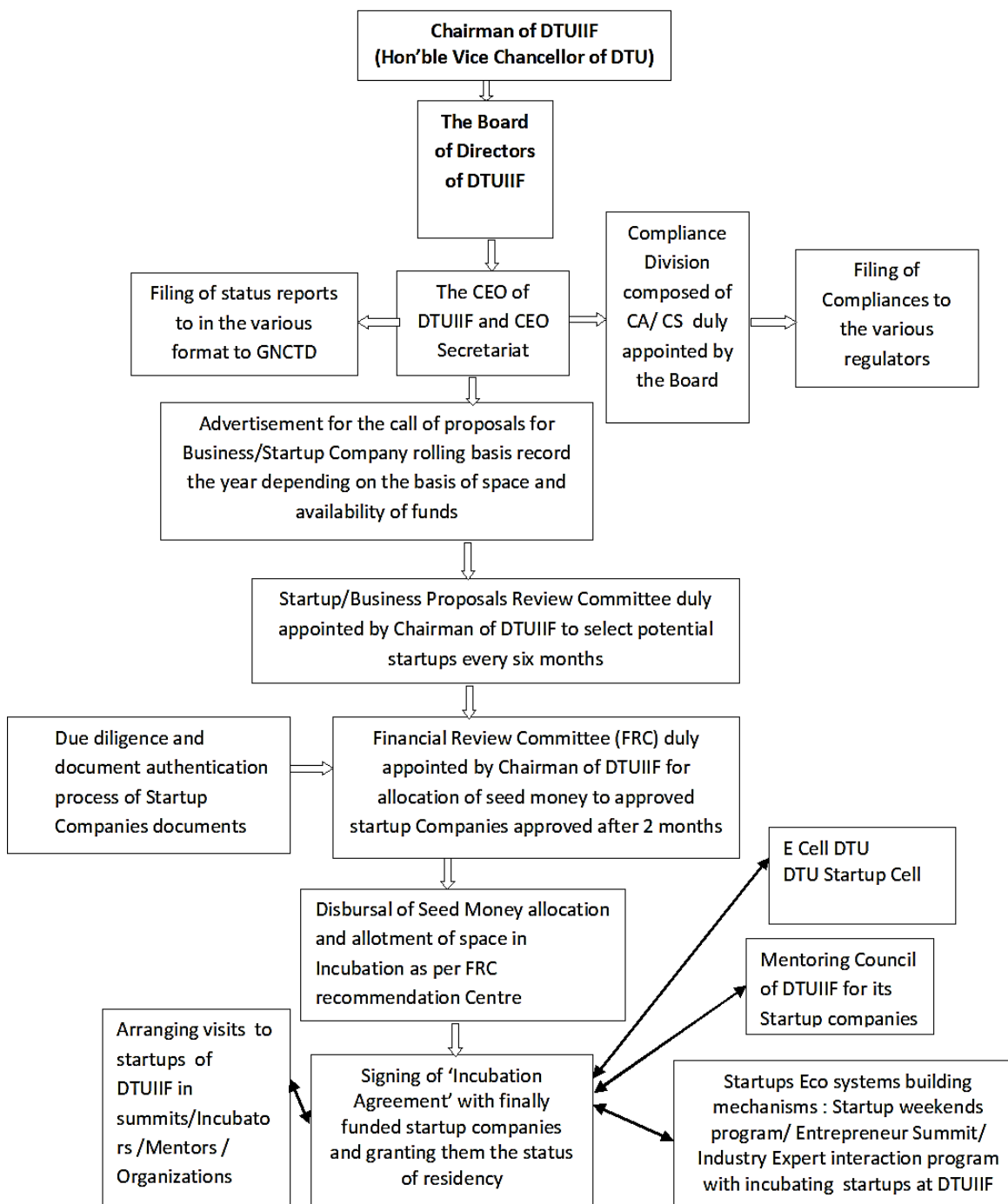
#### **4.1.3 Work Culture**

All the activities of the DTUIIF are governed by the provisions of GNCTD policy, The Companies Act -2013 of Govt. of India and Board of the Company (DTUIIF) directives as resolved in the Board.



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#### 4.1.4 Flow of processes and Information



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#### 4.1.5 Internal Issues

- Operational issues for start-up companies incubating at DTUIIF
- Shortage of Space for 15 start-up companies
- More staff required for managing such no. of start-up companies

#### 4.1.6 External Issues

- Branding of DTUIIF as lead incubator
- Receiving of Grants/ aids to further fund our incubating start-ups

#### 4.1.7 Risks

- Maintenance of confidentiality and secrecy
- Wi-fi connectivity

#### 4.1.8 Opportunities

- DTU being a reputed technical university, the feeder workforce as an intern for our start-up incubating companies are very easy.
- DTU labs and other central facility supports robust eco system for incubating start-up companies.

#### 4.2 Interested Parties

- 4.2.1 Students to act as an intern.
- 4.2.2 Society due to job creation by start-up companies of DTUIIF.
- 4.2.3 Faculty (The can act as start-up company promoter or mentor to the incubating companies at DTUIIF).
- 4.2.4 Academic and Non-Academic Departments of DTU.
- 4.2.5 Govt. of NCT of Delhi and its ministries/departments.
- 4.2.6 Employers as they can hire interns of DTUIIF start-up companies.
- 4.2.7 The other department can use the expertise of DTUIIF related to their technology management issues.

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## 5. Scope

### 5.1 Scope of the Quality Management System

Scrutinizing/Examination/ Finalization of the start-up proposals with score card framework and on the basis of score provided by the experts of the committee for individual start-up proposals.

### 5.2 Locations

5.2.1 Delhi Technological University, ShahbadDaulatpur, Bawana Road, Delhi-110042

5.2.2 East Delhi Campus , VivekVihar, Phase -2, Jhilmil Colony, Delhi- 110095

### 5.3 Exclusions

- None

## 6. Procedures

### 6.1 Process Management Methodology

Please refer flow chart mentioned at 4.1.4

### 6.2 Top Level Processes

6.2.1 Compliances with various regulator of the company

6.2.2 Conduct of BOD meetings

6.2.3 Evaluation of business proposal by Review Committee

6.2.4 Allocation of seed money to selected business/start-up proposals by Financial Review Committee

6.2.5 Maintenance of Record and books of A/c of the company.

## 7. Complete DTUIIF Internal Business Processes

### 7.1.1 Infrastructure

Provisioning of space for meeting rooms, conference facility, open sitting plan offices and limited number of office rooms/ Provisioning of essential infrastructure such as 24x7 access, 24x7 electricity & back up, internet, LAN, desk tops, telephone connection and instrument, printers, scanners, copiers, tea / coffee and rest room facilities, conference / discussion rooms with

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furnishing and light furniture and functional in keeping with trends at other incubators / accelerators.

### 7.1.2 Operations

DTU IIF is managed by a full time professional team with small secretariat to be hired at market linked terms. DTU IIF submits status, reports, project ideas, plans and all such information required by the BoD of DTU IIF and the GNCTD for publishing the health of the incubator/start-up ecosystem report.

### 7.1.3 On-boarding / Funding

DTU IIF invite students, faculty, alumni and interested persons to apply for incubation by submitting this business plans in the prescribed format./ DTU IIF shall admit start-ups basis their review and appraisal of the business plans/ The start-ups can apply for seed-fund grants post acceptance and the same shall be reviewed and approved or rejected based on the technical plan, business plan and availability of funds.

### 7.1.4 Mentoring / Prototyping

The DTU IIF help the start-up to build their prototype product and seek early customers / DTU IIF arrange for a mentor panel, advisory bodies, connection with other start-ups and all other ecosystem enabling activities to provide feedback, ideas, support and resources to the start-ups to launch their products/ DTU IIF arrange for Demo Day, bring investors, larger companies and advisors/mentors to showcase the products created at the incubation centres.

### 7.1.5 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

## 7.2 Maintenance of Record

### 7.2.1 Summary

- All the documents generated during the processing of internal business processes of DTUIIF are retained as per the norms of regulators of the company.

### 7.2.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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## 8. Process Sequence

- Please refer Flow of Processes and Information flowchart at 4.1.4

## 9. Related documents

- GNCTD policy guidelines for incubation
- License of the company ( DTU IIF)
- MoA of the company ( DTU IIF)
- AoA of the company ( DTU IIF)
- Certificate of Incorporation of DTUIIF
- Details of Start-up companies and brief of their business operations

## 10. Related Forms

- Form for Business plan proposal for incubates.
- PPT templates for presentation before business proposal review committee

## 11. References

- The Companies Act-2013 and amendments thereafter
- [www.dtu.ac.in](http://www.dtu.ac.in)
- [www.mca.gov.in](http://www.mca.gov.in)
- [www.niti.gov.in](http://www.niti.gov.in)
- [www.aim.gov.in](http://www.aim.gov.in)

## 12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.



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## 1. Introduction

Delhi Technological University aims at promoting a meaningful and sustained rapport between the University and the community. If the University system has to discharge adequately its responsibilities to the entire education system and to the society as a whole, it must assume extension as the third important responsibility (Third Dimension) and give it the same status as teaching and research. This is a new and extremely significant area which should be developed on the basis of high priority. Through extension activities, the University creates opportunities for interactive sharing of research-based knowledge, information, technologies and innovations with individuals, groups, communities or organizations for improving work efficiency, productivity, incomes, environmental health and living standards. Outreach activities are where the university offers community services using knowledge, technology or products. The extension and outreach activities so undertaken are those that respond to community felt needs with special focus on marginalized groups including the youth, women and physically challenged among others.

## 2. Amendments

Amendments would be carried out as and when the rules and regulations required to be amended by Governing Body of the University i.e. Board of Management (BOM).

## 3. Purpose

The purpose of this document is to apprise all concerned about the functioning and due procedures followed by Center for Extension and Field Outreach Program DTU.

### 3.1 Welcome

The role of Center for Extension and Field Outreach Program DTU is to extend knowledge and other institutional resources to the community and vice-versa and to gain insights from a contact between knowledge resources and socio cultural realities with a view to reflecting these in the entire curricular system of higher education including teaching and research. It will be a two-way



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process between the experts and the people, an intellectual intervention in the community's living problems which need to be overcome through an educational process. It was to be that education which helped students to face life and its challenges and which created an ambience for a learning society.

### 3.2 Quality Policy

To ensure efficient utilization of resources in a transparent manner with high standards in a time bound manner.

## 4. Responsibilities

### 4.1 Context of the Organization

- 1. Advisory Committee:** Comprises of Vice Chancellor or Pro-Vice Chancellor as decided by the VC as a Chairman. Advisory Committee will have member from Board of Management, University Grant Commission, Heads of the University Departments and two – three expert from the relevant field, Govt. Dept., NGOs. The membership of the committee may be 7-10. The Dean of the Center for Extension and Field Outreach will be its member secretary.
- 2. Implementation Committee:** The Implementation Committee consist of 4 to 6 members of the advisory committee including 1 or 2 local members in the area may be constituted by the Dean as head of the center.
- 3. Faculty and Staff:** Center will be headed by Dean and one Associate Dean, Faculty, secretarial staff and project staff.

### Department Culture:

The work culture of the Center for Extension and Field Outreach Program is like working as a team in coordination with other departments of the university, community NGOs, Schools etc. (branches) and the sanctioning/ approving authorities.

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### Objectives & Goals:

The Objectives and goals of Center for Extension and Field Outreach Program is in accordance with approval of Board of Management for establishment of center for extension and Field Outreach Program.

The objectives and goals are as under:

#### Objectives

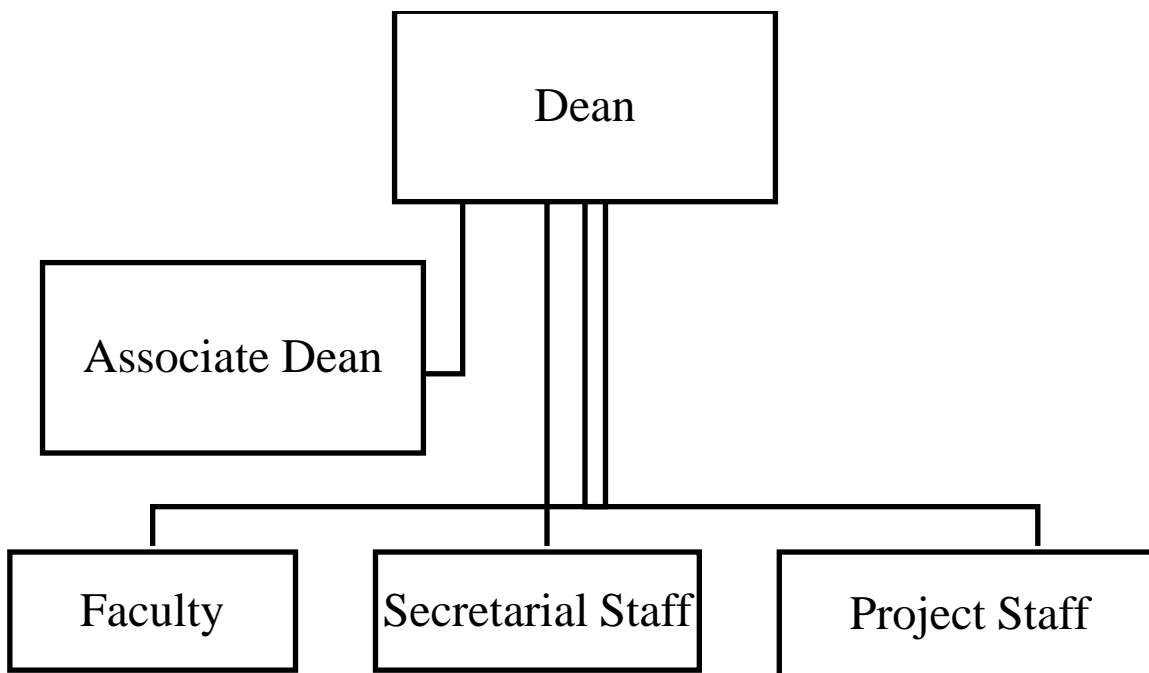
- To extend knowledge and other institutional resources to the community and vice-versa.
- To gain insights from a contact between knowledge resources and socio cultural realities with a view to reflecting these in the entire curriculum system of higher education including teaching and research.
- To provide two way process between the experts and the people.
- To provide an intellectual intervention in the community's live problems.
- To promote the philosophy of extension and outreach as a part of total education program.
- To reach out to larger section of community specially deprived groups through extension.
- To enrich the learning process of faculty and students mainly through extension activities.
- The interest of the students should be considered for academics credit ( 1 or 2) in addition to or as a part of their regular course of studies.

#### Goals

- Services to the Community
- Services to Schools and Colleges
- Services in the University Campus

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### Organisation Chart

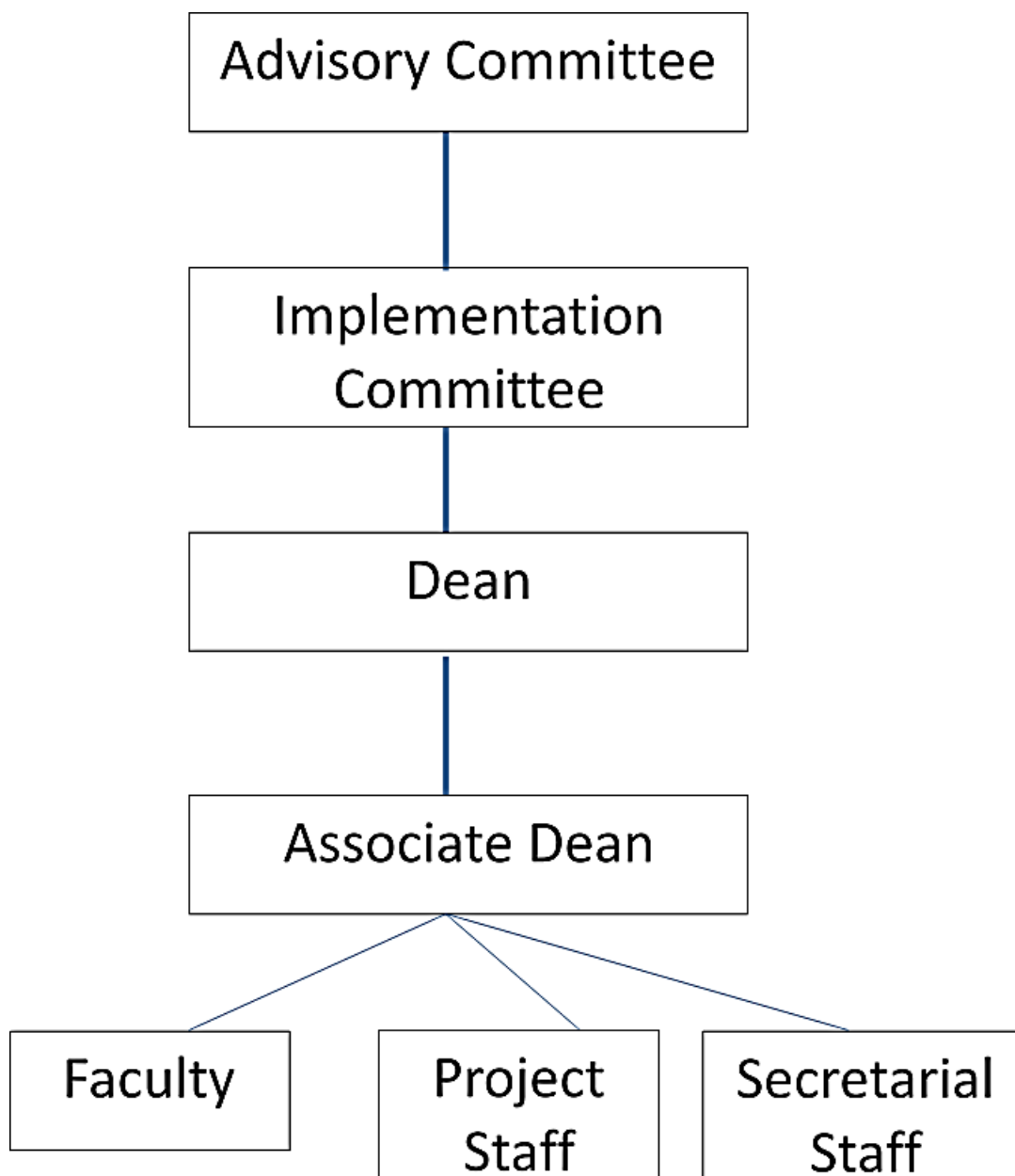


#### SIZE OF CENTER FOR EXTENSION AND FIELD OUTREACH PROGRAM DTU

S.No.	Designation	No. of Posts
1	Dean	1
2	Associate Dean	1
3	Secretarial staff	2

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**Flow Chart**



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## 4.2 Interested Parties

- 4.2.1 Administrator of DTU
- 4.2.2 Students of DTU
- 4.2.3 Nearby Schools
- 4.2.4 Nearby Community
- 4.2.5 Employees of DTU
- 4.2.6 Residents of DTU
- 4.2.7 Society
- 4.2.8 Industry
- 4.2.9 Govt. of NCT of Delhi

## 5. Scope

### 5.1 Scope of the Quality Management System

Examination of proposals in accordance with relevant Rules & Regulations applicable in the University and its onward submission to the Sanctioning/ Approving authorities with recommendations/advisory for taking appropriate decision on the proposals.

### 5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

### 5.3 Exclusions

- Nil

## 6. Procedures

### 6.1 Process Management Methodology

All the files and communications are received at secretarial office of Dean from advisory committee / implementation committee, various department/ branches/schools/ society shall be marked by the Dean to the Associate Dean for making or examining the proposal. The

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proposal once approved by the competent authority in implemented through faculty/ project staff/resource persons/resource organization. The evaluation/feedback from the beneficiary is taken and submitted to the Dean. The Dean may take up some of the feedbacks to Implementation and advisory committee to add or delete or improve the programme.

## **6.2 Top Level Processes**

Preparation of activities/ proposals

- 6.2.1 Examination of activities/ proposals
- 6.2.2 Preparation of Methodology
- 6.2.3 Preparation of budget
- 6.2.4 Implementation of activities/ proposal
- 6.2.5 Evaluation of beneficiaries
- 6.2.5 Feedback from beneficiaries
- 6.2.7 Maintenance of Records.
- 6.2.8 Preparations of periodical reports and their disseminations.

## **7 Complete Department Procedures**

**7.1 Preparation of activities / proposals**

**7.2 Examination of activities/ proposals.**

**7.3Preparation of Methodology.**

**7.4 Preparation of budget.**

**7.5 Implementation of activities/ proposal.**

**7.6 Evaluation of beneficiaries**

**7.7 Feedback from beneficiaries.**

**7.8 Maintenance of Records.**

- All Recordsare kept under safe custody.

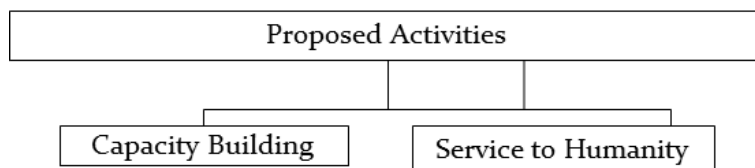
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- Records are maintained on financial year basis with proper indexing.
- Records are maintained in hard copy and wherever possible soft copy is also kept for reference.
- Weeding out of the records are done as per relevant provision on the subject.

### 7.9 Preparations of Reports

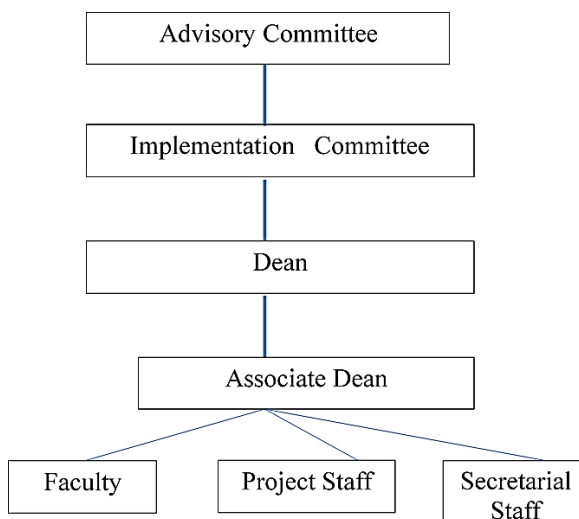
- Reports are generated as per the requirement of the University and Statutory authorities.
- Online reports are also submitted as per the requirement of the University and other statutory authorities.

## 8 Overview



### 8.1 Process

### Sequence



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### 9. Related documents

- UGC policy
- BOM approvals

### 10. Related Forms

- Nil

### 11. References

- Approval of BOM in 27<sup>th</sup> meeting held on 23.2.2018 for the establishment of center for extension and field outreach program.
- UGC Guidelines

### Attachments

- Forms available at <http://dtu.ac.in>



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## Abbreviations

- **AACR:** Anglo American Cataloguing Rules
- **AC:** Air Condition
- **AMC:** Annual Maintenance Contract
- **BTech:** Bachelor in Technology
- **DL:** Deputy Librarian
- **DTU:** Delhi Technological University
- **HOD:** Head of the Department
- **ISBN:** International Standard Book Number
- **LAC:** Library Advisory Committee
- **LMS:** Library Management Software
- **NCT:** National Capital Territory
- **Ph D:** Doctorate of Philosophy
- **UL:** University Librarian
- **VC:** Vice Chancellor

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## 1. Introduction

Library identifies, evaluates, procures, processes and makes learning resources available to the users for their teaching, learning and research assignments. It plays a vital role in information storage and retrieval for current as well as future generation as it archives knowledge accumulated through books, films, recordings, and other media. Students, scholars, teachers, etc. use these library resources for study, research and teaching. Library endeavors to satisfy the need for knowledge or to obtain material for some kind of leisure time activity.

The Central Library has 213351 Books, 4187266 E-books. The also subscribed 33 databases containing 28432 journals.

## 2. Amendments

No amendment has been carried out as on date.

## 3. Purpose

The purpose of the Central Library is to identify, evaluate, procure, process and then make learning resources available to the faculty and students for their teaching, learning and research assignments. The Central Library attends various jobs of assorted nature. To achieve purpose, smooth running, and administrative convenience, the different activities are categorized under the following:

- Acquisition of academic material in print and electronic format needed by users
- Technical Processing of academic reading material
- Subscription and management of Electronic Databases and Periodicals
- Lending and document supply services
- Housekeeping, safety, discipline, quality control and customer relations
- Maintenance and updating of stock
- Management of IT resources and library local area network
- Information Services, information literacy programs and Management of databases

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### 3.1 Welcome

Libraries are backbone of any civilized society and heart of any academic institution. Thus the library at Delhi Technological University also acquires a prominent place among the students and faculty. The library services at Delhi Technological University are provided to students, staff and faculty members for updating their knowledge and supporting the research and teaching / learning activities. These services are provided through the Central Library and departmental libraries. Keeping in view the fast changes in technology, the knowledge base of the library is updated regularly by way of adding new literature in the form of text books, reference books, reports, proceedings, abstracts and indexes, encyclopedias, data books, standards (National and International), Journals & database on CD-ROM. Apart from adding the new literature, the basic literature is also procured for the new programmes along with current one. Exponentially increase in the information in different format poses a risk to acquire all the information needed by the University. But with the help of latest technologies the Central Library endeavors to fulfill the information needs of its users with the collaboration of other libraries. Some new sections and services are also being started to make the library services of ISO 9001 standard.

The Central Library of Delhi Technical University supports the teaching, research and extension programs of the University. The Central Library is organized into various functional divisions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources.

### 3.2 Quality Policy

To quest for excelling in providing information services of international standards to its users in order to satisfy their information needs required for them for their curricula, research and teaching.

### 3.3 Objective

- Serve as center of information and a gateway to national and global knowledge providing fair access to knowledge and information to as many users as possible.

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- Offer an inviting and attractive physical space with clean drinking water and the toilet facilities.
- Offer proactive services to its users.
- Ensure that users are treated with courtesy and respect by library staff.
- Pay attention to the needs of differently able users.
- Optimize its potential to provide access to information and knowledge to all users.
- Help users to develop information skill to make optimum use of resources.
- Work more effectively and efficiently by undertaking every activity in a professional manner

#### **4. Responsibilities**

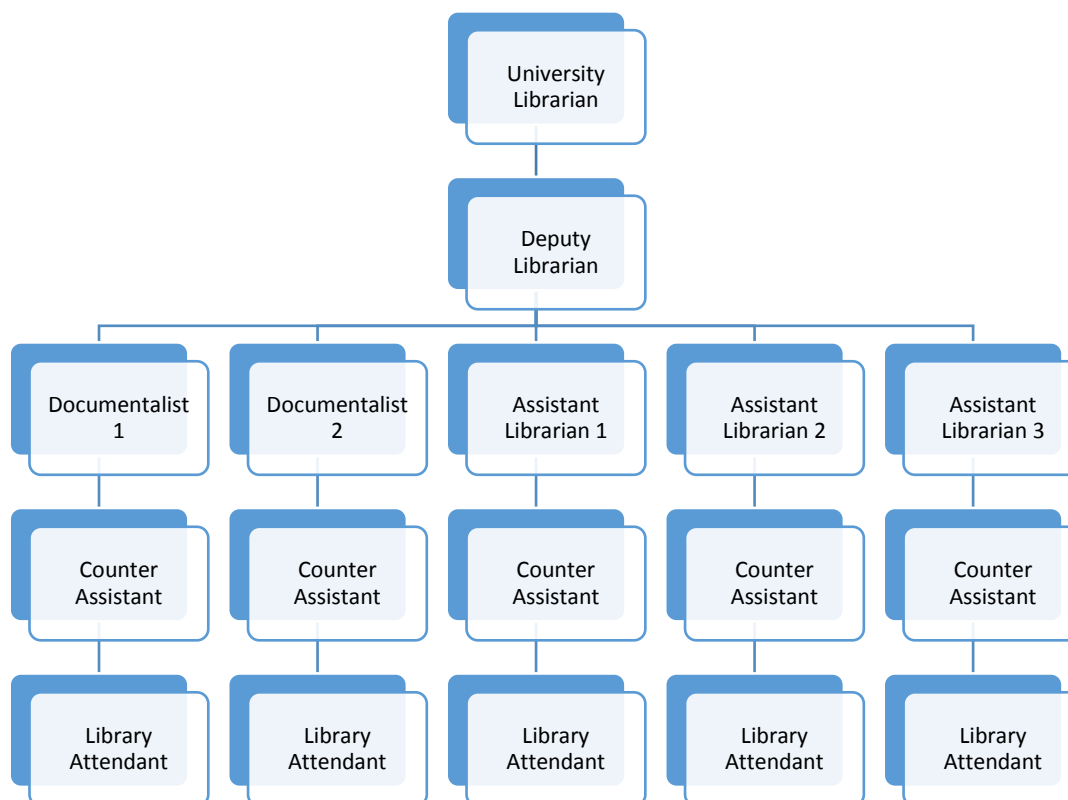
As mentioned in 4.1.2

##### **4.1 Context of the Organization**

The Central Library of Delhi Technical University supports the teaching, research and extension programs of the University. The Central Library is organized into various functional divisions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources.

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#### 4.1.1 Functional Organization Chart



#### 4.1.2 Responsibilities and Authorities

Designation	Duties	Authorization
University Librarian	Looks after the complete operation of the library. Responsible for Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting. Liaisons with departments of the University to review and implementation of	To issue orders to subordinate staff To Issue purchase orders To verify bills for payments To formulate the policy of the library To evaluate periodically

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	policy and procedures, collection development	collections, services of the library
Deputy Librarian	Deputy Librarian assists the University Librarian in general management and collection development functions, direct management of public services, supervision of housekeeping, shelving and shelf reading functions. Organize user orientation program, information literacy program. Officiating for University Librarian in his absence	<p>To initiate various purchases for the library</p> <p>To direct the subordinate staff as per instruction of the University Librarian</p> <p>To check various points of the library</p> <p>To maintain discipline in the library</p> <p>To give orientation/information literacy program to the user</p> <p>To liaison with various departments of the library</p> <p>To officiate in the absence of University Librarian</p>
Documentalists	Supervision of acquisition and processing of reading material, assisting the University Librarian in budget preparation, monitoring of expenditure, stock revision, disposal of withdrawn material, maintenance of users and usage statistics. Gets recommendations for books from library users, places	<p>To acquire and process the reading material</p> <p>To maintain statistics of income and expenditure for preparing budget.</p> <p>To monitor subordinate staff</p> <p>To maintain usage statistics</p> <p>To suggest reading materials to be withdrawn from the</p>



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	orders. Maintains budget of acquisition. Updates and Uploads Institution digital repository.	library To upload and update institution repository
Assistant Librarians	Helps the University Librarian in daily routine work. Looks after contract workers, allots duties to library personnel at various points of the library. Maintains and organizes library stacks. Conducts stack rectification at regular interval. Processes new recommendations of print and electronic documents to be acquired for the library. Performs technical processing of documents. Standardizes metadata of bibliographical records of database. Provides reference services to the users. Address the user complains and discipline issues in the library. Maintenance of local area network, databases, digitization, online searches, current awareness services and similar information technology based services in the library. Processes of recommendations of books;	To direct contract workers To allocate duties of subordinates staff at different points of the library as per direction To receive recommendations/suggestions for new reading material To edit library records as per international standards To circulate current awareness services To check the accessibility of the electronic resources daily. To search new resources on net useful for the institute and available in open access

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	<p>Maintains News Paper and Magazines; E-journal and updating on website; Liaison with agencies to ensure that all subscribed journal are available for access. Identifies useful material on the web and provides links on library website; Maintains newspaper clippings. Looks after hardware and software. Manages Internet resources. Prepares and updates tools and guides for effective use of learning resources. Conducts information literacy programs for enhancing usage of electronic resources.</p>	
Counter Assistants	<p>Accessioning of new documents; Maintenance of accession registers; data entry of new documents; Secretarial works; Registration, editing of library membership; Issue membership card; issue of no dues certificates to users. Starting and shutting down main library server. Maintenance of Book Bank. Helps in circulation work; maintenance of overdue, printing charges etc. Helps Documentalist</p>	<p>To issue reminders for overdue materials To receive overdue fine To issue receipt for overdue fine To issue library card To maintain circulation statistics To maintain stock register To circulate newspaper clippings</p>

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	<p>in acquisition of documents. General vigil, user assistance, reservation, collecting fees and fines, answer inquiries and perform all other functions required by the Team. Maintenance of audiovisual aids and arranging for their display; Booking of slots for students on their demand for video streaming and maintenance of all the computers, projectors, TV etc in the audio visual room as per inventory; Arranging audio-visual show at their own and prepare a schedule and display through notice board; Maintenance of News Paper &amp; Magazines; Diary Dispatch. Look after sitting up of computers and reference section. Identification and record of damaged books. Maintenance of discipline and computers and reference section; binding and repairs documents; Assist the shift teams in providing public services.</p>	
Library Attendant	Assists the officers in processing of new books and other learning	

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	<p>materials. As a member of service team attend to restoration, general watch; Helps users in locating books; bar Coding Work; shelving of Books; Computer maintenance. Helps in maintaining clean, quiet and comfortable environment in the library by dusting and tidying of stacks area, reading rooms, offices, including books, furniture, fixture and equipment. Helps in restoration of books and other learning material and vigilance in the library. Attends the checkout point and helps in book repair; completion Work of Books; letters Distribution; Looks after audio visual room in order to keep LCD and other</p>	
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## 4.2 Interested Parties

- 4.2.1 Government of NCT, Delhi and other Funding Agencies
- 4.2.2 Administration of Delhi Technological University
- 4.2.3 Faculty/Research Scholars/Students of Delhi Technological University
- 4.2.4 Employees of Delhi Technological University
- 4.2.5 Vendors of Delhi Technological University
- 4.2.6 Society
- 4.2.7 Social Media/ internet Community

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## 5. Scope

The Central Library undertakes various functions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources. It provides services which includes circulation, reference, audio visual, use of theses and dissertations, inter library loan, photocopy, internet, computer printout, current awareness services, newspaper clipping, access to e-journal. The library also conducts information literacy program in order to access e-resources effectively. The Central Library organizes author workshops for research scholars and faculty. The Central checks plagiarism of research publications, theses and reports.

### 5.1 Scope of the Quality Management System

Develop collection of materials that support, enrich and satisfy the curricula and research needs of the University. Encourage use of the library and its facilities by the faculty, research scholars, students and other communities of the University. Aid and instruct students, faculty and staff in the use of the library and to provide bibliographical guides to the contents of the collection investigate the changing educational needs of the community and to provide access to information, programs and services. Provide reference and research services by a variety of means, including printed materials and electronic resources.

### 5.2 Locations

1. Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042
2. East Delhi Campus, Vivek Vihar, Phase-2, Jhilmil Colony, Delhi-110095

### 5.3 Exclusions

- Nil

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## 6. Procedures

The Central Library attends various jobs of assorted nature. To achieve purpose, smooth running, and administrative convenience, the different activities are categorized under the following:

- Acquisition of academic material in print and electronic format needed by users
- Technical Processing of academic reading material
- Subscription and management of Electronic Databases and Periodicals
- Lending and document supply services
- Housekeeping, safety, discipline, quality control and customer relations
- Maintenance and updating of stock
- Management of IT resources and library local area network
- Information Services, information literacy programs and Management of databases

### 6.1 Process Management Methodology

The library receives requisition from various departments/teachers/research scholars/students for different types of reading materials. The library processes after checking the duplication form the catalogue and submit the proposals to the authorities for approval. After approval, purchase orders are placed with vendors. The vendors supply required materials as per terms and conditions decided the University. The registers them and enter them the library management software and processes the bills for payment. After technical process the reading material are presented to the users of the library

### 6.2. Top Level Processes

- 6.2.1. Acquisition of Academic Material in Print and Electronic Format Needed by Users
- 6.2.2. Technical Processing of Academic Reading Material
- 6.2.3. Subscription and Management of Electronic Databases/Periodicals
- 6.2.4. Lending and Document Supply Services
- 6.2.5. Housekeeping, Safety, discipline, Quality Control and Customer Relations
- 6.2.6. Maintenance and Updating of Stock

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## 7. Complete Department Procedures under

### 7.1.Acquisition of Academic Material in Print and Electronic Format Needed by Users

S. No	Activity	Responsibility	Check list	Time line
Step 1	<b>Selection of Teaching and Learning Resources</b>			
1.1	<b>Professional and Text Books</b>			
	Selection by concerned faculty members. Requisition approved by HOD sent to CL.	Faculty/ HODs/ University Librarian		
1.2	<b>Books of general nature and reference</b>			
	• Selection by HODs/LAC • Selection by the Librarian.	LAC/HODs/ University Librarian		
1.3	<b>Books on Approval</b>			
	Books accepted on approval from the vendors after preliminary screening by Assistant Librarians/	LAC/HODs/ University Librarian		
	Final selection by the Faculty Concerned/Librarian and approved by Library Advisory Committee (LAC)	LAC/HODs/ University Librarian		
1.4	<b>Selection and purchase of</b>			

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	<b>Books from Book exhibitions and Book Fairs</b>			
	<ul style="list-style-type: none"> <li>• University Librarian/Assistant Librarians to arrange visit by the Faculty to the exhibition and fairs.</li> <li>• Selection by the faculty</li> <li>• On the spot purchase by the LAC</li> <li>• Post-selection purchase after checking duplicates and obtaining approval</li> </ul>	LAC/HODs/ Faculty/ University Librarian/ Assistant Librarian/ Documentalist/ Library Assistant		
Step 2	<b>Processing of Requests</b>			
	<ul style="list-style-type: none"> <li>• Requisition (Approval) Form to be filled up for title(s) and sent to CL by the requester.</li> <li>• Scrutiny of Requisition in Technical Section of CL on receipt of the Requisition</li> <li>• Check duplication in books database</li> <li>• Check budget availability/allocation</li> <li>• Check the book acquisition policy and norms</li> <li>• Check for full bibliographical details and prices</li> </ul>	Requester  Assistant Librarian/ Documentalist		



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	<ul style="list-style-type: none"> <li>• Return the requisition to requester for further action in case of deficiency or discrepancy, or suggest alternatives; otherwise proceed to register the Request</li> <li>• Registration of the request in Library Management Software. Allocate unique ID number, and update the Requisition Form and file in the Pending Requests Card File.</li> <li>• Consolidated list of all requisitions is prepared department wise; Purchase approval is taken from LAC.</li> <li>• List(s) sent to Vice Chancellor for Administrative and Financial approval</li> </ul>	LAC		
Step 3	<b>Placing an Order</b>			
	<ul style="list-style-type: none"> <li>• Purchase order is prepared, signed by the University Librarian and released to the already empanelled vendor on the basis of terms and conditions already decided.</li> <li>• Requisition Form is updated</li> </ul>	University Librarian/ Deputy Librarian/ Assistant Librarians/ Documentalist / Library Assistant		

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	and shifted to Pending Orders card file.			
Step 4	<b>Purchase Order with Advance Payment</b>			
	Request sent to Accounts Section for issuing cheque/NEFT or Demand draft. Order is placed along with advance payment.	University Librarian		
Step 5	<b>Receipt and Inspection of Books</b>			
	Physical and general make up is checked. Defective/damaged materials kept aside as nonconforming goods, and are returned to the vendor for replacement.	Deputy Librarian/ Assistant Librarians/ Documentalist		
Step 6	<b>Accessioning</b>			
	Books are checked against the invoice and purchase order for price, discount, and quantity. Wherever required supporting documents and ISBN are checked for correct invoicing. If the material is found OK, it is accessioned in the appropriate Accession Register. Different	Deputy Librarian/ Assistant Librarians/ Documentalist	Accession Register	

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	<p>series of Accession Registers are used to accession various kinds of documents.</p> <p>Books are stamped with Library Property Mark, Accession number and Date on the verso of the title page and secret page of each book and proceed for Technical Processing and physical preparation.</p> <p>Requisition Form is shifted to Books Received card file.</p> <p>Book Stock statistics are updated.</p>			
Step 7	<b>Bill Processing</b>			
	<p>Three copies of bills are received/ prepared. Bills are scrutinized and verified.</p> <p>Accession details are noted on the bills.</p> <p>Entries re-checked with the accession register.</p> <p>Expenditure Register is updated. And checked by the Assistant Librarian/ Documentalist.</p> <p>Bill signed by the University</p>	Library Assistant		

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	<p>Librarian</p> <p>Bill sent to Accounts Section for payment, duplicate copy is retained for records.</p> <p>Periodic follow-up with Accounts Section for unpaid bills.</p>	<p>University Librarian</p> <p>Library Assistant</p>		
Step 8	<b>Financial Statistics and Control</b>			
	<p>Budget availability is checked before processing of requests.</p> <p>All the indents and bills approved are entered in the Indent Register and Bill Register in the Librarian's office.</p> <p>Quarterly statement of total funds committed and spent for each budget head is made on Indents Register and Bill Register respectively.</p>	<p>Assistant Librarians/ Documentalist</p>		
Step 9	<b>Acquisition and Processing Books Received Gratis</b>			
	<p>Scrutiny in the Library for suitability for addition to the Library.</p> <p>Books found suitable accepted</p>	<p>University Librarian</p>	<p>Accession Register for Gratis</p>	

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	and entered in Accession Register for Gratis Books. Acknowledge receipt of the books and return the books that were not found suitable.	Deputy Librarian/ Assistant Librarians/ Documentalist		
Step 10	<b>Dissemination of Information on New arrivals</b>			
	Requester is informed over phone, by email or ordinary mail on receipt of books. Subject Wise monthly list of new additions is displayed on the notice board as well as emailed to all the departments. New books displayed in the library.	Deputy Librarian/ Assistant Librarians/ Documentalist		
Step 11	<b>Monitoring and Control of Book Acquisition</b>			
	Status of pending requests and pending orders is reviewed by the Librarian at least once a month and corrective measures taken. A monthly status report on pending requests sent to each Department.	University Librarian  Deputy Librarian/ Assistant Librarians/ Documentalist		

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## 7.2. Technical Processing of Academic Reading Material

S. No.	Activity	Responsibility	Reference
Step 1	<b>Classification</b>		
	Books received are Classified according to Dewey Decimal Classification (19th edition) Scheme  Call No [class no + book no + collection no] written with pencil on the back of title page.	Deputy Librarian/ Assistant Librarians/ Documentalist	Dewey Decimal Classification 19th Edition
Step 2	<b>Cataloguing</b>		
	Collection Type is assigned for each copy of the Title.  Books catalogued in the book database as per Library Management Software (KOHA) requirements and Anglo American Cataloguing Rules (AACR II)  Subject Headings are assigned as per Sears List of Subject Headings 21st Edition	Deputy Librarian/ Assistant Librarians/ Documentalist	KOHA User manual Anglo American Cataloguing Rules II Sears List of Subject Headings.

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Step 3	Completion		
	Bar Codes, Spine labels Bar Codes, book-plate, spine labels, Library Stamp affixed on verso of title page, secret page, last page and spine Book is reinforced with lamination, wherever desirable. Books are checked for correctness of processing	Library Assistant/ Counter Assistant/ Library Attendant/ Library Trainee	
Step 4	<b>New books are displayed and then restored to the respective shelves.</b>	Counter Assistant	

### **7.3 Subscription and Management of Electronic Databases/Periodicals**

#### **7.3.1 Purpose**

To ensure systematic selection, subscription to electronic databases/ periodicals in electronic format and make them available to library members for their professional updating and support to the academic and research activities of the Institute.

#### **7.3.2. Scope**

These procedures pertain to the selection, subscription and processing of electronic databases/ periodicals publications in the Central Library. University Librarian/ Assistant Librarians/ Documentalist is generally responsible for this activity.

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S. No.	Activity	Responsibility	Reference
Step 1	<b>Selection and Approval</b>		
	<p>Departments, Schools and Centers are requested to review the list of subscribed databases/ periodicals and suggest any deletion/additions for next year subscription.</p> <p>List of recommended databases/ periodicals along with subscription details and other relevant information is placed before the Library Advisory Committee.</p> <p>Library Advisory Committee negotiates the subscription rates.</p> <p>Negotiated databases/ periodicals are placed before the V C for final approval</p>	<p>University Librarian/Deputy Librarian</p> <p>LAC</p> <p>Vice Chancellor</p>	
Step 2	<b>Ordering and Bill Payment</b>		
	<p>After approval by the Library Advisory Committee, suppliers for approved databases/ periodicals are identified, keeping in view the Terms offered and past performance.</p> <p>Purchase indent is filled up, entered in the Indent Register and sent to Accounts Section for funds clearance</p>	<p>University Librarian/Deputy Librarian/ Assistant Librarians/ Documentalist</p> <p>University Librarian</p>	<p>Indent Register/ Expenditure Register</p>



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	<p>and approval of competent authority.</p> <p>Orders Placed for renewal/new subscription directly from the publishers or through subscription agents at least 1 month prior to subscription period.</p> <p>On receipt of invoice from the publisher/ subscription agents, bills are checked for correct prices and exchange rates and remittance proof, and forwarded to Accounts Section for remittance.</p> <p>Entry is made in the Expenditure Register</p> <p>If remittance is required in Foreign Currency relevant RBI forms are also forwarded to Accounts Section.</p> <p>On receipt of the cheque/demand draft fromAccounts Section the payment is remitted to theSupplier</p>	<p>Deputy Librarian/ Assistant Librarian/ Documentalist</p> <p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarian/ Documentalist</p>	
Step 3	<b>Subscription Order with Advance Payment</b>		
	<p>In case the Publisher/ Subscription agent requires advance payment, a pro-forma invoice is requested from the supplier and processed as in Clause 2</p> <p>Each database file is updated with subscription details.</p>	<p>Deputy Librarian/ Assistant Librarians/ Documentalist</p>	

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Step 4	<b>Monitoring and Control of Electronic Databases / Periodicals</b>		
	Accessibility to database/periodical is checked every day. E-Mail along with screen shot is sent to the supplier for non-accessibility. Librarian reviews the cases of non-accessibility of database/ periodical for long period once a month and corrective measures if required are taken.	Library Assistant  University Librarian/ Deputy Librarian	

## 7.4 Lending and Document Supply Services

### 7.4.1 Purpose

To lay down the procedure for borrowing books from the Central Library by various categories of Members of the Library.

### 7.4.2 Scope

This procedure is applicable to all categories of members i.e. students, faculty, staff, staff of sister institutions and personal and corporate paid members.

S. No.	Activity	Responsibility	Reference
Step 1	<b>Membership Registration, Renewal, Termination and Issuance of Duplicate Card</b>		
	Library Members are enrolled as per eligibility and terms of membership laid down in the Library Brochure.	Counter Assistant	Library Brochure



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	freeze. If the member who has lost his card wishes to take a duplicate card a new card with different membership code is generated and issued on payment of prescribed fee.		
Step 2	<b>Charging (Lending) of Documents</b>		
	<p>The borrower selects the book(s) from the shelves and presents the book(s), and his/her membership card at the Lending Counter</p> <p>Books are issued as per the eligibility and loan norms. Issue transactions are recorded in the KOHA LMS as per the system's requirement.</p> <p>Due-date stamp is affixed on the due date slip</p> <p>Borrower checks out at the Checkout desk, and shows issued book(s) at Check Out Desk and the person allows the book(s) out after tallying the book(s) with the details entered in KOHA LMS</p>	<p>Borrower</p> <p>Counter Assistant</p> <p>Library Attendant</p>	
Step 3	<b>Discharging (Return) of Documents</b>		
	<p>Borrower presents the book(s) at Lending Counter</p> <p>Return Transaction is carried out in KOHA LMS.</p>	<p>Borrower</p> <p>Counter Assistant</p>	

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	If the returned book is found to have been reserved by another member, the same is kept aside on RESERVE SHELF, else restored to the respective shelf.		
Step 4	<b>Overdue Books</b>		
	Reminders for overdue documents are generated and sent to the borrower periodically. List of student members who fail to return books borrowed by them on or before due date is displayed on the notice board. An overdue charge is levied on books returned after the due date, as per library rules. Cost of books is recovered from the borrowers if he/she fails to return the books after a long time.	Counter Assistant       University Librarian	
Step 5	Reservation of Documents		
	For reserving a book already on loan, the member submits reservation request at the circulation counter. Books requested for reservation are checked immediately and marked in the KOHA LMS. Reserved books that are overdue are	Borrower    Counter Assistant	

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	<p>recalled.</p> <p>On return, the reserved book is kept aside on the RESERVE SHELF and the member is informed.</p> <p>If the member fails to borrow the reserved book within stipulated time the same is reserved for the next member in the queue or returned to shelf.</p>			
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#### 7.5 Housekeeping, Safety, discipline, Quality Control and Customer Relations

S. No.	Activity	Responsibility	Reference
Step 1	<b>Safety Building and Documents</b>		
	Provide adequately grills/wire mesh on Windows and Fire extinguisher Termite Treatment at regular interval as well as in an emergency	Institute Engineer Deputy Librarian/ Assistant Librarians/ Documentalist	
Step 2	<b>Security</b>		
	Vigilance in Halls, Checking at gate Surprise check	Counter Assistants/ Library Attendants/ Peon/ Assistant Librarians/ Documentalist	
Step 3	<b>House Keeping</b>		
	Regular Cleanliness, Dusting and	Counter Assistants/	

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	mopping of floor as well as documents	Library Attendant/ Library Trainees/ House Keeping Staff	
Step 4	<b>Ventilation</b>		
	Provision and maintenance (preventive and emergency) of Coolers, AC, Fans and Lighting in service and common areas.  Provision and maintenance (preventive and emergency) of Coolers, AC, Fans and Lighting in staff areas.	Deputy Librarian/ Assistant Librarians/ Documentalist  Counter Assistants	
Step 5	<b>Discipline</b>		
	To ensure punctuality and general behavior of Staff towards users at service points, and report any acts of indiscipline to the University Librarian.  Monitor and report instances of theft, mutilation of material or other acts of unruly behavior and indiscipline by the members to the Librarian  Take necessary preventive and remedial measures in case of reporting of unacceptable behavior by the staff or students.	Deputy Librarian/ Assistant Librarians/ Documentalist  Deputy Librarian/ Assistant Librarians/ Documentalist  University Librarian	

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Step 6	<b>Inspection, grievances, and corrective and preventive measures.</b>		
	<p>Inspect the service desks, service areas and stack areas for proper arrangement, orderliness and cleanliness on daily basis, and take on the spot corrective measures.</p> <p>Discuss the issues of concern with service staff at least once in two weeks and report to the University Librarian.</p> <p>Discuss issues of concern with service staff at least once a month and take corrective, preventive measures.</p> <p>Respond to each suggestions/complaints received either by mail or in the suggestion box periodically.</p> <p>Liaison with concerned authorities/staff for follow up action.</p> <p>Analyze the suggestions/complaints having long term implications and propose suitable policy measures.</p>	<p>Deputy Librarian/ Assistant Librarians/ Documentalist</p> <p>Deputy Librarian/ Assistant Librarians/ Documentalist</p> <p>University Librarian</p> <p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarians/ Documentalist</p>	



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Step 7	Revenue		
	<ul style="list-style-type: none"> <li>• Revenue is collected at the Help Desk on account of computer printout, fine, etc. at the respective service points. Official receipts are issued. Receipt books are issued from the Accounts Section as and when required.</li> <li>• Revenue is deposited in the Account Section on Weekly basis or earlier using appropriate voucher by the concerned Counter Assistant checks the cash and receipt book entries.</li> <li>• Vouchers are filed serially for records. Details of amount received from the Counter Assistant are entered in the Detailed Revenue Register by Counter Assistant.</li> <li>• Entries in the Detailed Revenue Register are checked periodically .by Librarian or a senior officer nominated by him.</li> <li>• Revenue collected in the Central Library is deposited on weekly basis to the Accounts Section, and necessary entries are made in Revenue Register for each deposit.</li> </ul>	Counter Assistant	Detailed Revenue Register Revenue Register

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## 7.6. Maintenance and Updating of Stock

### 7.6.1 Scope

This procedure covers removal of books from the active collection by the library staff either during routine work or as specially planned program, and consequent follow up activity, such as reordering, binding, repair etc.

### 7.6.2 Responsibility

Assistant Librarians/ Documentalist are generally responsible for this activity.

S. No.	Procedure	Responsibility	Reference
Step 1	<b>Identification and Removal of Outdated, Worn out and Unused Books from the Shelf for Withdrawal</b>	Library Attendants/ Counter Assistants	
	<i>Routine Removal:</i> Books identified for removal during daily and routine shelving/shelf reading and taken-off the shelf by library staff.	Deputy Librarian/ Assistant Librarians	
	<i>Removal as Stock Revision Exercise:</i> special exercise to revise a particular section of the stock is undertaken from time to time		
	Withdrawal Checklist form is completed for each withdrawn title by the staff concerned.		
	Bibliographic and catalogue checking of removed books.		
	Categorization of removed books for		

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	<p>various follow up action such as withdrawal, repair or binding.</p> <p>Checking of bibliographic databases for edition information of books.</p> <p>Recording of details identified for withdrawal.</p> <p>Final check of removed books</p>		
Step 2	<b>Pre-withdrawal Scrutiny of Taken-off Books by the Faculty Members</b>		
	Departmental Heads or their representatives are requested to periodically inspect the books kept aside for withdrawal and make suitable recommendations.	HoDs/Faculty	
Step 3	<b>Withdrawal of Books</b>		
	<p>Books recommended for withdrawal are withdrawn and book database is updated</p> <p>Books are stored separately so that they are not mixed up with the active collection.</p>	<p>Assistant Librarians/ Documentalist Counter Assistant/ Library Attendant</p>	
Step 4	<b>Writing off the Withdrawn Books</b>		
	<p>A list of withdrawn books is prepared</p> <p>The list is put up to the Library Advisory Committee for writing off.</p> <p>List placed before Vice Chancellor for</p>	<p>Counter Assistant UL/ LAC</p>	

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	<p>approval of writing off the books given in the list.</p> <p>Updating of accession register and books database Entries are checked &amp; verified.</p> <p>Books are stamped as WITHDRAWN and disposed off.</p> <p>Class wise statistics of withdrawn and written off books are taken</p>	<p>Vice Chancellor/ University Librarian  AL/ Documentalist  Counter Assistant</p>	
Step 5	<b>Reordering of Withdrawn Books</b>		
	Latest edition of withdrawn books is reordered if required	Assistant Librarians/ Documentalist	
Step 6	<b>Repair/Binding of damaged/worn out books</b>		
	<p>Books suitable for repair/binding are sent for the same after replenishing any missing pages and recording in the Binding Register.</p> <p>Books database updated.</p> <p>Bound/repared books are checked on their return and binding register and book database are up dated.</p> <p>Bound books are sent to technical section for re-labeling and spine lettering etc. and restored to the stockthereafter</p>	Assistant Librarians/ Documentalist	Binding Register

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Step 7	<b>Writing off of books lost by the members</b>		
	<p>A member who has lost a library book reports at the Lending Desk.</p> <p>In case the borrower opts for paying for the cost, the cost of the books is recovered as per library rules and official receipt is issued.</p> <p>If the borrower opts for replacing the lost title with a new copy, the new copy is accessioned afresh in the Accession Register and processed. Market price is also noted.</p> <p>Member's loan record is updated and books database updated.</p> <p>Entry in the Lost and paid for register is made. The register is put up to the Librarian on weekly basis for verification.</p> <p>List of books lost and paid for or replaced by the members is put up for writing off by the Vice Chancellor.</p> <p>Books written off and records updated</p>	<p>Borrower</p> <p>Counter Assistant</p> <p>Library Assistant</p> <p>Counter Assistant</p> <p>Vice Chancellor/ University Librarian/ Deputy Librarian</p>	<p>Lost and Paid for Register</p>

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Step 8	<b>Procedure for Writing off of Books Reported Missing</b>		
	Book database is updated as soon as books are reported missing during physical verification or otherwise.  A list is prepared and placed before the Vice Chancellor for written off as per rules.  Books written off and records updated	Counter Assistant  Vice Chancellor/ University Librarian  Library Assistant	

## 8. Overview:

## 9. Related document

### PLAGIARISM POLICY OF DTU

Quality of a research especially scientific is assessed on the basis of adequate evidence, while best results of the research are accomplished through scientific knowledge. Information contained in a scientific work must always be based on scientific evidence. Guidelines for genuine scientific research should be designed based on real results. The original work should have the proper data sources with clearly defined research goals, methods of operation which are acceptable for questions included in the study.

### NEED OF THE POLICY

Plagiarism adversely affects the prestige and esteem of the parent institution, in addition to cutting short a promising career of the individual concerned. It is for this reason that it is

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important for any academic institution to formulate a well-defined policy for dealing with plagiarism and academic misconduct and to educate the academic community about this menace.

Often people indulge in the act of plagiarism unknowingly because of a lack of appreciation for what constitutes plagiarism. However, these excuses offer little protection against a charge of plagiarism.

Plagiarism can occur either unintentionally by poor academic practice, or it can happen when someone reproduces others work without acknowledgement

### **OBJECTIVE OF THE PLAGIARISM POLICY**

Nowadays the problem of plagiarism has become huge, or widespread and present in almost all spheres of human activity, particularly in science. The aim of plagiarism policy is :

- To improve the quality of research,
- To achieve satisfactory results; and
- To compare the results of their own research, rather than copying the data from the results of other people's research.
- To establish rules and respect the rules of good practice

### **Definition**

- The Oxford dictionary has described it as follows:  
Plagi\*ar\*ize (BrE also –ise) verb (disapproving) to copy another person's ideas, words or work and pretend that they are your own.
- As per hyper dictionary the word plagiarism has the following meaning(s)
  - (a) [n] the act of plagiarizing; taking someone's words or ideas as if they were your own.
  - (b) [n] a piece of writing that has been copied from someone else and is presented as being your own work.
- According to the online dictionary (<http://dictionary.reference.com>) plagiarism is defined as; "an act or instance of using or closely imitating the language and

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thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author".

- According to online legal dictionary  
(<http://legaldictionary.thefreedictionary.com/plagiarism>)

### Plagiarism is-

Taking the writings or literary concepts (a plot, characters, words) of another and selling and/or publishing them as one's own product. Quotes which are brief or are acknowledged as quotes do not constitute plagiarism. The actual author can bring a lawsuit for appropriation of his/her work and against the plagiarist, and recover the profits. Normally plagiarism is not a crime, but it can be used as the basis of a fraud charge or copyright infringement, if prior creation can be proved.

### TYPES OF PLAGIARISM

- Direct form—Fully or partially copy the text, computer files, audio or video recordings without mentioning the primary source;
- Mosaic form—Borrowing ideas and opinions from the original source, a few words and phrases without citing the source;
- Self-plagiarism—Reuse own work without specifying the primary (own) sources.

**Turnitin**, the software presently being used by university as a tool for plagiarism detection provides the following acts as plagiarism

- **Remix Plagiarism** - Combining several slightly modified works, but without acknowledging the original creators or producing anything original.
- **Retweet Ctrl-C Plagiarism** - Copying and pasting information without any acknowledgement of the original author.
- **Error-404 Plagiarism** - Work with some missing or incomplete references, so the original sources can't be found.
- **Find-Replace Plagiarism** - Replacing a few pieces of information in a copied piece of work, to make it look like something new (but without actually being original).



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- **Hybrid & Mashup Plagiarism** - Combining information from a few different sources, acknowledging original creators, but with no development of new ideas.
- **Recycle & Clone Plagiarism** - Reusing work that has been submitted before.
- **Plagiarism** - Copying existing information and referencing it, but without clearly identifying that it has been taken directly from another source.

### PREVENTION OF PLAGIARISM

Researchers and authors of scientific papers must follow the rules of the Ethics Code of Good Scientific Practice (GSP), primarily to follow the principles of honesty and integrity;

- Authors must properly cite relevant publications and cite facts and conclusions, or published or unpublished ideas and words of other researchers and authors. The reader should be clearly informed of the facts from the original texts of other authors, or of recycled articles from other sources;
- Authors should properly cite references in their original form (the author(s), article title, abbreviated journal title, year of publication, volume editions, number, initial and final page of the published article, or the other sources in accordance to the order prescribed);
- Authors should use the knowledge acquired in the lectures, conferences or other sources of scientific and technical literature, provided that each source must include full bibliographic information;
- Authors must cite each citation in the text indicated in the bibliography at the end of the text and put it in quotation marks copied the contents of which have more than six consecutive words;
- Authors must obtain permission from other authors or publishers of scientific reproduction of protected materials (texts, images, charts, graphs, etc.) copyright.
- If the author re-used text or attachment as another author's own observations, then published in the article, in quotation marks, should be accompanied by a quote of recycled text, published in the primary source;

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- Authors and coauthors must sign a declaration of originality and authorship which provides descriptions of contribution by each of them separately in an article.

## **OBLIGATIONS OF THE INSTITUTE AND THE ACADEMIC COMMUNITY**

### **Orientation Program**

DTU shall make efforts to inculcate the spirit of academic integrity into students and faculty. The Dean, PG shall organize periodically workshops on ‘Policy, Issues, Scope and Prevention of Plagiarism’.

The institute should organize an orientation programme for all new entrants (for PhD and other students, respectively) at the beginning of the academic session to sensitize the students about the plagiarism issues and to make them aware of the institute policy on plagiarism.

This orientation programme shall necessarily touch upon the following issues:

- Explanation of plagiarism and ways to avoid an unintended act.
- An exposure to the elements of style in writing and referencing scholarly works
- Explanation of the institute policy on dealing with cases of plagiarism.
- Every member of the academic community (faculty members, scientists, academic staff and students) shall be provided a copy of the institute policy and guidelines on plagiarism.

### **PLAGIARISM DETECTION PROCEDURE**

The following procedure must be adhered to for submitting the plagiarism reports at the time of Ph.D/M.Tech thesis submission.

- A Section in the library should be assigned exclusive duty to check the plagiarism
- The requester has to submit paper/these for plagiarism check through email to the dtuplagcheck@dtu.ac.in
- The submission for plagiarism check has to be 15 days before the submission of Ph.D theses.

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- The Section will check all Ph.D/M.Tech theses for plagiarism detection by using Turnitin plagiarism detection software.
- The Section will issue a report of plagiarism check called the Plagiarism Verification Report, certifying and authenticating the check performed by the student/Department.
- The Report issued by the Section has to be submitted to the DRC to examine/evaluate the report from a plagiarism detection software tool and shall ascertain the level/extent of plagiarism, if any.
- The DRC will issue a final certificate to be submitted with the thesis at the time of final submission.
- All research students shall provide a declaration of the originality of the work being presented by them for evaluation. The relevant form shall have an additional column to show and confirm that the thesis is free from plagiarism.
- A form/declaration shall be submitted by M. Tech. and other students, wherever applicable.
- Similarly, all manuscripts submitted for possible publication should be analyzed by these software tools to ascertain that proper citations to original works are included. A copy of the report generated by the plagiarism software should invariably be submitted by the students with the paper to their supervisors.

### **EXCLUSION**

While performing plagiarism check the following would be excluded:

- Quotes
- Bibliography
- Phrases and Small matches up to 10 words
- Own published research paper

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### SELF CITATION

Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check.

### PLAGIARISM REPORTING AND HANDLING

A complaint or charge of suspected case should be addressed to the Chairperson DRC. Alternatively, the specific complaints received by the Institute authority from external agencies may be referred to respective departments for a time-bound action (within 30 days). The DRC may on its own take cognizance of a suspected case.

In a situation mentioned above or warranted otherwise, a fact finding committee would be constituted by the Vice Chancellor, comprising of Chairperson, and two other faculty members, one from the concerned department the relevant area (other than the supervisor) and another from other department in the related area. The committee shall look into the case details and gather evidence in the form of reports from plagiarism detection software for the work in question as well as the previously published works of the concerned person in last five years.

The committee shall submit its recommendation on whether the charge of plagiarism can be substantiated or not along with the documentary evidences including the report from plagiarism detection software, marked copies of publications, etc.

The recommendation shall be clearly specified in one of the following categories:

*The charge of plagiarism cannot be substantiated:* The similarity between documents is within the limits for putting some original results in proper context and all original sources are correctly cited. No further action is required.

**Low-level plagiarism:** Mostly it seems that the plagiarism is a result of negligence and intent to cheat is not clear. The student may be let off with counseling about plagiarism and allowed to resubmit the work within a defined time frame.

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**Mid-level plagiarism:** Failure to cite proper references, copying a few paragraphs only from online sources (such as, Wikipedia, etc.). Intent to cheat is very low and may be due to lack of knowledge. The student may be allowed to resubmit the work within a defined time frame with an upper ceiling on the grade awarded.

**High-level Plagiarism:** Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is clear and can be substantiated. The student's programme may be terminated.

(The quantification of Plagiarism is left to the judgment and wisdom of the committee.)

The complaints of suspected plagiarism against an academic staff should be handled in the similar manner by a 3-member committee constituted by Vice Chancellor consisting of faculty members in the relevant area of specialization and one member from a different academic department.

The investigations should be taken up in right earnest and the report should be submitted within 30 days of the notification of the constitution of the committee.

The committee should examine all evidence on record and other supplementary sources and conclusively establish whether the charge of suspected plagiarism can be substantiated or not along with the documentary evidences. The minutes of the meetings of the committee should be maintained and included in the final report. In case a member of the academic staff of the institute is found guilty of plagiarism then a suitable action for academic misconduct should be initiated.

**NOTE:** The quantification of Plagiarism is left to the judgment and wisdom of the committee.

The similarity in the M.Tech Dissertation/ Project up to 20% may be permitted and for Ph.D thesis similarity up to 15% may be permitted.

- Excluded:
1. Bibliography
  2. Phrases and Small matches up to 10 words
  3. Own published research paper

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## 10. Related Forms

- Membership form for students, **Form No. 1**
- Membership form for B.Tech Part-Time, **Form No. 2**
- Membership form for Staff members, **Form No. 3**
- No Dues certificate, **Form No. 4**
- No Dues certificate for pre Ph.D, **Form No. 5**
- Plagiarism checking/ certification, **Form No. 6**
- Copy Right Authorization form, **Form No. 7**
- Book recommendation form, **Form No. 8**

## 11.Periodic Reporting

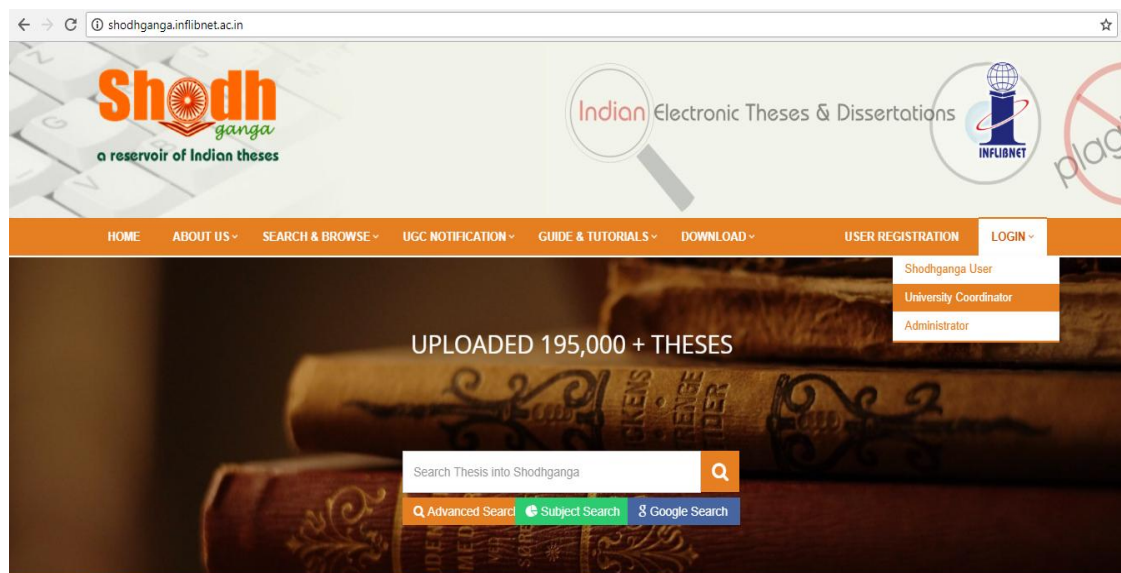
In order to have quality control and improve the efficiency various periodic reports are generated.

- Performance of Empanelled vendors.
- Expenditure Analysis of various heads
- Quarterly statement of total funds committed and spent for each budget head.
- Monthly list of new addition arranged subject wise.
- Monthly review of status of pending requests and pending orders
- Usage of electronic databases/ journals on the basis of downloads
- Every day reporting of accessibility of electronic databases/ journals
- Monthly reviews of accessibility issues by the University Librarian
- Reporting of long overdue books to concerned HODs for early recovery.
- Regular reporting of AMC of instruments

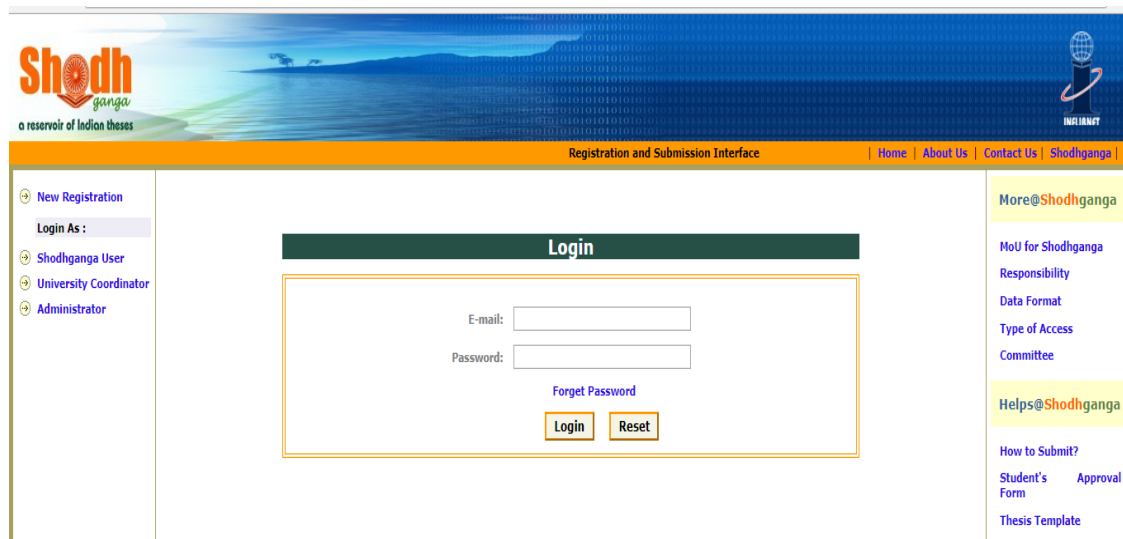
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## 12. Theses upload on Shodh-Ganga platform

### Step One



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- Enter log credential

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- Approve Pending Certificates
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Department/Place:

Guide/Researcher

Name of Researcher:

Name of Guide:

Degree

Type of Degree:

Registration Date:

Completed Date:

Awarded Date:

Thesis Details (Special Characters &=#%^(\*)+=-[]\|;,:/{}|~? are not allowed)

- Enter Details



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Completed Date:  (YYYY)

Awarded Date:  (DD/MM/YYYY)

Thesis Details (Special Characters &#x26;#x27;^\*()+=-:[]\|;.,/(){}!/? are not allowed)

Title(with Subtitle):

Alternative Title:

Abstract:

(Maximum characters: 2048) You have 2048 characters left.

Note:

Keywords:  Add More

Language:  Select \*

Coverage:

Citation Reference:

Submitted By:  University

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File5(Chapter 2):  Choose File No file chosen

File6(Chapter 3):  Choose File No file chosen

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File8(Chapter 5):  Choose File No file chosen

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File10(Chapter 7):  Choose File No file chosen

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File7(Chapter 4):  
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File8(Chapter 5):  
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File9(Chapter 6):  
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File10(Chapter 7):  
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### 13. References

### 14. Attachments

Forms available at <https://dtu.ac.in>

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### Abbreviations

- **ADSW** : Associate Dean Student Welfare
- **DR (F&A)** : Deputy Registrar (Finance & Accounts)
- **DSW** : Dean Student Welfare
- **DTU** : Delhi Technological University
- **DTU SA**: Delhi Technological University Student Association
- **EIT** : Established Innovative Team
- **HOD** : Head of Department
- **JOA** : Junior Office Assistant
- **NSS** : National Service Scheme
- **PVC** : Pro Vice Chancellor
- **VC** : Vice Chancellor

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## 1. Introduction

The Student Activities are the essence in students' life while in the University campus. Delhi Technological University offers a large number of extracurricular activities and a student can find an interest group corresponding to almost any extracurricular activity. The Student Welfare Department facilitates the students to undertake various activities of their interest. Plethora of Societies, Councils and clubs are operating in the campus offering many opportunities to students to hone their soft and professional skills. The entire work of student activities is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009. The Student Welfare Department of the University functions through main three councils namely Cultural Council, Technical Council and Sports Council along with all the HODs. This document contains the detailed structure and procedures related to the various Students activities.

## 2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

### Revision and Approval

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

## 3. Purpose

### 3.1 Welcome

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the various processes related to students' activities of Delhi Technological University, Delhi. The role of the Student Welfare Department is to facilitate the students for various activities for their overall development, along with academics. This

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department helps the student teams to organize/participate in Cultural, Technical, Sports, Literary, NSS activities etc.

### 3.2 Quality Policy

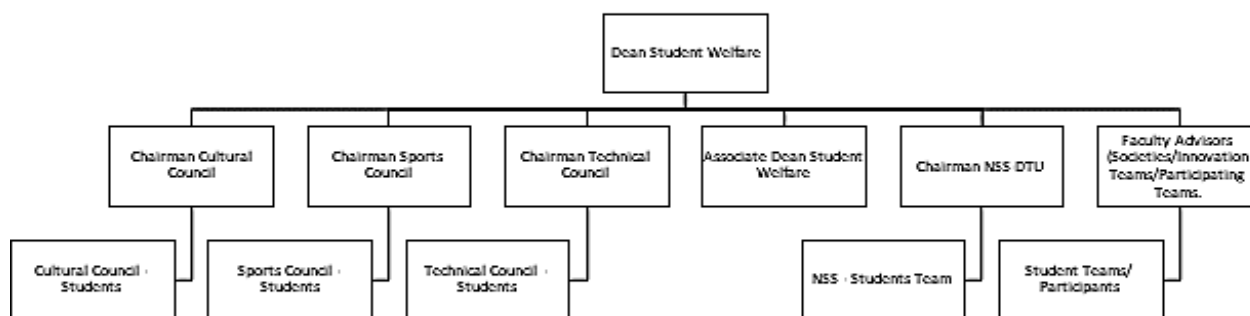
The Student Welfare Department is committed to process the proposals received from students and Faculty Advisors in time-bound manner, as per rules and regulations of the University. The department strives to ensure maximum participation of students in fair manner.

## 4. Responsibilities

All HODs, Faculty members and students are responsible for implementing and ensuring that these processes are being followed and implemented.

### 4.1 Context of the Organization

#### Organization Chart of Student Activities



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#### 4.1.2 Responsibilities and Authorization

<b>Designation</b>	<b>Responsibilities</b>	<b>Authority</b>
Dean Student Welfare	1. The Student Activities department is headed by DSW and he supervises all the activities related to student welfare.	1. Approval for formation of societies. 2. Issue of NOC to students for participation in events outside DTU, Visa etc.
Associate Dean Student Welfare	Coordinates all the Student activities of the University:  1. Examines the proposals received from Chairman/Faculty Advisors of various councils, societies, innovation teams etc. 2. Forward the proposal to DSW for administrative approval. 3. Issue Sanction orders for formation of societies. 4. Issue sanction orders for advance drawl, advance settlement and reimbursement after administrative approval.	
Chairman Cultural Council	Coordinates all the activities related to Cultural events in and outside the University:  1. Constitute the Cultural Council-Faculty. 2. Constitute the Cultural Council-Student. 3. Conducts Annual Engifest.	

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	4. Forward the proposal for sending students to participate in cultural competition outside the University.	
Chairman Sports Council	Coordinates all the activities related to Sports events in and outside the University:  1. Constitute the Sports Council-Faculty. 2. Constitute the Sports Council-Student. 3. Conducts Annual Sportsfest. 4. Forward the proposal for sending students to participate in sports competition outside the University. 5. Procurement of Sports related equipments.	
Chairman Technical Council	Coordinates all the activities related to Technical events in and outside the University:  1. Constitute the Technical Council-Faculty. 2. Constitute the Technical Council-Student. 3. Conducts Annual Techfest. 4. Forward the proposal for sending students to participate in technical competition outside the University.	
Chairman NSS-DTU	Coordinates all the activities related to NSS and social events in and outside the University:  1. Constitutes NSS Student council. 2. Forward the proposal for conducting	



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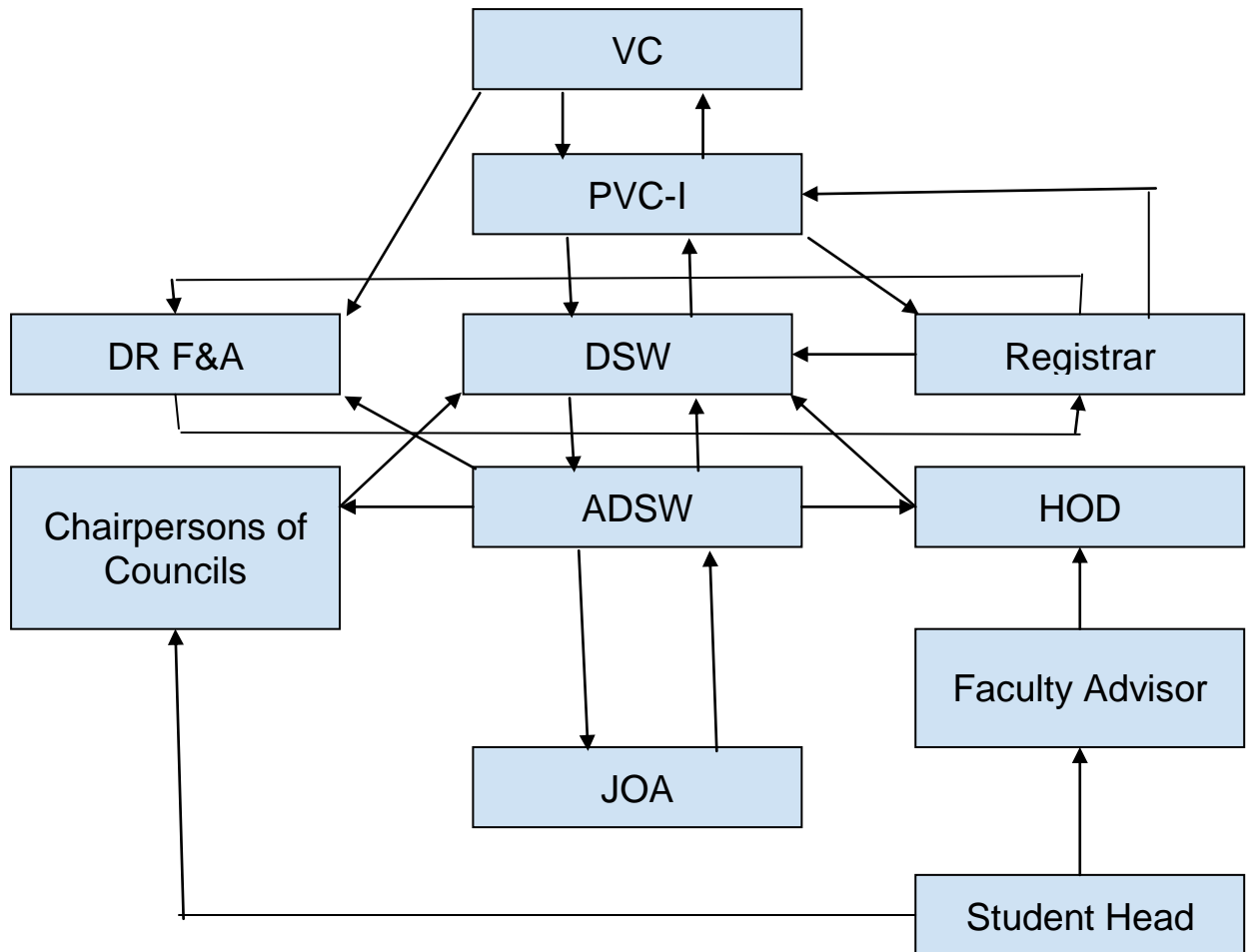
	various Social Service events in and outside the University.	
Faculty Advisors (Societies/Innovation Teams)	<p>Coordinates various activities undertaken by the students of respective societies/innovation teams etc:</p> <ol style="list-style-type: none"> <li>1. Forward the proposals of students for formation of societies/innovation teams to ADSW through HOD of respective department.</li> <li>2. Forward the proposal for manufacture of innovative project to ADSW through HOD of respective department.</li> <li>3. Forward the proposal for participation of student/s in respective competitions regarding travel grant etc. to ADSW through HOD of respective department.</li> </ol>	

#### **4.1.3 Work Culture**

All the activities of the Student Welfare Department are time bound. The officials posted in the Student Welfare Department are committed to timely completion of various activities.

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**4.1.4 Flow of Processes and Information**



**4.1.5 Internal Issues**

- Shortage of workforce
- Shortage of Space

**4.1.6 External Issues**

- Advance settlement by Faculty Advisors not within time limit
- Proposals from students not received in advance

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#### **4.1.7 Risks**

- Non settlement of Advance amount taken by students for particular event

##### **4.1.7.1 Measures to tackle risk**

- Disbursement of advance amount to faculty advisor.

#### **4.1.8 Opportunities**

- Student Welfare department contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various activities through prescribed rules and regulations, dedicated staff and support from all departments

#### **4.2 Interested Parties**

4.2.1 Students

4.2.2 Parents

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of DTU

4.2.5 Govt. of NCT of Delhi and its ministries/departments

4.2.6 Govt. of India and its ministries/departments

4.2.7 Employers

### **5. Scope**

#### **5.1 Scope of the Quality Management System**

This procedure is applicable to all the students and the departments of the University offering various programmes.

#### **5.2 Locations**

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

#### **5.3 Exclusions**

- None

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## **6. Procedures**

### **6.1 Process Management Methodology**

The various proposals from students of DTU are forwarded by Chairpersons of Cultural, Sports and Technical Councils, HODs and Faculty advisors to ADSW. The ADSW after examining the proposal forward the same to VC for approval through DSW and PVC-I. The VC may send the proposals related to funds to DR(F&A) for vetting. The DR(F&A) after vetting the proposal send back to VC. The approved proposal from VC is send back to DSW through PVC-I and Registrar. The ADSW issues the notification and sanction order.

Refer processes and information flow chart mentioned at 4.1.4

### **6.2 Top Level Processes**

- 6.2.1 Election for posts in DTU SA
- 6.2.2 Formation of and Financial Assistance to various Societies
- 6.2.3 Formation of and Financial Assistance to Cultural, Technical and Sports councils
- 6.2.4 Financial Assistance to Students for Travel grant for presenting research paper/poster in National/International Conference
- 6.2.5 Financial Assistance to Innovation Teams
- 6.2.6 Financial Assistance to Students for participation in Sports, Literary, Technical and Cultural events
- 6.2.7 Financial Assistance to Students for NSS activities
- 6.2.8 Industrial Visits of Academic departments

## **7. Complete Department Procedures**

### **7.1 Election for posts in DTU SA**

#### **7.1.1 Summary**

- The DTU Student Association is a team of students dedicated towards catering to students' grievances, and are elected by the students of DTU through a polling process.

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- The Election for the office bearers of DTU Student Association is executed by the Office of DSW, as per Lyngdoh Committee regulations, for the following posts-

- President
- Vice President
- Secretary
- Joint Secretary

### 7.1.2 Revision and Approval

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

### 7.1.3 Procedure

- a) The Vice Chancellor approves a proposed Election Schedule, and Election Officers and Observers.

**Timeline:** Between 6 to 8 weeks from the date of commencement of academic session

**Checklist:** Lyngdoh Committee Recommendations

- b) A notice is issued by the Office of DSW announcing the Election Schedule and inviting nominations for the post of Class Representatives and for the posts mentioned in **7.1.1**.

**Timeline:** 3 days prior to last date of nomination for the post of Class Representatives

- c) The Class Representatives are elected by the students of their respective classes, and the list of elected Class Representatives is sent to the Office of DSW.

**Timeline:** As per Election Schedule

- d) The elected Class Representatives elect the DTU SA through votes, and the result is notified by DSW.

**Timeline:** As per Election Schedule

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## **7.2 Formation of and Financial Assistance to various Societies**

### **7.2.1 Summary**

- The societies for various causes are formed by student teams under the guidance of a Faculty Advisor. These societies organize/undertake various events for the welfare of student community in and outside DTU. The University provides financial support to societies for organisation of such events. However, the student teams should be promoted to seek maximum sponsorship from the industry for such events.
- It is mandatory for each Society to have a bank account approved by the Vice Chancellor, which is jointly operated by the Faculty Advisor and the Student Head of the Society, and all the transactions should be done through that account individually.

### **7.2.2 Revision and Approval**

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

### **7.2.3 Procedure**

#### **a) Formation of various Societies**

1. The proposal for Formation of a new Society should be under the guidance of a Regular Full Time Faculty nominated by HOD of concerned department as the Faculty Advisor.
2. The Faculty Advisor will send the proposed team of Society Members forwarded by HOD of concerned department to the Competent Authority for approval, through the Office of DSW.
3. After approval from the Competent Authority, the Office of DSW issues the Society Formation Letter.

#### **Checklist:**

- Society formation proposal forwarded by Faculty Advisor

#### **b) Financial Assistance to Societies**

##### **I. Proposal for Advance Amount**

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1. The approved team will present proposals for organizing various events, or for participating in events outside DTU, forwarded by Faculty Advisor for approval from the Competent Authority, to the office of DSW.

**Timeline:** Before 7 days from the commencement of the event

2. In case the Society needs financial assistance for an event in advance, the proposal should have a detailed description of the expected expenditure for the event with minimum cost, verified by the faculty advisor.

**Checklist:**

- Proposal forwarded by Faculty Advisor, with proper justification of expenses

**Timeline:**

- Before 15 days from the commencement of the event
3. After approval from the Competent Authority, the Office of DSW issues the Sanction Order.

**Checklist:** Approval from Competent Authority

**II. Proposal for Settlement of Advance**

1. The student representative shall submit the advance settlement file with all the bills/tickets/receipts/vouchers in original, and a summary of total expenditure incurred with proper reference to the bills, duly verified by the Faculty Advisor, to the office of DSW for approval from the Competent Authority.

**Timeline:** Within 15 days after completion of the event

The file must also contain a brief report and 5 studio photographs(5’’\*7’’) of the event. The soft copy of the report and photographs should also be mailed to [deansw@dtu.ac.in](mailto:deansw@dtu.ac.in).

2. After approval from the Competent Authority, the Office of DSW issues the Sanction Order.

**Checklist:** Approval from Competent Authority

**III. Proposal for Reimbursement of Expenses**

1. The approved team will present proposals for organizing various events, or for participating in events outside DTU, through the Faculty Advisor for approval from the Vice Chancellor through the office of DSW.

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**Timeline:**

- Before 7 days from the commencement of the event
2. The student representative shall submit the Expenditure Reimbursement file with all the bills/tickets/receipts/vouchers in original, and a summary of total expenditure incurred with proper reference to the bills, verified by the Faculty Advisor, to the Office of DSW for approval from the Competent Authority.

**Timeline:**

- Within 15 days after completion of the event
3. The file must also contain a brief report and 5 studio photographs(5”\*7”) of the event. The soft copy of the report and photographs should also be mailed to [deansw@dtu.ac.in](mailto:deansw@dtu.ac.in).

**7.3 Formation of and Financial Assistance to Cultural, Technical and Sports Councils**

**7.3.1 Summary**

- The Cultural, Technical and Sports Councils are formed to facilitate the students’ participation in student activities under the respective domains.
- These Councils organize/undertake various events for the welfare of student community in and outside DTU. The University provides financial support to societies for organisation of such events. However, the student teams should be promoted to seek maximum sponsorship from the industry for such events.
- It is mandatory for each Council to have a bank account approved by the Vice Chancellor, which is jointly operated by the Chairperson of the Council and the Student Head of the Council-Students, and all the transactions should be done through that account individually.

**7.3.2 Revision and Approval**

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

**7.3.3 Procedure**

- a) **Formation of Cultural, Technical and Sports Councils (Faculty)**



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1. The Chairperson of the Cultural/Technical/Sports Council shall be nominated by the Vice Chancellor.

**Timeline:**

- At the beginning of the academic year
2. The Chairperson shall propose the Council-Faculty, which shall comprise of faculty members preferably from each department, to the Vice Chancellor for his approval, through the Office of DSW.

**Timeline:**

- Immediately after the nomination of the Chairperson of the Council
3. After approval from the VC, the Office of DSW issues the Council Formation notice.

**b) Formation of Cultural, Technical and Sports Councils (Students)**

1. The Chairperson of the Cultural/Technical/Sports Council will issue a notice inviting nominations for different positions of the Council-Students and the Schedule for written test and/or interviews.

**Timeline:**

- Immediately after Formation of Council-Faculty
2. The Chairperson, along with the Council-Faculty, will select the Council-Students based on their evaluation of the written test and/or interviews of the candidates.
  3. List of selected council members will be sent to the Office of DSW for approval from the Vice Chancellor.
  4. After approval from the VC, the Office of DSW issues the Council Formation notice.

**c) Financial Assistance to Cultural, Technical and Sports Councils**

1. The procedures for applying for *advance amount*, *settlement of advance amount* and *reimbursement of expenses* for organizing various events mentioned under student activities, for the Cultural/Technical/Sports Council will be same as per **clause 7.2.3.2**.

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#### **7.4 Financial Assistance to Students for Travel grant for presenting Research Paper/Poster in National/International Conference**

##### **7.4.1 Summary**

- The Regulations extend Financial Assistance to B.Tech., M.Tech., and Ph.D .students of DTU for presenting Research Paper/Poster in National/International Conferences/Events (where active participation of the student is required) in the areas of Engineering & Technology, Management and other areas, as per DTU Act. However, students should be promoted to seek financial assistance from other Govt. bodies like DBT, DST, AICTE, UGC etc.
- An applicant shall not be eligible for grant, if during the last two years (in case of M.Tech. students) and four years ( in case of B.Tech. students) if he/she had already availed any Financial Assistance under this scheme or denied of such facility under disciplinary action etc.
- In case, an application of a candidate for a particular event (for a particular date as well as particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by the DTU. In case of change of dates and venue, fresh approval has to be sought.
- Grant shall not be given for merely attending a Conference, Panel Discussions, Internships, Group Discussions and other Group Activities under these Regulations.
- In case of a Joint Publication, only one student author will be allowed to present the paper.
- The Travel grant shall be given only for the forthcoming events & no advance payment will be made on this account. The expenses incurred will be reimbursed however.

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#### 7.4.2 Revision and Approval

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

#### 7.4.3 Procedure

##### 7.4.3.1 Procedure for application

- The student should submit the proposal, attached with **Conference Brochure, Letter of Invitation, Letter of Acceptance of Paper, Three Copies of Manuscript, Proof of Registration Fee paid, Copy of Application Fee for Visa, Copy of tentative cost towards Airfare and Copy of current Currency Rates**, all documents/annexures signed by the Applicant Student and Faculty Author, to the HOD of his/her department.

##### **Timeline:**

- At least 60 days before scheduled date of Travel/Conference
- HOD of the concerned department shall forward the examined proposal of student for presenting Research Paper/Poster in National/International Conference along with all relevant documents, Similarity Index Report, and Observations of Committee to the Office of DSW at least 45 days before scheduled event, for approval by the Competent Authority.
- The HOD will generate Similarity Index Report on an internationally established acceptable anti-plagiarism software, and get manuscript examined by designated committee.
- Students working in research projects should preferably avail this facility from Project Grant, if available and have to produce evidence from Principal Investigator in case such travel is not available in the Project Funds.
- No reimbursement will be made if student leaves station without prior approval. Disciplinary action against student may be initiated in that case.
- The student must register for at least one semester after his return. This requirement may be waived on case-by-case basis. For example, Undergraduate students may be allowed to attend Conferences up to 3 months prior to graduation date. The aim is to distribute the travel grant equitably to

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applicants of various departments, UG/PG programs, boys/girls etc. It is hoped that the student receiving the award will voluntarily make a donation to the institute/DTU Alumni Association later in his/her career, so that other students might benefit.

#### **7.4.3.2 Procedure for Examination of Application for Travel Grant**

- The HOD will generate Similarity Index Report on an internationally established acceptable anti-plagiarism software, and get manuscript examined by designated committee as notified vide order no. DTU/0413/2013/IRD/1908, dated 30.09.2013 (Annexure I), consisting of following members:
  - a) In case of International Conference (organized out of India)-
    - i. HOD of the concerned department
    - ii. One senior Professor of the concerned department
    - iii. One senior Professor of any other department
    - iv. One expert member of the relevant field from national important institutions like; IITs, IISERs, NITs, NSIT, GGSIPU etc.
  - b) In case of National Conference (organized in India)-
    - i. HOD of the concerned department
    - ii. Two faculties of the concerned department
- HOD may ask for presentation of paper before the committee.
- HOD will fill relevant columns of the applications itself (Part B) and send full proposal with all relevant documents, manuscript, tentative head-wise expenditure, Similarity Index Report and recommendations on suitability of Paper, standard of Conference etc. to the Office of Dean Student Welfare preferable 45 days before the scheduled dates of travel/conference for seeking further approval of Competent Authority.

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- Maximum limit for OSI may be kept within 15% , with citations ‘Button’ as “Off” excluding references/bibliography. OSI should be generated by selecting 1% block of the Paper in which maximum permissible OSI limit is 15%.

#### **7.4.3.3 Reimbursement claim**

- The expenditure for the event must be reimbursed within fifteen days of the completion of the event by the student, through the concerned Faculty Advisor.
- The claim for reimbursement of expenses must be done as per **Annexure I**.

### **7.5 Financial Assistance to Innovation Student Teams of DTU**

#### **7.5.1 Summary**

- The *Committee for Financial Support to Innovation Team* shall forward the proposal of Innovation Teams for the manufacture of prototypes and/or participation in a relevant competition through the DSW Office for approval by Competent Authority.
- The Innovation Teams must seek support from Industries, if the total cost of the proposal exceeds Rs. 10 lakhs.
- The Financial Assistance for the event shall be reimbursed as per **clause 3.1.5.3**.

#### **7.5.2 Revision and Approval**

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

#### **7.5.3 Procedure**

##### **7.5.3.2 Procedure for application**

1. The student Innovation Teams interested in participating in competitions may submit the application directly to AR-IRD through their Faculty Advisor. The AR-IRD will convene a meeting of faculty advisors of all the proposed teams for the particular competition, under the chairmanship of Dean IRD, and availability of 2-3 subject experts (to be decided by Dean IRD).

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2. The selected team will submit the proposal for request for advance amount from the University, which will be evaluated by the following committee, under the name of “*Committee for Financial Support to Innovation Team*”:

- Dean IRD (Chairman)
- HODs of participating departments
- Faculty Advisor(s)
- Two experts at the level of Professor or Senior Associate Professor in the relevant field, approved by VC/PVC in consultation with Dean IRD. At least one expert should be from a different department.
- AR-IRD (Convenor)

#### **7.5.3.3 Submission of Proposal and its Evaluation**

- The *Committee for Financial Support to Innovation Team* will evaluate the proposal with reference to **Annexure II**.
- The *Committee for Financial Support to Innovation Team* shall recommend the exact amount for approval by VC/PVC to be distributed to the team under scrutiny/evaluation.

#### **7.5.3.4 Financial Assistance**

- The Financial Assistance may be given to the Innovation Teams as per **Annexure II**
- The procedures for applying for *advance amount, settlement of advance amount* and *reimbursement of expenses for* Innovation Student Teams of DTU will be same as per **clause 7.2.3.2**.

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## **7.6 Financial Assistance to Students for participation in Cultural, Technical, Sports and Literary events**

### **7.6.1 Summary**

- Various teams of DTU represent the University in Cultural/Technical/Sports/Literary events around the globe. The University provides Financial Support to teams for such events.

### **7.6.2 Revision and Approval**

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

### **7.6.3 Procedure**

1. The procedures for applying for *advance amount, settlement of advance amount, reimbursement of expenses*, for participating in such events will be same as per **clause 7.2.3.2.**

## **7.7 Financial Assistance to Students for NSS activities**

### **7.7.1 Summary**

- The University has a student branch of NSS (National Service Scheme), an organization aimed at working for social causes..
- NSS DTU organizes/participates in various NSS events, in and outside DTU. The University provides Financial Support for organizing/participating in such events. However, the student team should be promoted to seek maximum sponsorship from the industry for organizing such events.
- In case the event is to be organized outside DTU, at least one faculty member per 30 students and one female faculty member (in case of girl students) should accompany the students, who will be appointed by the Chairman NSS DTU.
- It is mandatory for NSS DTU to have a bank account approved by the Vice Chancellor, which is jointly operated by the Chairperson and the Student Head of NSS DTU , and all the transactions should be done through that account individually.

### **7.7.2 Revision and Approval**

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

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### 7.7.3 Procedure

1. The Chairperson of NSS DTU shall be nominated by the Vice Chancellor.
2. The procedures for applying for *advance amount, settlement of advance amount, reimbursement of expenses, and maintenance of accounts* for organizing/participating in the various events mentioned under student activities, for NSS DTU will be same as per **clause 7.2.3.2**.

## 7.8 Industrial Visits of Academic departments

### 7.8.1 Summary

- Industrial Visits for B.Tech. 3rd year and M.Tech. 2nd year students are organized by the respective academic departments to get the students acquainted with the work culture in the industry.
- At least one faculty member per 30 students and one female faculty member (in case of girl students) should accompany the students for Industrial Visit, who will be appointed by the HOD.
- The maximum amount allotted per student by the University for Industrial Visits is Rs. 5,000/-, which is sanctioned to the Faculty Incharge accompanying the students.

### 7.8.2 Revision and Approval

- [ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

### 7.8.3 Procedure

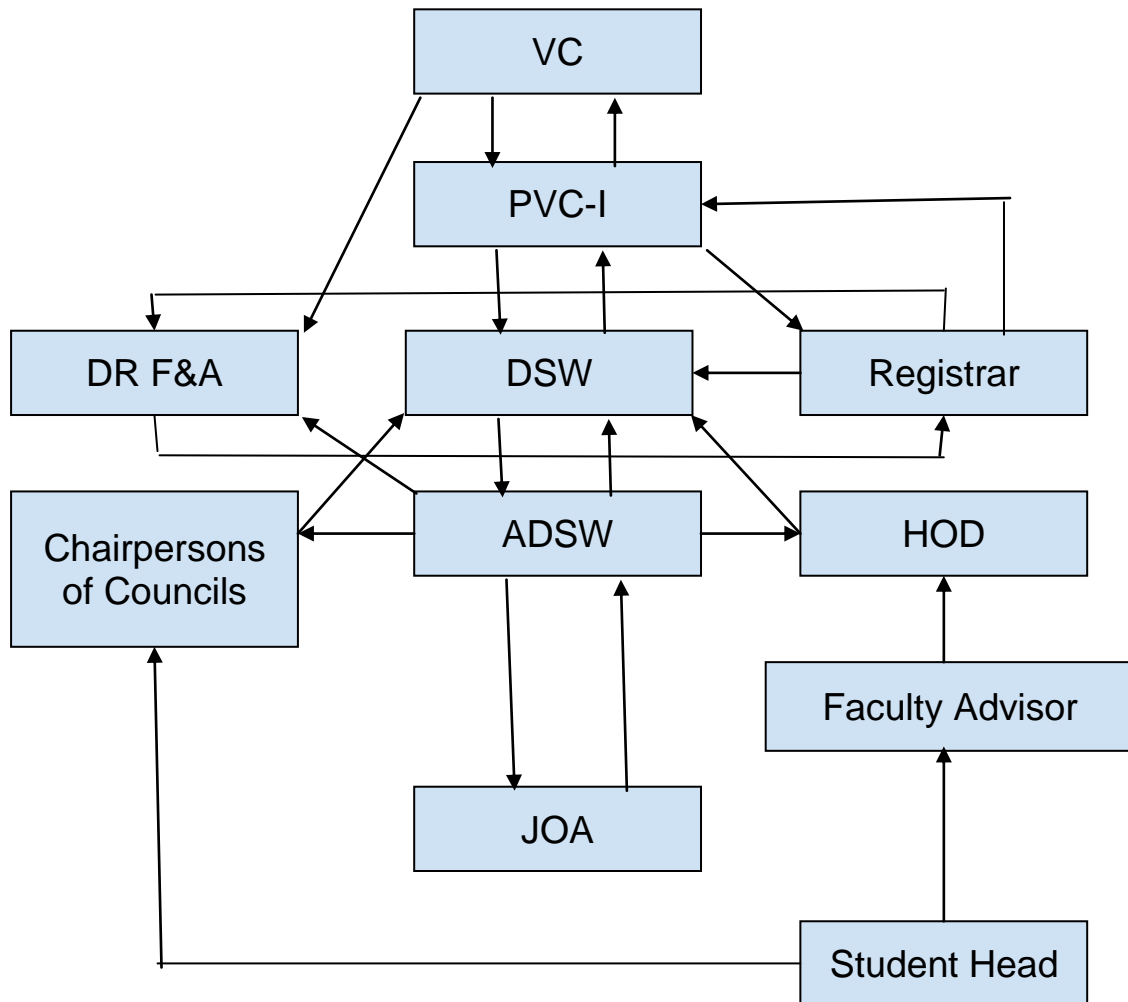
1. The proposal for the Industrial Visit must reach the Office of DSW through the HOD of the respective Academic Department.
2. The procedures for applying for *advance amount and settlement of advance amount* for Industrial Visits will be same as per **clause 7.2.3.2**



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## 8. Overview:

### 8.1 Process Sequence



### 9. Related Documents

### 10. Related Forms

### 11. References

### 12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.



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### Abbreviations

- **DTU:** Delhi Technological University
- **PVC:** Pro Vice Chancellor
- **HOD:** Head of the Department
- **V:** Version
- **T&P:** Training and placement Department
- **TPO:** Training and placement officer
- **PC:** Placement Coordinator
- **ATPO:** Assistant Training and placement officer
- **JOA:** Junior Office Assistant
- **RM:** Resume Manager
- **NCT:** National Capital territory
- **MNC:** Multi National Companies
- **JD** Job Description
- **CV** Curriculum Vitae
- **PSU** Public Sector Unit

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## 1. Introduction

The Department of Training and Placement Department(T&P) aims at providing a smooth entry of students to corporate world through internships and full time placements at world renowned firms. Training and Placement Department acts as the bridge between companies seeking talented young graduates and post graduates in various disciplines and also helps the students by providing counseling and exposure in public speaking through workshops organized by the department as well as associated companies on a frequent basis. Thus T&P help the students in getting habitual to the corporate atmosphere, work culture and get the right exposure to take their professional career on the high elevation as well as help them engulf the basic technicalities relating to the corporate world.

## 2. Amendments

### Revision and approval

- [version 1.0]-[20-04-2018]-[first Draft]-[Vice-Chancellor]

## 3. Purpose

### 3.1 Welcome

DTU has a well-equipped centralized training and placement department to provide the platform for campus placements. It is housed in a magnificent state-of the art building, having well equipped interview rooms, group discussion rooms and presentation hall for smooth processing of the campus placements. The goal of the Training and Placement Department is to provide students with a platform for using their potential to gain valuable experience in the industry. It also acts as the interface between various companies seeking talented young graduates and post graduates in various disciplines.

### 3.2 Quality Policy

The quality policy of training and placement department is to attain maximum placements and achieve excellence in the field of campus placements. It also ensures to

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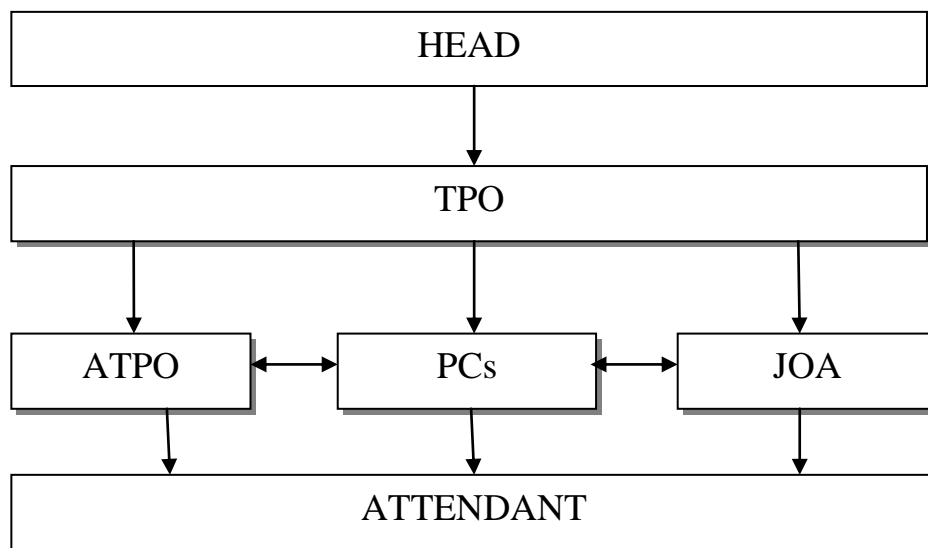
maintain the infrastructure of TNP cell and up-gradation of systems in computer center for conducting the online test. It works on the hospitality of executives of MNC's belonging to fortune 500, big fours and various Govt. Institutes like PSU's, Defense etc. It makes sure the timely conduction of the placement process and declaration of the results once process has been wrapped up generally by the end of the day.

## 4. Responsibility

### 4.1 Context of the Organizations

Context of the organization should state both the internal and external issues that can impact its strategic objectives and the planning of the QMS. Department of training and placement is responsible to facilitate all eligible students of the DTU for campus placements and internship. The context and structure of the department is as follows:

#### 4.1.1 Organizational Structure of the Department



#### 4.1.2 Department Culture

The culture of TNP department is mainly centered on its objectives to get the maximum students placed and follows the hierarchy led by the HOD, followed by the TPO and supported by ATPO and JOA.

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#### **4.1.3 Objectives and Goals**

The objective is to provide students a platform to start their career in the corporate world in the right direction for final year as well as pre-final year students. By providing them a right launch pad in the form of internships and job offers for pre-final and final year students respectively.

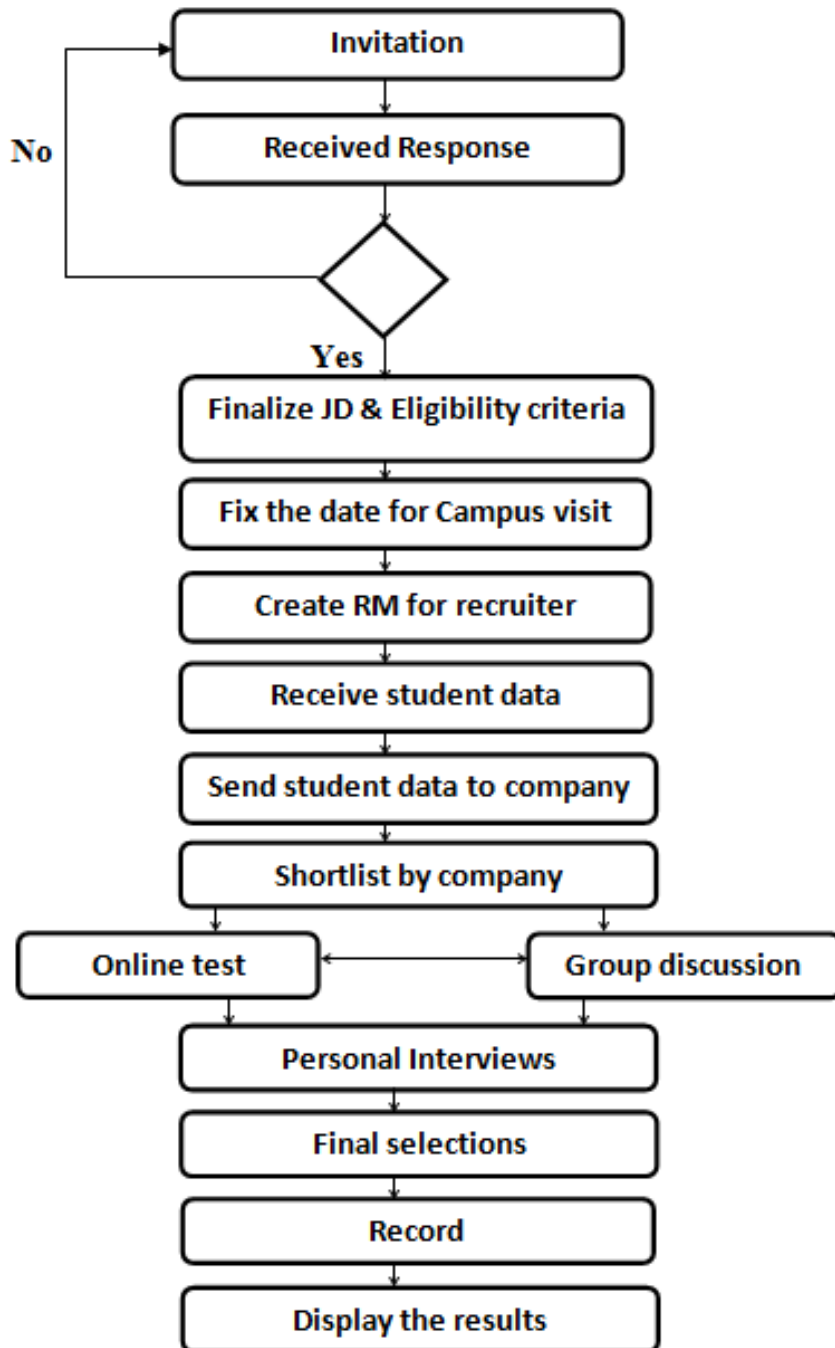
#### **4.1.4 Complexity of Work**

The complexity of work includes managing and updating the data for more than 3500 students appearing for campus placements and internship in each session and Updating the previous year placement data and related statistics in the form of right data interpretation techniques involving pie charts and demographics.

#### **4.1.5 Flow of processes and information**

The recruitment process flows in a very smooth manner as per the rules and guidelines that have been set by the HOD T&P department. Each student is bound by a highly principled code of conduct and each Placement Coordinators (PCs) is responsible to insure the bounds are followed ethically.

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#### 4.1.6 Size of the Department

The TNP department is for the benefit of the students and comprises of the Head of department (HOD), Training and Placement Officer(TPO), Assistant Training and Placement Officer (ATPO), two junior office assistant(JOA), various Placement Coordinators (PCs) from different departments of the university and three attendants.

#### 4.1.7 Users

The users of the T&P department include the final and pre-final year students of DTU opting for internship and campus placements and the companies that visit DTU for recruitment drive.

#### 4.1.8 Means to Detect Risks and Opportunity

S.No.	Risks	Means to detect risks
1	CV verification of more than 2000 students	<ul style="list-style-type: none"> <li>Assigned to PCs along with JOAs</li> </ul>
2	Arrangement of company details	<ul style="list-style-type: none"> <li>Student Alumni Association</li> <li>Contacting the industry Alumni</li> <li>Other Personal contact</li> </ul>
3	Infrastructure Maintenance	<ul style="list-style-type: none"> <li>Seeking help from engineering cell</li> </ul>
4	Hospitality of executives	<ul style="list-style-type: none"> <li>Arranging best quality food and other necessary things</li> <li>Assigned to 3 attendants to look after the hospitality.</li> </ul>
5	Maintenance and Up gradation of data for students of DTU	<ul style="list-style-type: none"> <li>Assigned to PCs and JOAs the responsibility for up gradation and maintenance of student database</li> </ul>

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#### 4.1.9.1 Responsibilities and Authorization

<b>Position</b>	<b>Responsibility</b>	<b>Authorizations</b>
<b>Head</b>	<ul style="list-style-type: none"> <li>• Define policies for campus placement and internship process</li> <li>• Fix the date for campus placements and internship process at campus or the venue of the recruiting organization.</li> <li>• Co-ordinate with different departments and administration for logistic arrangements required for campus placement and internship process</li> <li>• General supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Issue of training letter for B.Tech/MBA students</li> <li>• Issue of Placement Coordinator certificate</li> <li>• Finalize the date given to companies for campus placements/ Internship process at campus or on their premises</li> </ul>
<b>TPO</b>	<ul style="list-style-type: none"> <li>• Define policies for campus placement and internship and submit to HOD</li> <li>• Registration of students for campus placements and internship</li> <li>• Send invitation letters to various Organizations for campus placement and internship</li> <li>• Prepare schedule for campus placements process and internship</li> <li>• Upgrading data base of registered students for campus placement and internship</li> <li>• Maintaining the database of resume manager (RM)</li> <li>• General supervision of various process</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize the date given to companies for campus placements/ Internship process at campus or on their premises</li> </ul>

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<b>Placement Coordinators</b>	<ul style="list-style-type: none"> <li>• Send invitation letters to various Organizations for campus placement and internship after approval of TPO</li> <li>• Contribute in defining of placement and internship policy in the beginning of academic session</li> <li>• Co-ordinate with Organization coming for campus placement</li> <li>• Fix date for campus placement process of organizations</li> <li>• Co-ordinate with T&amp;P Department for logistic arrangements for visiting organizations</li> <li>• Co-ordinate with eligible students for various process of the companies</li> <li>• Deliver information regarding visiting organization to T&amp;P and students on placement day</li> </ul>	None
<b>T &amp; P staff (ATPO&amp;JOA)</b>	<ul style="list-style-type: none"> <li>• Tying and dispatch of various types of letters</li> <li>• Verifying resumes of students for campus placement and internship</li> <li>• Maintaining the data resume manager (RM)</li> <li>• Maintaining records of campus placements and internship</li> <li>• Coordinating with and assisting PCs</li> <li>• during company hiring process</li> <li>• Supervise cleanliness of the department</li> </ul>	None
<b>Attendant</b>	<ul style="list-style-type: none"> <li>• Distribution of the circulars</li> <li>• Provide the hospitality to the Executives which come for campus placements/ Internship</li> <li>• Cleaning and Maintenance of the department infrastructure</li> </ul>	None

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## 4.2 Interested Parties

Following are the stakeholders:

- 4.2.1 Govt. of NCT of Delhi
- 4.2.2 Administration of DTU
- 4.2.3 Head and staff of Department of Training and placement
- 4.2.4 All eligible students of DTU
- 4.2.5 Companies visiting for internship and training & placement
- 4.2.6 Parents of the Students
- 4.2.7 Service Providers of DTU

## 5. Scope

### 5.2 Scope of the Quality Management System

The scope of the Training and Placements Department, DTU comprises of the following minutiae:

- Assistance to the students for drafting of effective and concise Curriculum Vitas
- Providing exposure of different profiles offered by the companies visiting for recruitment.
- Inviting companies for hiring of full-time and intern candidates from the campus.
- Conveying guidelines to the students for performing well in the interview rounds.
- Continuous communication with the company representatives to assist in the on-boarding of the selected candidates.
- Student counseling regarding the selection of the profile based upon the company requirement.
- Help the parents for understand about the company profile, location, CTC etc.

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### 5.3 Location

- Training and Placement Department, Delhi Technological University, ShahbadDaulatpur, Bawana Road, Delhi -110042

### 5.4 Exclusions

- None

## 6 Procedure

### 6.2 Process Management Methodology

Sr. No.	Activity	Responsibility	Reference
1.	Sign the training letter for Pre-final and final year B.Tech. students	Head and placement officer	DTU/T&P/TLPF01 and DTU/T&P/TLF02
2.	Registration of the students for campus Placement/Internship	Head and placement officer	DTU/T&P/R03
3.	Send invitation letters and brochure to selected organizations for conducting campus placements/Internship at campus through E-mail.	Head and placement officer/PC	DTU/T&P/I04 and DTU/T&P/B05
4.	Receive responses and finalize the job description and eligibility criteria and branches	Head and placement officer/PC	DTU/T&P/P06
5.	Fix the date for campus placements/ Internship process at campus or on their premises on Calendar (Email)	Head and placement officer/PC	None
6.	Invite resumes/ application forms from the interested students by due date through RM	Placement officer/PC	<a href="http://tnp.dtu.ac.in/rm_2016-17/login/student_login_h">http://tnp.dtu.ac.in/rm_2016-17/login/student_login_h</a>

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7.	Preparation of list of students eligible for a particular organization coming for campus placement/ Internship.	T&P Staff/PC	DTU/T&P/A07
8.	Dispatch student's resumes/ application forms to the concerned organization (if required)	Placement Officer/PC	DTU/T&P/A07
9.	Receive shortlisted students from the organization.	Head and placement officer	Organization Letter
10.	Make arrangements for the campus placement/Internship. Arrange accommodation for the executive team at Campus. Arrangement for travel program. Booking of Auditorium and Computer Centre(CC) Preparation for conduct of pre-placement-talk, written test, group discussions and interviews.	Placement officer	a) DTU/T&P/B08 b) DTU/T&P/T09 c) DTU/T&P/A10
11.	Pre Placement Talk by the organization.	PC	None
12.	Online/Written test of the eligible candidates if the organization requires.	Placement Officer	DTU/T&P/AD11
13.	Short listing of the students based on the written test and its display	Placement Officer	Organization Letter

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	on notice board/RM for information to the students.		
14.	Group discussion of the shortlisted students (if required) and display the result on notice board.	Placement Officer	Organization Letter
15.	Preliminary/final interview of the shortlisted students.	Placement Officer	Organization Letter
16.	Display list of selected/shortlisted students on the notice board. For shortlisted students also display the date and venue of the final interview.	Placement Officer	Organization Letter
17.	Arrange final interview of the shortlisted students in the organization premises/ selected place by the organization.	Placement Officer /PC	DTU/T&P/FS12
18.	Receipt of Letter(s) of Intent (LOI) from the concerned organization and distribution of the same to the students.	Placement Officer	Organization Letter
19.	Collection of feedback from the organization regarding campus placement/ Internship.	T&P Staff	DTU/T&P/FB13
20.	Collection of contact details of the executives.	T&P Staff	DTU/T&P/C14

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### 6.3 Top Level Processes

6.2.1 Selection of PCs

6.2.2 Formation of interview panel for selection of PCs

6.2.3 Registration of students on Resume Manager (RM) portal

## 7. Complete Department Procedures

### 7.1 Selection of the PCs

Steps	Task	Checklist	Time Line
Step 1	Circular is sent to all the departments/hostel premises and is also uploaded on the Resume Manager online portal.	Notification issued by HOD (T&P)	3 days
Step 2	Received applications of the candidates are forwarded by the HOD of respective departments.	1.Filled Application Form 2.Self-attested copies of credential certificates and College ID	14 days
Step 3	Candidates are shortlisted on the basis of minimum qualification criteria	None	3 days
Step 4	List of shortlisted candidates is sent to HOD(T&P) for approval by TPO	None	1 day
Step 5	A copy of finalized list is forwarded to the interview panel	List and details of applicants	1 day



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	by HOD(T&P)		
Step 6	Notice regarding the final date of interviews is circulated in all departments/hostel premises	Notice issued by HOD (T&P)	1 day

## 7.2 Making of interview panel for selection of PCs

Steps	Task	Checklist	Time Line
Step 1	List of faculty members for panel is prepared by TPO and submitted to HOD (T&P)	List and details of faculty members part of the panel	1-2 days
Step 2	List of Interview Panel is then forwarded by HOD (T&P) to the administration for approval.	List and details of faculty members part of the panel	1 day
Step 3	Administration (Pro VC) approves the panel for future process.	None	2 days
Step 4	After receiving approval from administration, notification is sent to respective faculty regarding the selection process of the PCs.	Notice issued by HOD (T&P)	1 day

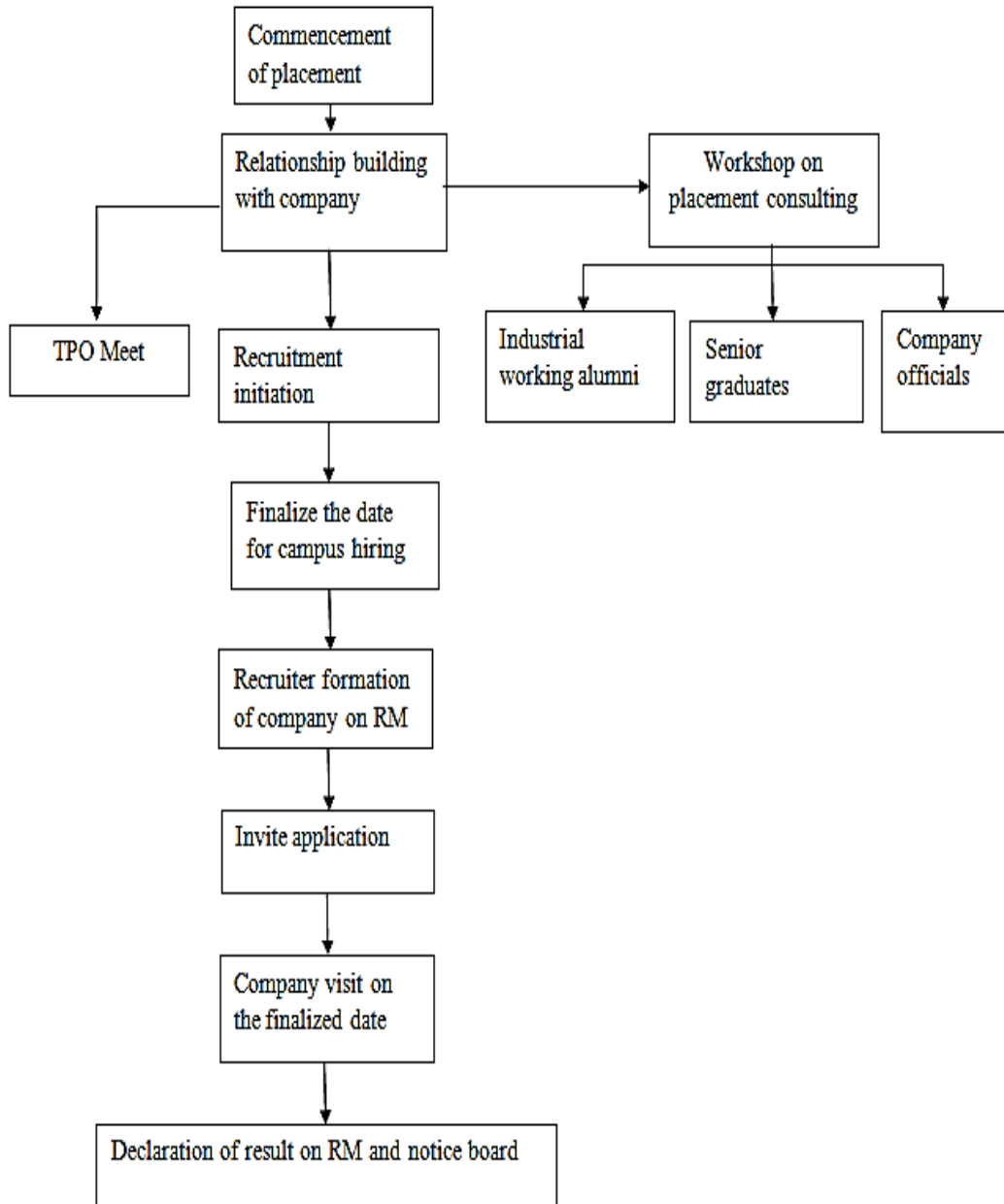
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### 7.3 Registration of Students on Resume Manager (RM) Portal

Steps	Task	Checklist	Time Line
Step 1	Circular is sent to all the departments/hostel premises for registration of students in Department of T&P	Notice issued by HOD (T&P)	1 day
Step 2	Students would fill the registration form and submitted to T&P	Filled Registration Form	15 days
Step 2	Verification of documents of registered students	None	15 days
Step 3	Preparation of RM portal of registered students	None	15 days
Step 4	Students receive user ID and password of RM portal from Department of T&P	College ID card	7 days
Step 5	Registered students can apply for the company through RM portal	None	Throughout the year
Step 6	Students can sit for campus placement/internship procedure	None	Throughout the year
Step 7	Placed students blocked from RM as per the defined policy	None	As applicable

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## 8 Overview



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## 9. Related Documents

Sr.No.	Document	Reference
1	Invitation letters	DTU/T&P/I04
2	Brochure	DTU/T&P/B05
3	Performa (job description)	DTU/T&P/P06
4	Received Application Data Sheet	DTU/T&P/A07
6	Attendance sheet	DTU/T&P/AD11
7	Training and placement Policy	DTU/T&P/P15

## 10. Related Forms

Sr.No.	Forms	Reference
1	Training Form For first and second Year	DTU/T&P/TLPF01
2	Training Form For Year	DTU/T&P/TLF02
3	Registration form	DTU/T&P/R03
4	Accommodation form	DTU/T&P/B08
5	Travel Form	DTU/T&P/T09
6	Auditorium Booking Form	DTU/T&P/A10
7	Final Selection Form	DTU/T&P/FA12
8	Feedback Form	DTU/T&P/FB13
9	Contact Form	DTU/T&P/C14

## 11. References

- ISO 9001 specific standards and differences between industries, referred page of the ISO website.
- Referred more detailed information on ISO-9001:2015 here.

## 12. Attachments

- Forms are available at <https://dtu.ac.in>

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### Abbreviations

OIA – Office of International Affairs

UG – Under graduate

PG – Post graduate

1. PhD – Doctor of Philosophy.
2. ICCR – Indian Council of Cultural Relation
3. DASA – Direct admission of students abroad.
4. AD - Assistant Director
5. MoU – Memoranda of Understanding
6. MEA – Ministry of External Affairs.
7. MHA – Ministry of Home Affairs.
8. FRRO - Foreigner Regional Registration Office

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## 1. Introduction:

The international Affairs section, DTU has been assigned the responsibility of enhancing international research and academic collaboration, faculty and student exchange programs, establishing networking with reputed institutions, creating opportunity for our own faculty and students through creation of meaningful MoUs, admission of foreign students and establishing brand DTU globally to name a few. The IA branch promote relationship between Foreign Universities/Institution through signing of Memoranda of Understanding (MoUs) related to Faculty and student exchange programme and providing an opportunities to the foreign national students for study in DTU under UG/PG and Ph.D programmes. The IA branch is connected with the various Foreign Embassies and consulates in India to increase educational relationship between the DTU and foreign Universities.

## 2. Amendments:

As per the requirement time to time.

### Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

## 3. Purpose:

The Office of International affairs provide a single window to the foreign national students for admission in the University under the different level of programmes. The IA branch is admitting students with scholarship from Indian Cultural Research Council (ICCR) and with out scholarship from Direct admission of Students aboard (DASA) a MHRD initiative and Direct mode through respective Embassy and through direct online portal of DTU. The university students are also encouraged to have international exposure to good practices at foreign universities/Institution and learn global work culture. The IA branch is also providing opportunities to the faculty Members for Research and teaching assignments

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under MoUs with foreign Universities/Institute. The OIA is also doing promotion and branding of DTU globally.

### 3.1 Welcome

The International branch is dealing with all the issues related with International relationship students and faculty mobility, promotion and branding of DTU, foreign national students, their admissions, Signing of MoUs with various foreign Universities/Institutions and nurture them for active participation. This document describing the standard operating procedure dealt by office of International Affairs (OIA), Delhi Technological University (DTU) outlines the procedure followed at length with time lines and responsibilities of the concerned officer responsible for the concerned activities related to OIA.

### 3.2 Quality Policy

Office of International Affairs is committed to facilitate all the concerned stakeholders of the University for interfacing with International Organizations/ Institutes/ Universities of repute for scaling up R&D activities, generating intellectual property with global reach and mobility of our students and faculty members through solid formulation of policies of relations articulated and /or made for each specific case.

The OIA is committed to build and maintain relationship with various embassies in India, International Councils/ Forums/ Educational Foundations, viz, British. Council, Alliance Franchise, Goethe Institut, USIEF, IUSSTF and others, to facilitate information exchange in respect of student and faculty members for available opportunities and scholarships/Internships.

Being entrusted for promotion and branding of DTU internationally, the OIA is committed to leave no stone unturned in doing so, may it be representation education fair in different countries in international ranking or participation in the teams led by Govt. of India



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for building international relationships. OIA is also committed to admit meritorious students to our degree programs through creating tough competitions amongst applicants and making the norms more and more stringent to gradually attain higher quality.

#### **4. Responsibilities:**

The international affairs branch is fully responsible for International issues related to stake holders of the DTU. Accordingly officers have been assigned the responsibilities to carry out the work in the time bound manner.

##### **4.1 Context of the Organization**

###### **4.1.1 Internal Issues:**

1. Shortage of the man power
2. Shortage of infrastructure
3. Liaisoning with the academic and administrative departments
4. Data collection from the various Departments
5. Lengthy channels for disposal of proposals/claims even after approval of the Competent authority of DTU.

###### **4.1.2 External issues:**

1. Lack & Liaisoning with various Foreign Embassies, Indian Embassies abroad, MHRD, GoI and Ministry of External Affairs GoI.
2. Late Disposal of the policy matters referred to the Govt.
3. Insignificant foot prints of DTU in foreign countries lack of promotion and branding.

###### **4.1.3 Work Culture:**

All the activities conducted by the International affairs in time bound and confidential nature.

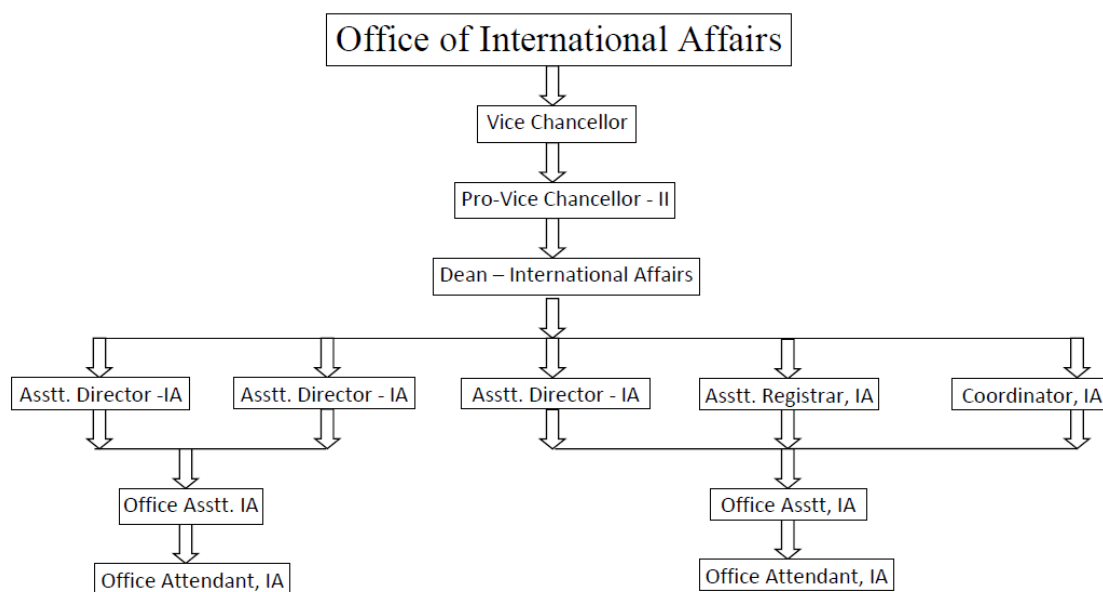
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#### 4.1.4 Objectives and goals:

1. International Partnership facilitation.
2. Global Education (Incoming and outgoing Mobility).
3. IT and Database.
4. Special and Govt. funded Projects.
5. Reception and Admissions of Foreign nationals.
6. Administration and General Affairs.
7. International marketing, Promotion and Branding.

#### 4.1.5 Organizational chart:

### Organization Chart of International Affairs Department



Admission being seasonal activity one of the Asstt. Director shall act as admission Coordinator, and shall be handled by office assistant 1A.

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#### 4.1.6 Responsibilities and Authorization

The role and responsibility regarding different matters concerning office of international affairs is assigned as per following

S.No.	Designation	Responsibilities	Authority
1.	Dean - IA	Policy formulation and Over all coordination and supervision of the activities dealt by the Office of International Affairs	Policy matters
2.	Assistant Director	1) Mobility (Student and faculty; Inward/outward/Short term/long term/Internship)  2) International Partnership Facilitation/MoU  3) Scholarship and Projects/ Promotion and Branding	Day to day affairs
3.	Asstt. Registrar	1) Administration and General Affairs	Administrative work
4.	Coordinator	1) IT/Database Officer/International student counseling	Seasonal work like admission and counselling etc.

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The officer shown against the specified activity of international affairs shall be the incharge in the office of international affairs. In the absence of regular officers the link officer shall deliver the responsibility for timely conduct and smooth functioning of the affairs of OIA.

Besides these all the officers shall participate in establishment of interface with embassies in India and keep a good and sustainable rapport.

Admission being seasonal work, one of the official shall act as admission coordinator of the admission for a particular academic year, who will work with Dean (IA) for routine work regarding admission, viz facilitation of scrutiny of applications, preparation of merit lists, notifications and circulars, issuance of offer letters and coordination of counseling of newly admitted foreign national students. The other officials shall be opted as members of admission committee and shall deliver the responsibilities given to them regarding admissions.

**4.1.7 Risk:**

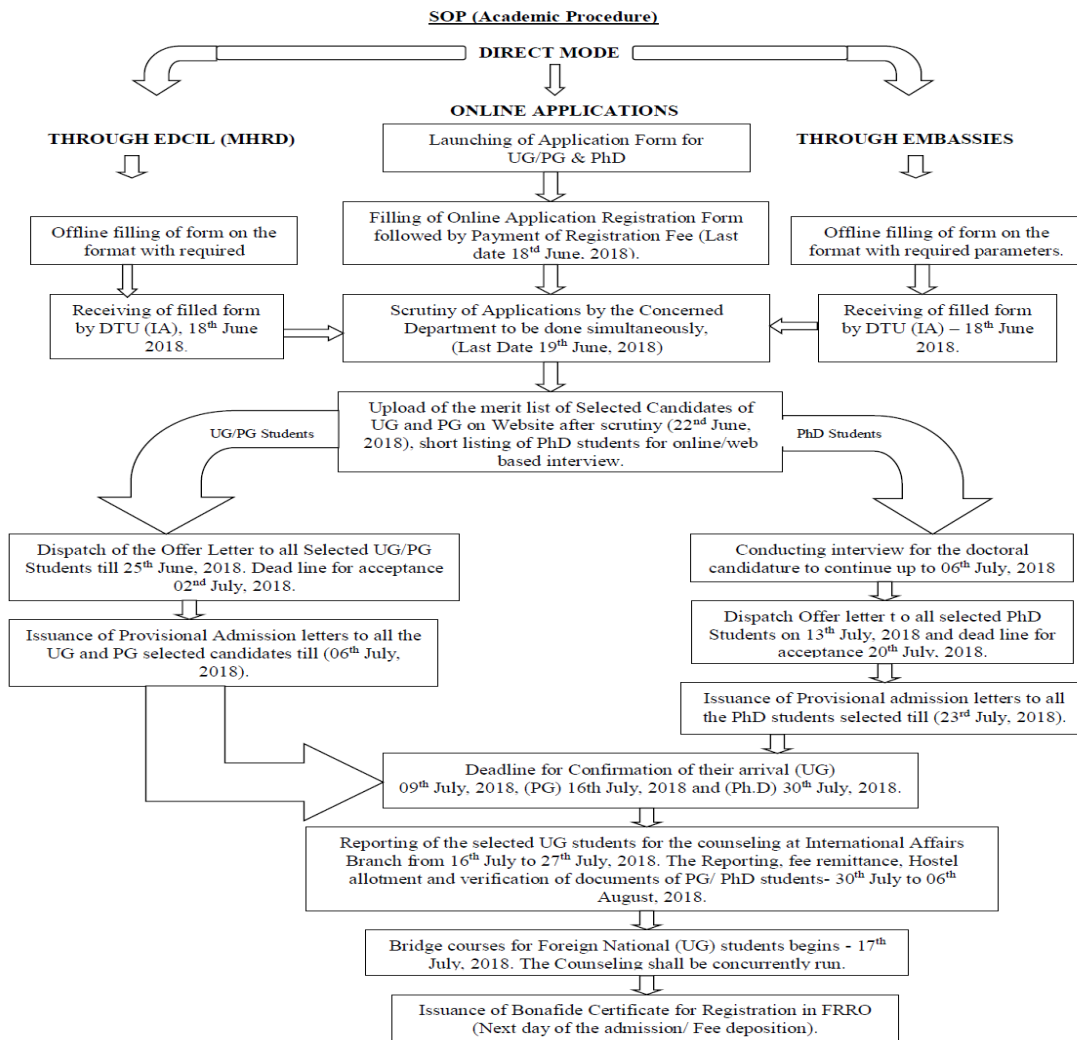
1. Data Confidentiality and Security
2. Server Malfunctioning

**4.1.8 Opportunities:**

1. Gateway for Foreign Nationals admissions in DTU.
2. Gateway for Signing MoUs with Foreign Universities/Institutions.
3. Faculty and students mobility.

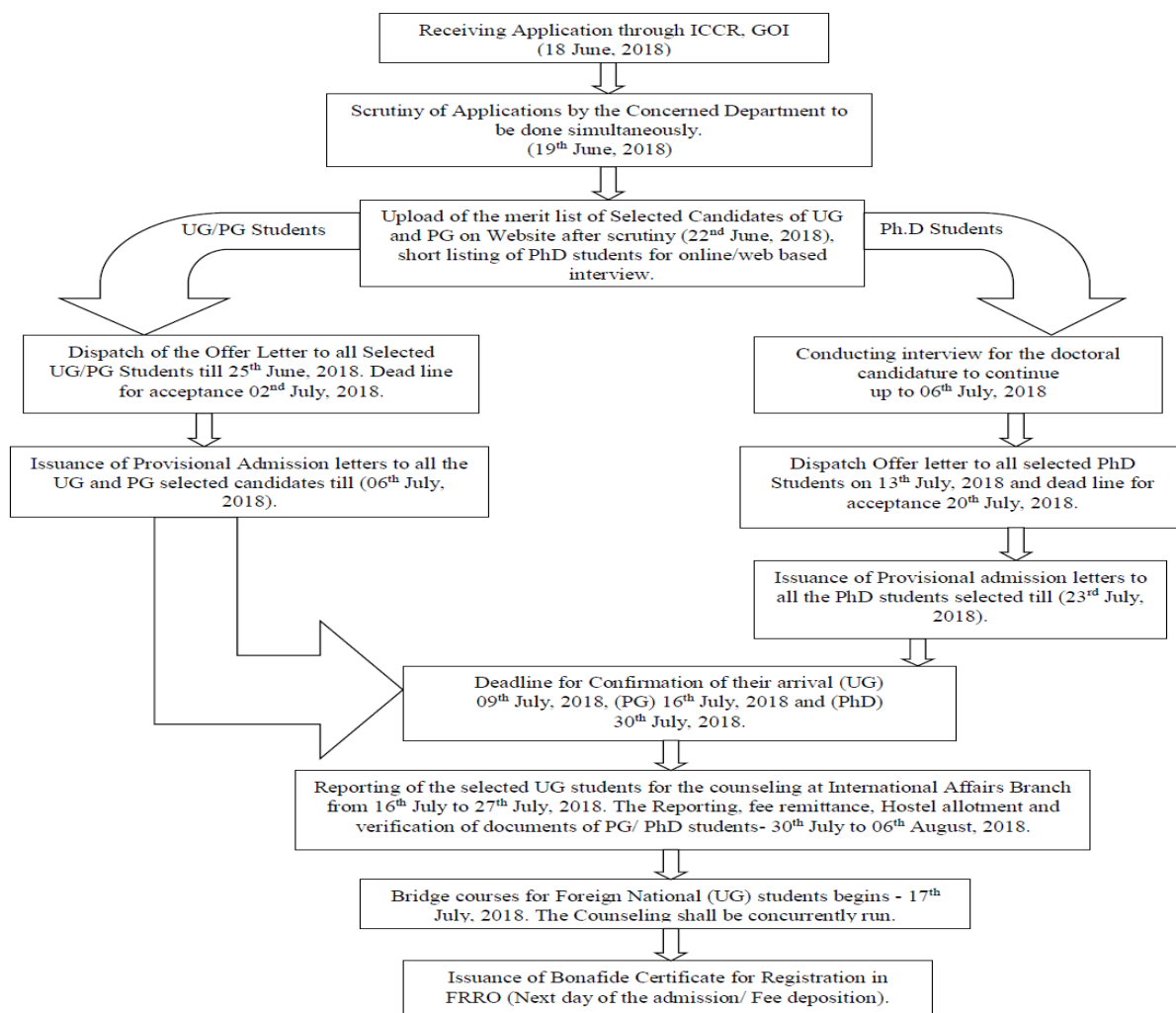
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#### 4.1.9 Process & Information flow:



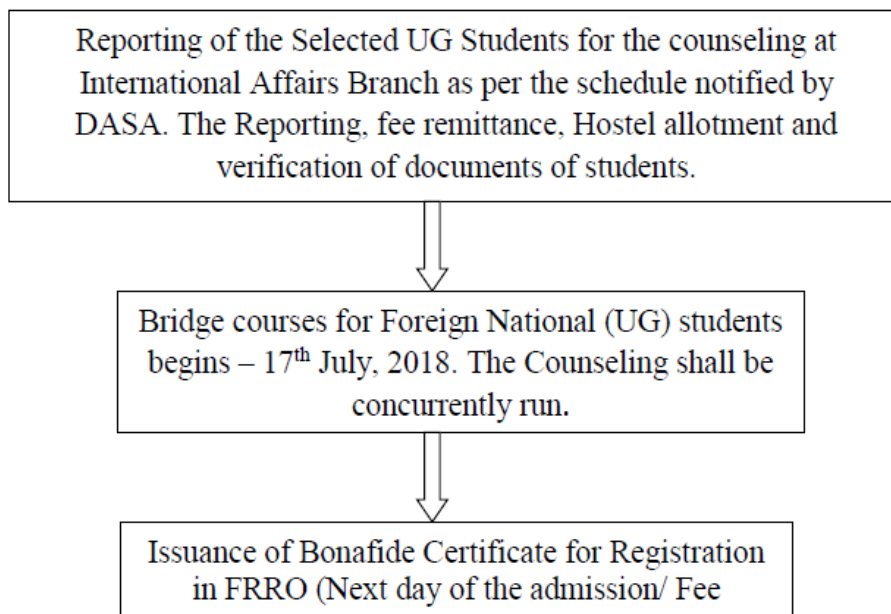
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Academic Procedure SOP – 2018-19  
**Indian Council for Cultural Relation (ICCR)**

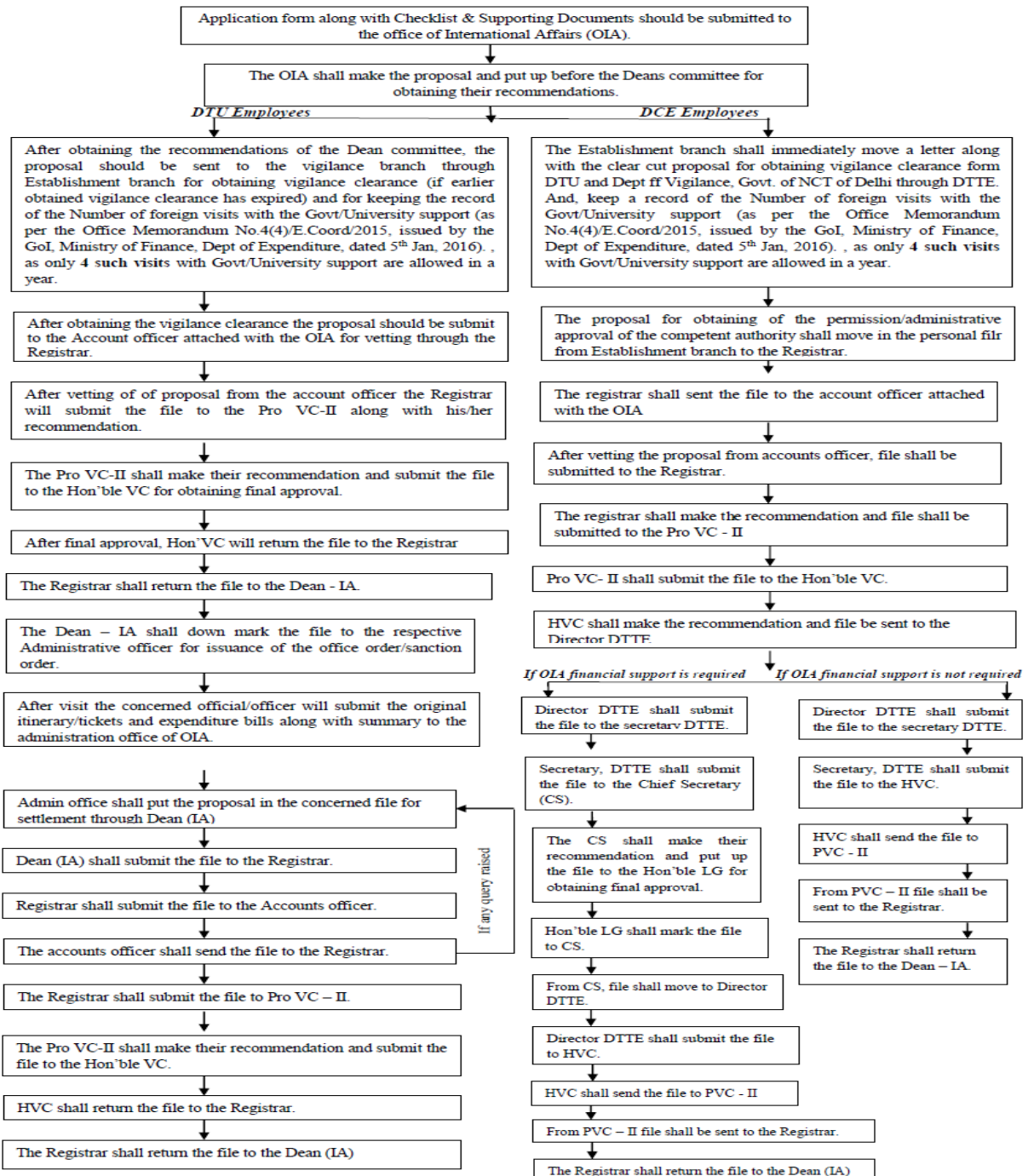


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Academic Procedure SOP – 2018-19  
DASA



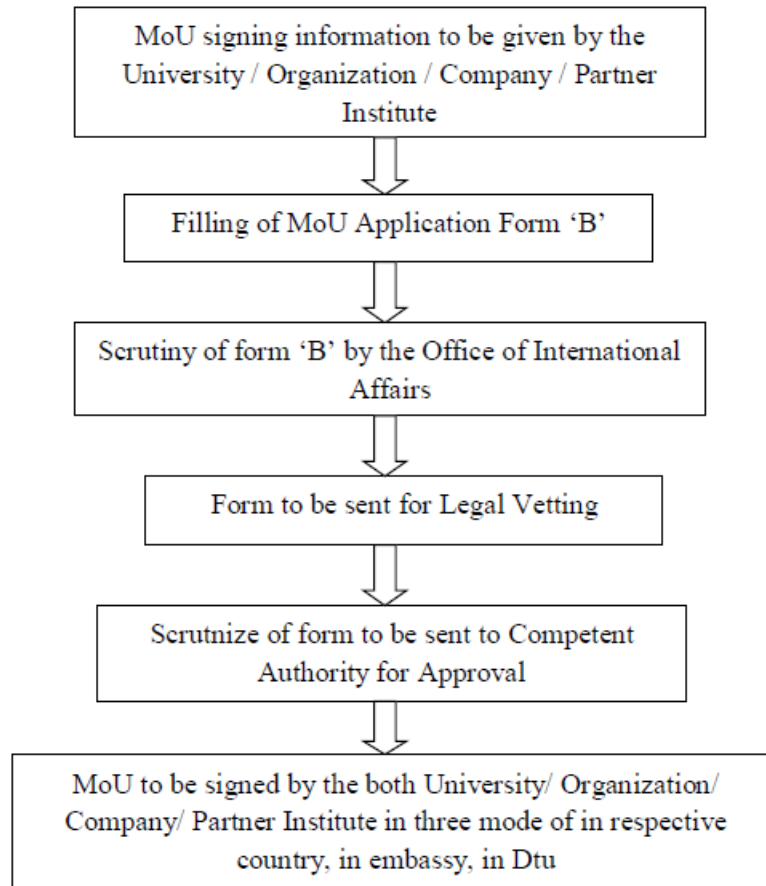
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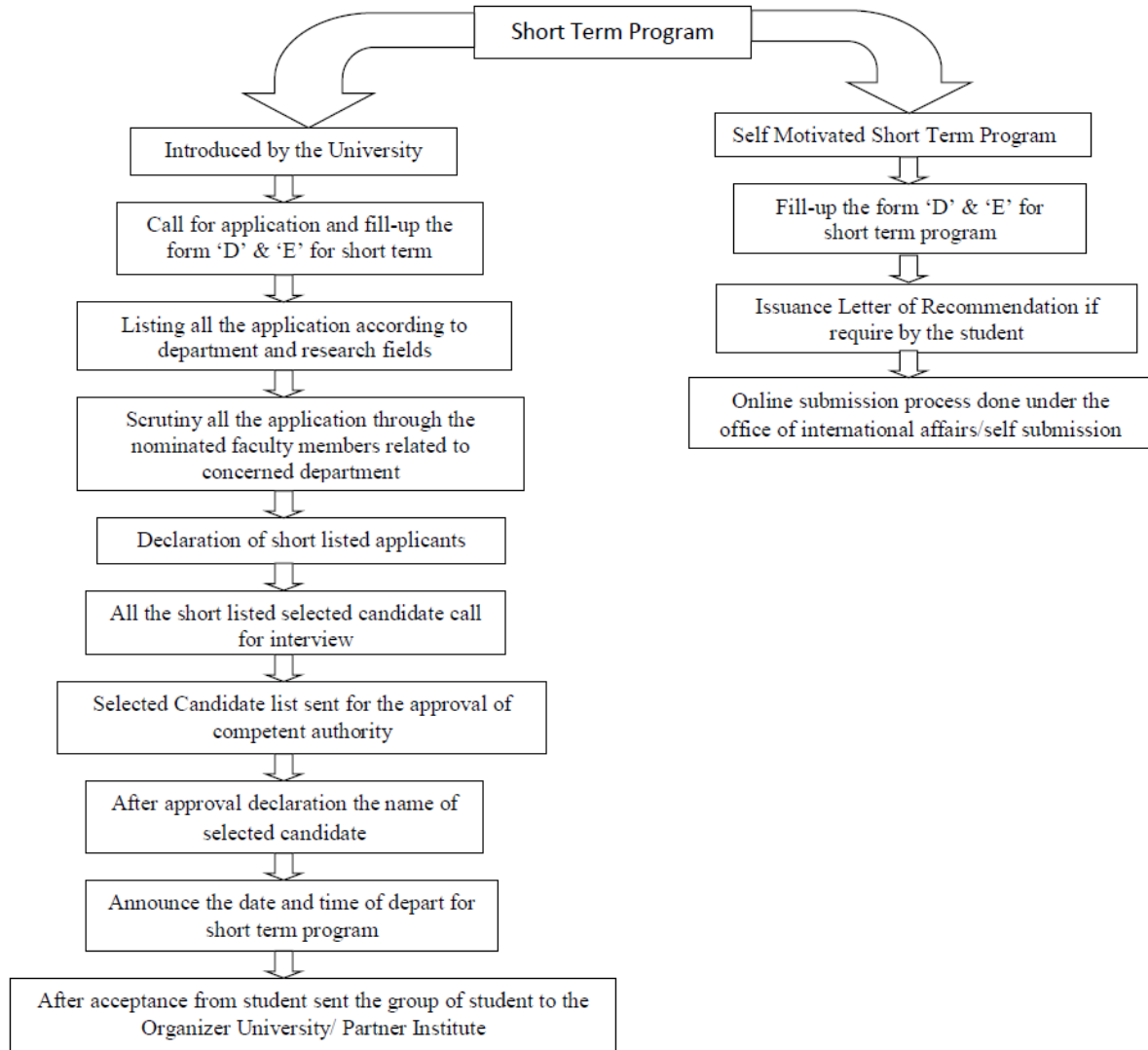
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**Procedure - Memorandum of Understanding**



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**Procedure for Short Term Program**



**4.2 Interested Parties**

1. Ministry of External Affairs (MEA)
2. Ministry of Home Affairs (MHA)
3. Ministry of Human Resource Development (MHRD)
4. Various Foreign Embassies in India
5. Govt. of India

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6. Govt. of NCT of Delhi
7. Funding Agencies
8. Administration of DTU
9. Regulators of Auditors
10. Students of DTU
11. Employee of DTU (Regular and Contractual)
12. Vendors of DTU
13. Service providers of DTU
14. Parents
15. Internet Community

## **5. Scope:**

### **5.1 Scope of the Quality Management System**

The Procedure is applicable to all the concerned stake holders of DTU utilizing facilitation of OIA for interfacing with International organizations. The OIA has framed the policies for faculty and students connection globally through exchange program under MoUs. The SOP document defines activities and their procedures carried out by OIA.

### **5.2 Locations**

The University is located in North-West Delhi. It is approximately 32 Kilometers from the Indira Gandhi International Air port and Appr. 27 Kilometer from the New Delhi Railway station.

### **5.3 Exclusions**

**None**

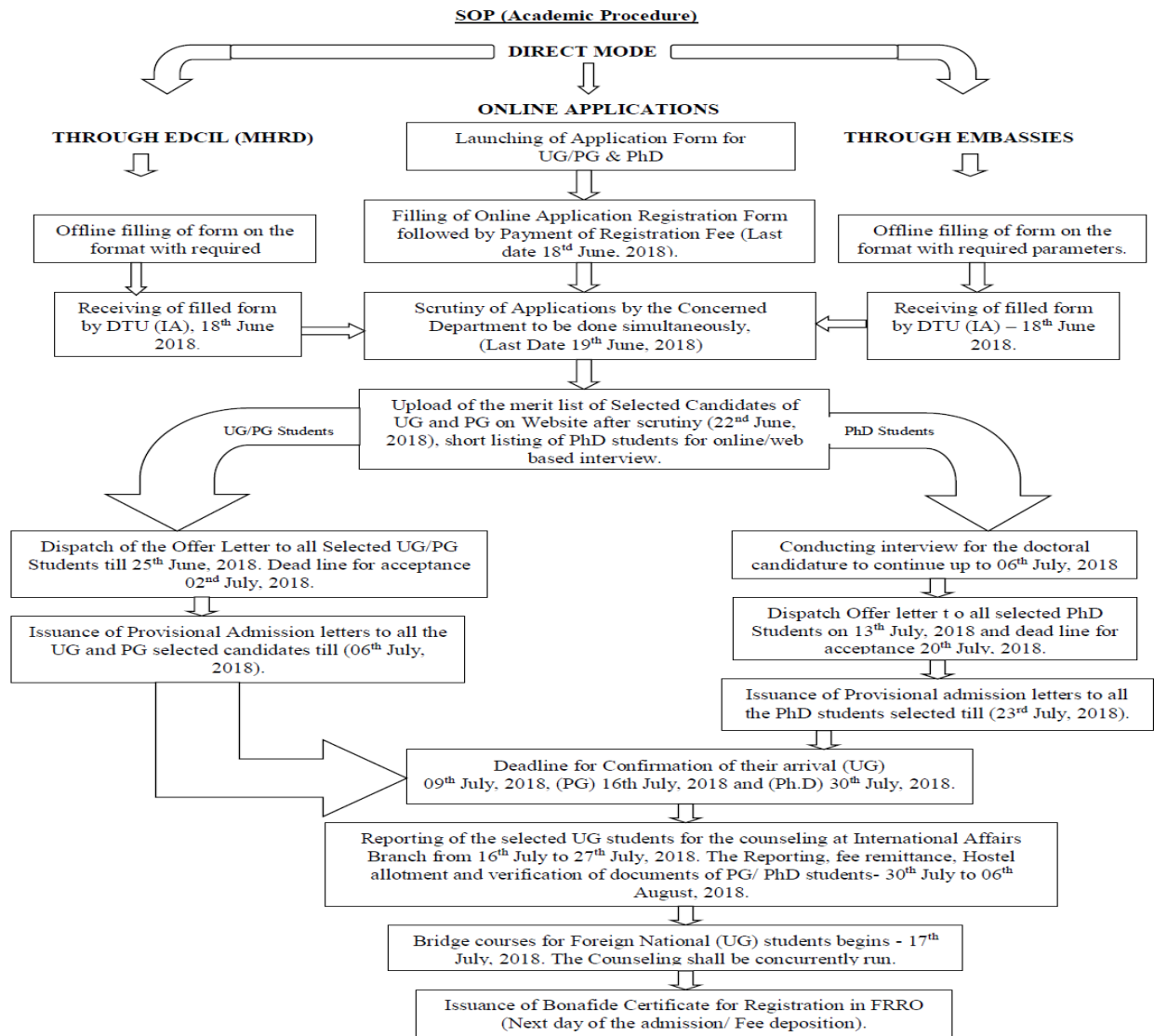
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## **6. Procedures:**

### **6.1 Process Management Methodology**

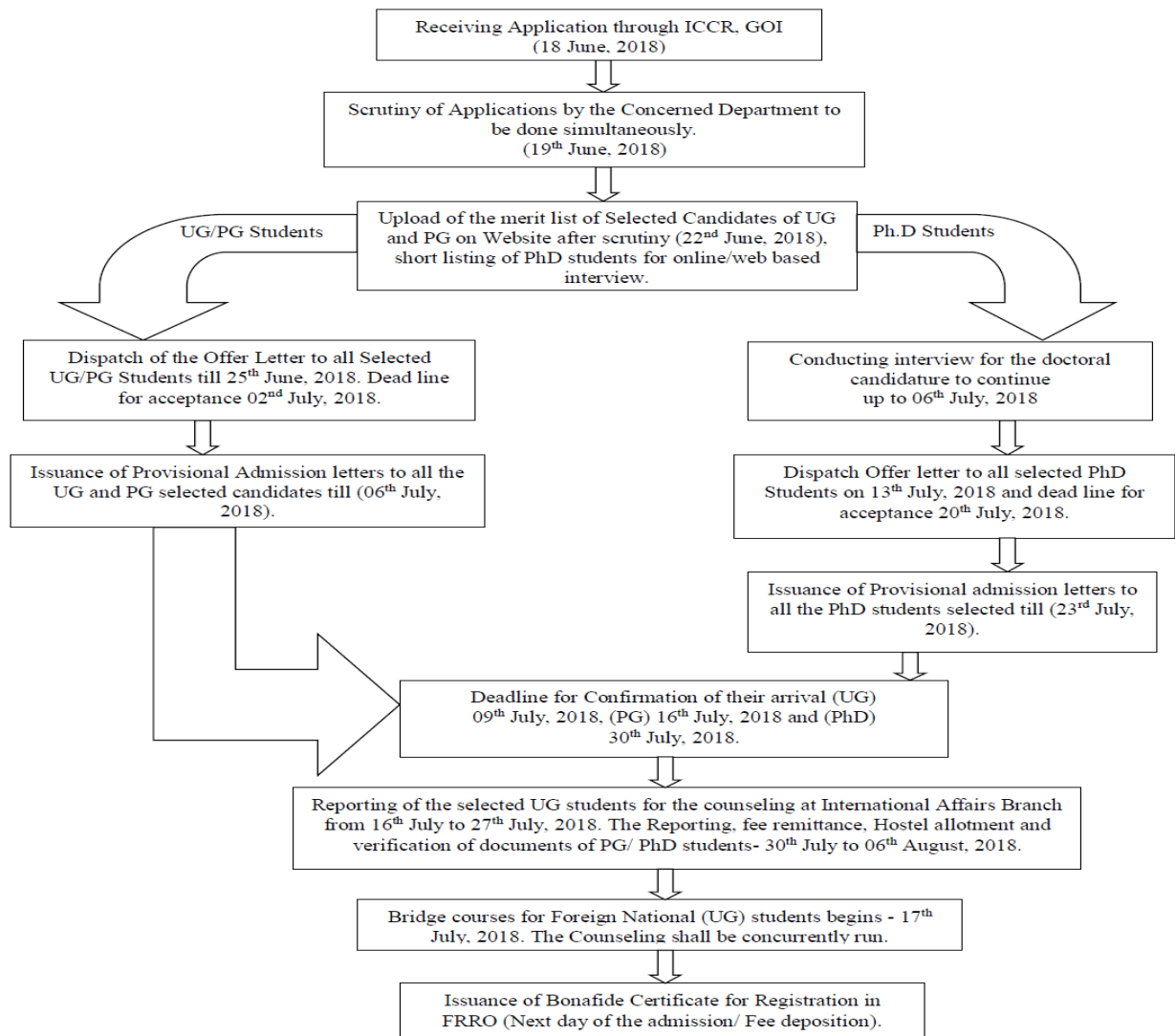
The methodologies have been primarily derived from the experience of various reputed Universities in the world successfully running the office of International affairs and through interactions and deliberation in Academic Council and Board of Management DTU. Checks are in place for timely disposal of activities, bodies branding and promotion of DTU in the world.

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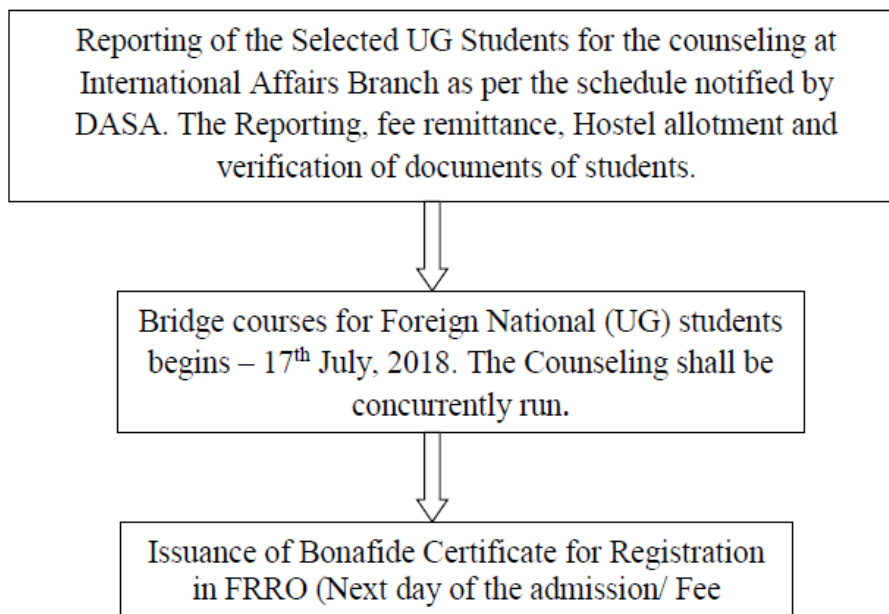
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**Indian Council for Cultural Relation (ICCR)**

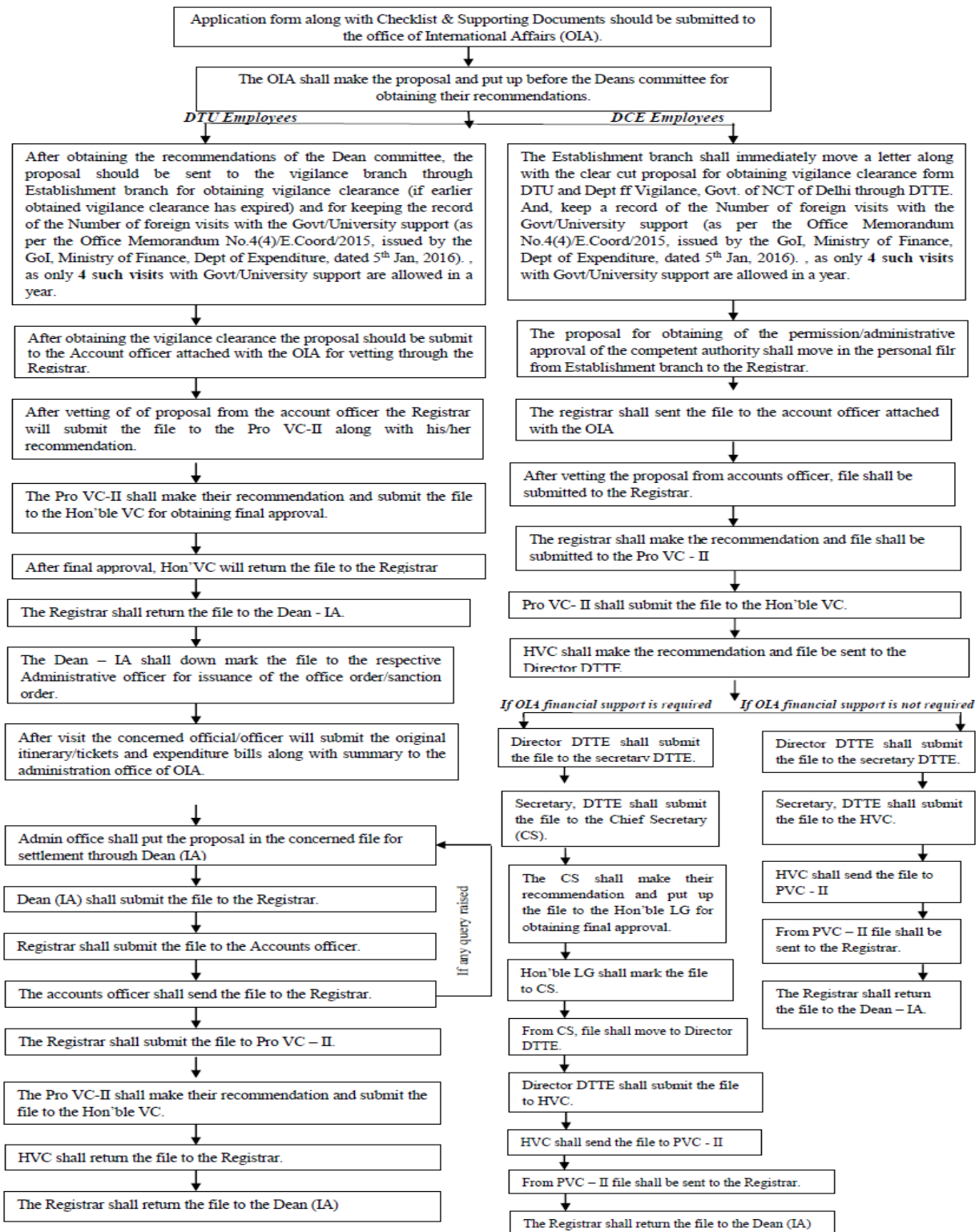


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Academic Procedure SOP – 2018-19  
DASA



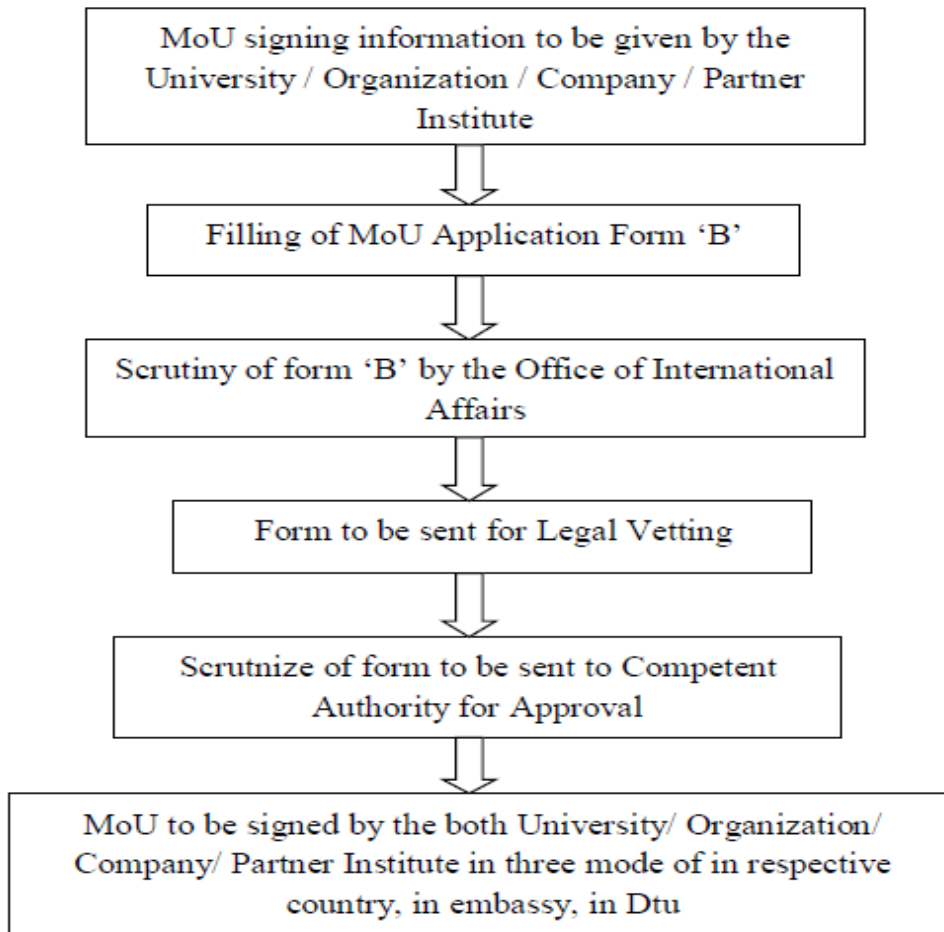
<b>DTU</b>  <b>INTERNATIONAL AFFAIRS</b>	Code:	DTU/IA/001
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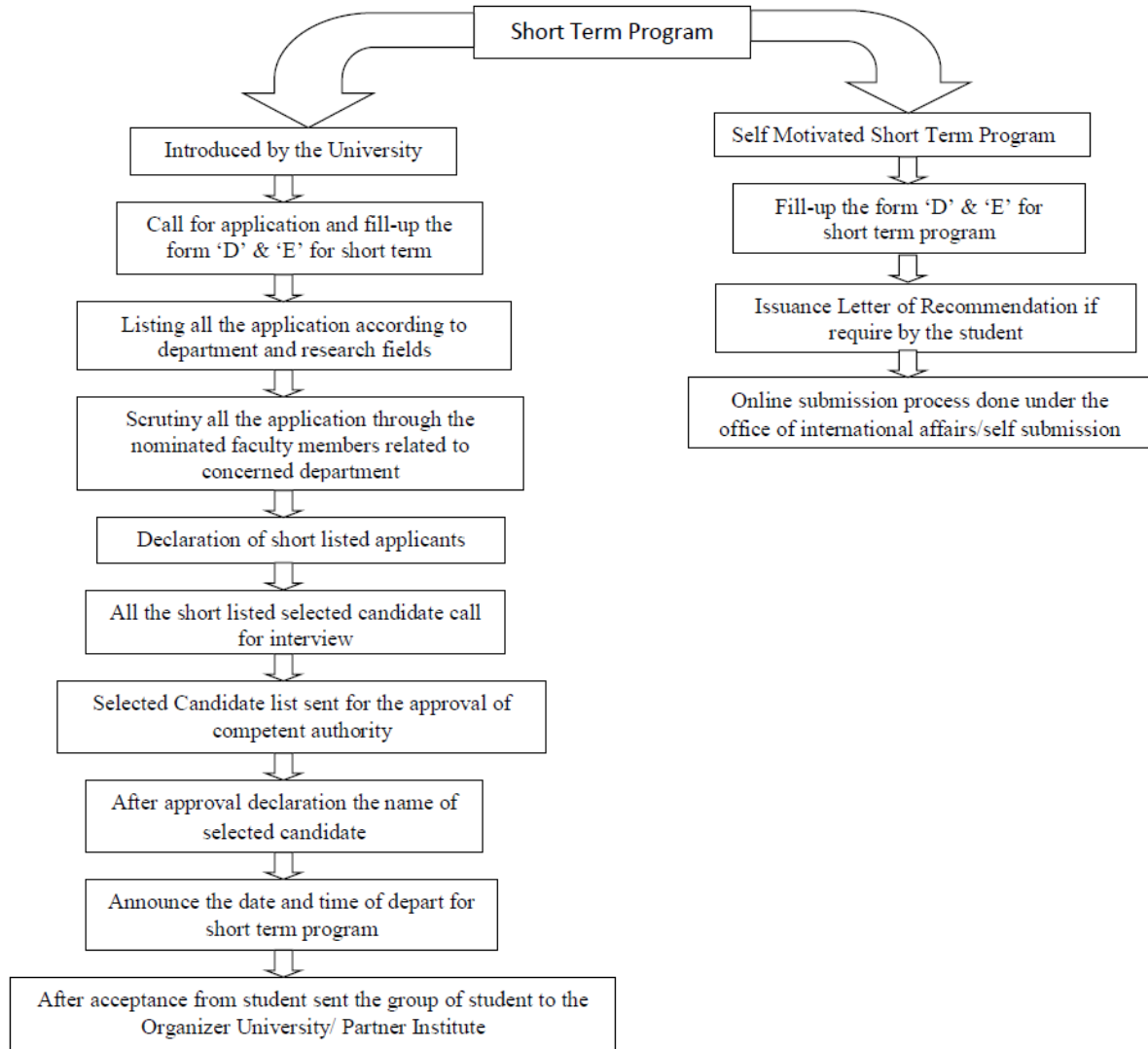
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**Procedure - Memorandum of Understanding**



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**Procedure for Short Term Program**



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## **6.2 Top Level Processes**

### **6.2.1 Admission of the foreign national students.**

- (a) Direct mode
- (b) Through ICCR
- © Through DASA

### **6.2.2 Mobility of faculty for promotion and branding**

### **6.2.3 Signing of MoUs**

### **6.2.4 Facilitation to students and recommendation of internship in abroad.**

## **7 Complete Department Procedures**

### **7.1 Admission for Foreign national students**

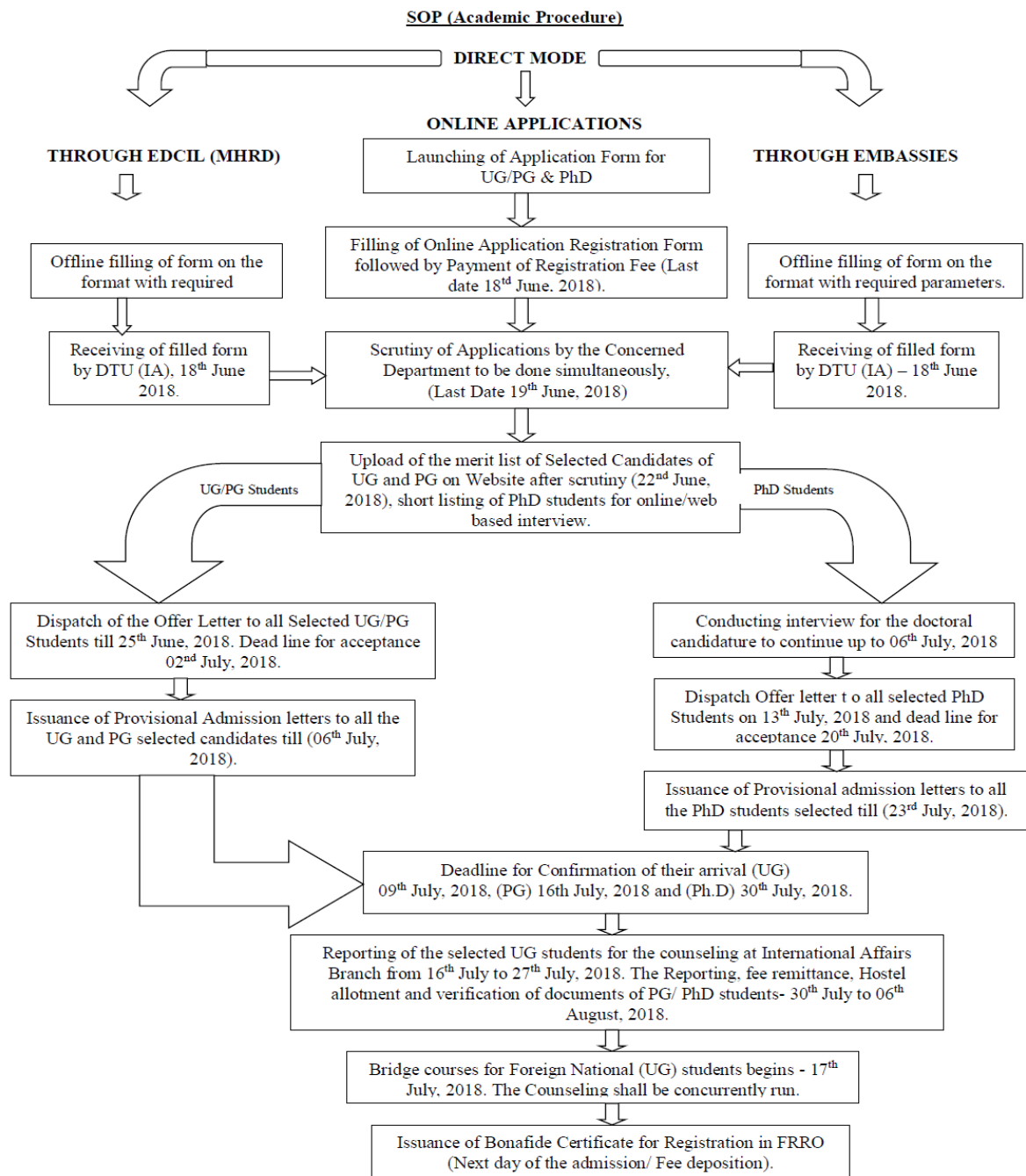
#### **7.1.1 Summary**

- This procedure defines different modes of admission process of foreign national students.

#### **7.1.2 Revision and Approval**

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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**Direct Mode Academic Procedure – There are three way to get application from students**

- (i) Through EDCIL (MHRD)
- (ii) Online Applications
- (iii) Through Embassies

**(i) Through EDCIL (MHRD)**

Process	Check List	Time Line
Offline filling of form on the format with required	.....	
Receiving of filled form by DTU (IA), 3 <sup>rd</sup> week of June	.....	
Scrutiny of Applications by the Concerned Department to be done simultaneously,	<ol style="list-style-type: none"> <li>1. Original and two sets of photocopies of Academic Transcripts.</li> <li>2. Original and two sets of photocopies of Passing/Qualifying Certificate.</li> <li>3. Tuition Fees – Admission fee and one year tuition fee/ fees deposit receipt or proof for Admission fee and one year tuition fee deposited by student.</li> <li>4. 15 passport size color photographs.</li> <li>5. Original work experience certificate (if</li> </ol>	To be completed by 3 <sup>rd</sup> week of June each year

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	<p>applicable).</p> <p>6. Parents acceptance letter along with ID/Original Residential Address Proof.</p> <p>7. Original and Photocopy of Passport, National ID, OCI/PIO card (whichever is applicable)</p> <p>8. Photocopy of Indian Visa stamped in the name of DTU (NOT MANDATORY for Bhutanese and Nepalese students).</p> <p>9. Student should have medical insurance with them.</p> <p>10. Residential Permit Obtained from Local Foreigner Regional Registration Office (FRRO) Office (NOT MANDATORY for Bhutanese and Nepalese Students)/ No objection or recommendation letter from the respective Embassy.</p> <p>11. Sponsorship letter from student Organization or Ministry of Education of concerned country (if applicable).</p>
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		12. Medical Fitness certificate for health and fitness from any registered doctor/medical practitioner (No HIV/ AIDS Certificate).	
Upload of the merit list of Selected Candidates of UG and PG on Website after scrutiny), short listing of PhD students for online/web based interview.		.....	For UG & PG 4 <sup>th</sup> week of June
UG/PG Students	PhD Students	.....	.....
Dispatch of the Offer Letter to all Selected UG/PG Students	Conducting interview for the doctoral candidature to continue up to 1 <sup>st</sup> week of July	.....	1 <sup>st</sup> week of July
Issuance of Provisional Admission letters to all the UG and PG selected candidates till 06 <sup>th</sup> July, 2018).	Dispatch Offer letter to all selected PhD Students on 13 <sup>th</sup> July, 2018 and dead line for acceptance 20 <sup>th</sup> July, 2018.	.....	1 <sup>st</sup> week to 4 <sup>th</sup> of July
	Issuance of	.....	For PhD

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	Provisional admission letters to all the PhD students selected till (23 <sup>rd</sup> July, 2018).		23.07.2018
Deadline for Confirmation of their arrival (UG) 09 <sup>th</sup> July, 2018, (PG) 16 <sup>th</sup> July, 2018 and (Ph.D) 30 <sup>th</sup> July, 2018.	.....		For UG 06.07.2018, For PG 16.07.2018, & For PhD 30.07.2018
Reporting of the selected UG students for the counseling at International Affairs Branch from 16 <sup>th</sup> July to 27 <sup>th</sup> July, 2018. The Reporting, fee remittance, Hostel allotment and verification of documents of PG/ PhD students- 30 <sup>th</sup> July to 06 <sup>th</sup> August, 2018.	.....		For UG 27.07.2018 For PG/PhD 06.08.2018
A bridge course for Foreign National (UG) students begins - 17 <sup>th</sup> July, 2018. The Counseling shall be concurrently run.	.....		For UG 17.07.2018
Issuance of Bonafide Certificate for Registration in FRRO (Next day of the admission/ Fee deposition).	.....		.....



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ii) **Online Application**

Process	Check List	Time Line
Launching of Application Form for UG/PG & PhD	.....	.....
Filling of Online Application Registration Form followed by Payment of Registration Fee (Last date 18 <sup>th</sup> June, 2018).	.....	.....
Scrutiny of Applications by the Concerned Department to be done simultaneously, (Last Date 19 <sup>th</sup> June, 2018)	<ol style="list-style-type: none"> <li>1. Original and two sets of photocopies of Academic Transcripts.</li> <li>2. Original and two sets of photocopies of Passing/Qualifying Certificate.</li> <li>3.. Tuition Fees – Admission fee and one year tuition fee/ fees deposit receipt or proof for Admission fee and one year tuition fee deposited by student.</li> <li>4. 15 passport size color photographs.</li> <li>5. Original work experience certificate (if applicable).</li> <li>6. Parents acceptance letter along with ID/Original Residential Address Proof.</li> <li>7. Original and Photocopy of Passport, National ID,</li> </ol>	For UG,PG & PhD 19.06.2018

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	<p>OCI/PIO card (whichever is applicable)</p> <p>8. Photocopy of Indian Visa stamped in the name of DTU (NOT MANDATORY for Bhutanese and Nepalese students).</p> <p>9. Student should have medical insurance with them.</p> <p>10. Residential Permit Obtained from Local Foreigner Regional Registration Office (FRRO) Office (NOT MANDATORY for Bhutanese and Nepalese Students)/ No objection or recommendation letter from the respective Embassy.</p> <p>11. Sponsorship letter from student Organization or Ministry of Education of concerned country (if applicable).</p> <p>12. Medical Fitness certificate for health and fitness from any registered doctor/medical practitioner (No HIV/ AIDS Certificate).</p>	
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Upload of the merit list of Selected Candidates of UG and PG on Website after scrutiny (22 <sup>nd</sup> June, 2018), short listing of PhD students for online/web based interview.		.....	For UG & PG 22.06.2018
UG/PG Students	PhD Students	.....	..... ..
Dispatch of the Offer Letter to all Selected UG/PG Students till 25 <sup>th</sup> June, 2018. Dead line for acceptance 02 <sup>nd</sup> July, 2018.	Conducting interview for the doctoral candidature to continue up to 06 <sup>th</sup> July, 2018	.....	For UG & PG 02.07.2018 For PhD 06.07.2018
Issuance of Provisional Admission letters to all the UG and PG selected candidates till 06 <sup>th</sup> July, 2018).	Dispatch Offer letter to all selected PhD Students on 13 <sup>th</sup> July, 2018 and dead line for acceptance 20 <sup>th</sup> July, 2018.	.....	For UG & PG 06.07.2018 For PhD 20.07.2018
	Issuance of Provisional admission letters to all the PhD students selected	.....	For PhD 23.07.2018

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	till (23 <sup>rd</sup> July, 2018).		
Deadline for Confirmation of their arrival (UG) 09 <sup>th</sup> July, 2018, (PG) 16 <sup>th</sup> July, 2018 and (Ph.D) 30 <sup>th</sup> July, 2018.	.....	For UG 09.07.2018, For PG 16.07.2018 and for PhD 30.07.2018	
Reporting of the selected UG students for the counseling at International Affairs Branch from 16 <sup>th</sup> July to 27 <sup>th</sup> July, 2018. The Reporting, fee remittance, Hostel allotment and verification of documents of PG/ PhD students- 30 <sup>th</sup> July to 06 <sup>th</sup> August, 2018.	.....	For UG 27.07.2018 For PG & PhD 06.08.2018	
A bridge course for Foreign National (UG) students begins - 17 <sup>th</sup> July, 2018. The Counseling shall be concurrently run.	.....	For UG 17.07.2018	
Issuance of Bonafide Certificate for Registration in FRRO (Next day of the admission/ Fee deposition).	.....	.....	

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iii) **Through Embassies**

Process	Check List	Time Line
Offline filling of form on the format with required parameters	.....	.....
Receiving of filled form by DTU (IA) – 18 <sup>th</sup> June 2018.	.....	.....
Scrutiny of Applications by the Concerned Department to be done simultaneously, (Last Date 19 <sup>th</sup> June, 2018)	<ol style="list-style-type: none"> <li>1. Original and two sets of photocopies of Academic Transcripts.</li> <li>2. Original and two sets of photocopies of Passing/Qualifying Certificate.</li> <li>3.. Tuition Fees – Admission fee and one year tuition fee/ fees deposit receipt or proof for Admission fee and one year tuition fee deposited by student.</li> <li>4. 15 passport size color photographs.</li> <li>5. Original work experience certificate (if applicable).</li> <li>6. Parents acceptance letter along with ID/Original Residential Address Proof.</li> <li>7. Original and Photocopy of Passport, National ID, OCI/PIO card (whichever is</li> </ol>	For UG, PG & PhD 19.06.2018

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	<p>applicable)</p> <p>8. Photocopy of Indian Visa stamped in the name of DTU (NOT MANDATORY for Bhutanese and Nepalese students).</p> <p>9. Student should have medical insurance with them.</p> <p>10. Residential Permit Obtained from Local Foreigner Regional Registration Office (FRRO) Office (NOT MANDATORY for Bhutanese and Nepalese Students)/ No objection or recommendation letter from the respective Embassy.</p> <p>11. Sponsorship letter from student Organization or Ministry of Education of concerned country (if applicable).</p> <p>12. Medical Fitness certificate for health and fitness from any registered doctor/medical practitioner (No HIV/ AIDS Certificate).</p>	
Upload of the merit list of Selected Candidates of UG and PG on Website	.....	For UG & PG

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after scrutiny (22 <sup>nd</sup> June, 2018), short listing of PhD students for online/web based interview.			22.06.2018
UG/PG Students	PhD Students	.....	.....
Dispatch of the Offer Letter to all Selected UG/PG Students till 25 <sup>th</sup> June, 2018. Dead line for acceptance 02 <sup>nd</sup> July, 2018.	Conducting interview for the doctoral candidature to continue up to 06 <sup>th</sup> July, 2018	.....	For UG & PG 02.07.2018 For PhD 06.07.2018
Issuance of Provisional Admission letters to all the UG and PG selected candidates till 06 <sup>th</sup> July, 2018).	Dispatch Offer letter to all selected PhD Students on 13 <sup>th</sup> July, 2018 and dead line for acceptance 20 <sup>th</sup> July, 2018.	.....	For UG & PG 06.07.2018 For PhD 20.07.2018
	Issuance of Provisional admission letters to all the PhD students selected till (23 <sup>rd</sup> July, 2018).	.....	For PhD 23.07.2018
Deadline for Confirmation of their arrival		.....	For UG

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(UG) 09 <sup>th</sup> July, 2018, (PG) 16 <sup>th</sup> July, 2018 and (Ph.D) 30 <sup>th</sup> July, 2018.		09.07.2018, PG 16.07.2018 and PhD 30.07.2018
Reporting of the selected UG students for the counseling at International Affairs Branch from 16 <sup>th</sup> July to 27 <sup>th</sup> July, 2018. The Reporting, fee remittance, Hostel allotment and verification of documents of PG/ PhD students- 30 <sup>th</sup> July to 06 <sup>th</sup> August, 2018.	.....	For UG 27.07.2018 For PG & PhD 06.08.2018
A bridge course for Foreign National (UG) students begins - 17 <sup>th</sup> July, 2018. The Counseling shall be concurrently run.	.....	For UG 17.07.2018
Issuance of Bonafide Certificate for Registration in FRRO (Next day of the admission/ Fee deposition).	.....	.....

**7.1.3. Procedure for admission under ICCR:**

Process	Check List	Time Line
Receiving Application through ICCR, GOI (18 June, 2018)	.....	.....
Scrutiny of Applications by the	1. Original and two sets of	To be



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<p>Concerned Department to be done simultaneously.</p>	<p>photocopies of Academic Transcripts.</p> <p>2. Original and two sets of photocopies of Passing/Qualifying Certificate.</p> <p>3.. Tuition Fees – Admission fee and one year tuition fee/ fees deposit receipt or proof for Admission fee and one year tuition fee deposited by student.</p> <p>4. 15 passport size color photographs.</p> <p>5. Original work experience certificate (if applicable).</p> <p>6. Parents acceptance letter along with ID/Original Residential Address Proof.</p> <p>7. Original and Photocopy of Passport, National ID, OCI/PIO card (whichever is applicable)</p> <p>8. Photocopy of Indian Visa stamped in the name of DTU (NOT MANDATORY for Bhutanese and Nepalese students).</p> <p>9. Student should have medical insurance with them.</p> <p>10. Residential Permit Obtained from Local Foreigner</p>	<p>completed by 3<sup>rd</sup> week of June</p>
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		Regional Registration Office (FRRO) Office (NOT MANDATORY for Bhutanese and Nepalese Students)/ No objection or recommendation letter from the respective Embassy.  11. Sponsorship letter from student Organization or Ministry of Education of concerned country (if applicable).  12. Medical Fitness certificate for health and fitness from any registered doctor/medical practitioner (No HIV/ AIDS Certificate).	
Upload of the merit list of Selected Candidates of UG and PG on Website after scrutiny (22 <sup>nd</sup> June, 2018), short listing of PhD students for online/web based interview.	.....		For UG & PG 22.06.2018
UG/PG Students	PhD Students	.....	.....
Dispatch of the Offer Letter to all Selected UG/PG Students till 25 <sup>th</sup> June, 2018. Dead line for acceptance 02 <sup>nd</sup> July, 2018.	Conducting interview for the doctoral	.....	For UG & PG 02.07.2018 For PhD

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	candidature to continue up to 06 <sup>th</sup> July, 2018		06.07.2018
Issuance of Provisional Admission letters to all the UG and PG selected candidates till (06 <sup>th</sup> July, 2018).	Dispatch Offer letter to all selected PhD Students on 13 <sup>th</sup> July, 2018 and dead line for acceptance 20 <sup>th</sup> July, 2018.	.....	For UG & PG 06.07.2018 For PhD 20.07.2018
	Issuance of Provisional admission letters to all the PhD students selected till (23 <sup>rd</sup> July, 2018).	.....	For PhD 23.07.2018

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Deadline for Confirmation of their arrival (UG) 09 <sup>th</sup> July, 2018, (PG) 16 <sup>th</sup> July, 2018 and (PhD) 30 <sup>th</sup> July, 2018.	.....	For UG 09.07.2018, For PG 16.07.2018 & For PhD 30.07.2018
Reporting of the selected UG students for the counseling at International Affairs Branch from 16 <sup>th</sup> July to 27 <sup>th</sup> July, 2018. The Reporting, fee remittance, Hostel allotment and verification of documents of PG/ PhD students- 30 <sup>th</sup> July to 06 <sup>th</sup> August, 2018.	.....	For UG 27.07.2018 For PG & PhD 06.08.2018
Bridge courses for Foreign National (UG) students begins – 17 <sup>th</sup> July, 2018. The Counseling shall be concurrently run.	.....	For UG 17.07.2018
Issuance of Bonafide Certificate for Registration in FRRO (Next day of the admission/ Fee deposition).	.....	.....

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**7.1.4. Procedure for admission under DASA:**

<b>Steps</b>	<b>Process</b>	<b>Check List</b>	<b>Time Line</b>
Step -1	Reporting of the Selected UG Students for the counseling at International Affairs Branch as per the schedule notified by DASA.	<ol style="list-style-type: none"> <li>1. Provisional admission letter issued by Host Institution. Carrying out admission</li> <li>2. Details and proof of fee payment.</li> <li>3. The hard copy of online application form submitted at the time of online registration, duly signed by the candidate and parent/ guardian in original.</li> <li>4. Recent one passport size photograph (3.5 cm x3.5 cm) to be affixed in space provided in the printed application form and five passport size photograph is to be attached with the application form, preferably same as the photo uploaded in the application portal.</li> <li>5. Copy of candidate's passport (nationals of Nepal who do not have a passport, copy of authenticated citizenship card has to be submitted*).</li> <li>6. Reporting instructions manual duly read by the candidate and all forms therein filled by the candidate and substantial by reliable documents.</li> </ol>	To be completed last week of the July

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		<p>7. Copy of proof for date of birth (secondary education board/ university certificate [class x or equivalent] or any certificate issued by the government authorities).</p> <p>8. Anti-ragging –affidavits (annexure I &amp; II)</p> <p>9. Self-declaration and undertaking forms (annexure iii)</p> <p>10. Self attested copies of mark sheets of 10th, 11th, and 12th, (or) equivalent examination.</p> <p>11. Copy of certificate from school authorities (in the format given).</p> <p>12. In appendix – II of DASA 2018 brochure on letter head of the school) as proof of completion of 11th and 12th standard or equivalent.</p> <p>13. School leaving certificate/ migration certificate.</p> <p>14. Medical fitness (annexure - IV).</p> <p>15. Prescribed fees as applicable.</p> <p>16. Certificate in appendix iii of DASA 2018 brochure in case of CIWG candidates.</p> <p>17. Copy of passport of the parents working in the gulf in case of CIWG candidates.</p>	
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		18. Copy of parents visa in case of CIWG candidates. 19 .Copy of parents work permit (if any) in case of CIWG candidates.	
Step -2	A bridge course for Foreign National (UG) students begins – 17 <sup>th</sup> July, 2018. The Counseling shall be concurrently run.	.....	17.07.2018
Step - 3	Issuance of Bonafide Certificate for Registration in FRRO (Next day of the admission/ Fee deposition).	.....	.....

### 7.1.5 Mobility of Faculty for promotion and branding

#### 7.1.6 Summary

- This procedure defines the requirements for: Mobility of faculty and officers of DTU for promotion and branding of DTU in education fair representation in forums for International ranking and others.
- The OIA is responsible for the implementation and management of this procedure

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### 7.1.7 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

Process		Check List	Time Line
Application form along with Checklist & Supporting Documents should be submitted to the office of International Affairs (OIA).		Application form, purpose of the visit (signing MoUs, promotion through meeting, seminars etc) <b>Appr</b> , TA, applicable DA	.....
The OIA shall make the proposal and put up before the Deans committee for obtaining their recommendations.		.....	02 days
DTU Employees	DCE Employees	.....	.....
After obtaining the recommendations of the Dean committee, the proposal should be sent to the vigilance branch through Establishment branch for obtaining vigilance clearance (if earlier obtained vigilance clearance has expired) and for keeping the record of the Number of foreign visits with the Govt/University support	The Establishment branch shall immediately move a letter along with the clear cut proposal for obtaining vigilance clearance form DTU and Dept of Vigilance, Govt. of NCT	.....	01 week



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<p>(as per the Office Memorandum No.4(4)/E.Coord/2015, issued by the GoI, Ministry of Finance, Dept of Expenditure, dated 5th Jan, 2016). , as only <b>4 such visits</b> with Govt/University support are allowed in a year.</p>	<p>of Delhi through DTTE. And, keep a record of the Number of foreign visits with the Govt/University support (as per the Office Memorandum No.4(4)/E.Coord/2015, issued by the GoI, Ministry of Finance, Dept of Expenditure, dated 5th Jan, 2016). , as only <b>4 such visits</b> with Govt/University support are allowed in a year.</p>	
<p>After obtaining the vigilance clearance the proposal should be</p>	<p>The proposal for obtaining of the</p>	<p>.....</p> <p>04 days</p>

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submitted to the Account Section attached with the OIA for vetting through the Registrar.	permission/administrative approval of the competent authority shall move in the personal file from Establishment branch to the Registrar.		
After vetting of proposal from the account officer the Registrar will submit the file to the Pro VC-II along with his/her recommendation	The registrar shall send the file to the account section attached with the OIA	.....	03 days
The Pro VC-II shall make their recommendation and submit the file to the Hon'ble VC for obtaining final approval.	After vetting the proposal from accounts section, file shall be submitted to the Registrar.	.....	03 days
After final approval, Hon'VC will return the file to the Registrar	The registrar shall make the recommendati	.....	03 days

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		on and file shall be submitted to the Pro VC - II		
The Registrar shall return the file to the Dean - IA.		Pro VC- II shall submit the file to the Hon'ble VC.	.....	03 days
The Dean – IA shall down mark the file to the respective Administrative officer for issuance of the office order/sanction order.		HVC shall make the recommendati on and file be sent to the Director DTTE	.....	02 days
After visit the concerned official/officer will submit the original itinerary/tickets and expenditure bills along with summary to the administration office of OIA.		<i>If OIA financial support is required</i>	<i>If OIA financial support is not required</i>	..... 15 days
Admin office shall put the proposal in the concerned file for settlement through Dean	IF any Query Raised	Director DTTE shall submit the file to the secretary DTTE.	Director DTTE shall submit the file to the	..... 03 days

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(IA)			secretary DTTE.		
Dean (IA) shall submit the file to the Registrar.		Secretary, DTTE shall submit the file to the Chief Secretary (CS).	Secretary, DTTE shall submit the file to the HVC.	.....	03 days
Registrar shall submit the file to the Accounts officer.		The CS shall make their recommendation and put up the file to the Hon'ble LG for obtaining final approval.	HVC shall send the file to PVC – II	.....	02 days
The accounts officer shall send the file to the Registrar.		Hon'ble LG shall mark the file to CS.	From PVC – II file shall be sent to the Registrar.	.....	01 day

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The Registrar shall submit the file to Pro VC – II.	From CS, file shall move to Director DTTE.	The Registrar shall return the file to the Dean – IA.	.....	02 days
The Pro VC-II shall make their recommendation and submit the file to the Hon’ble VC.	Director DTTE shall submit the file to HVC.	.....	.....	02 days
Hon’ble Vice Chancellor shall return the file to the Registrar.	HVC shall send the file to PVC - II	.....	.....	01 day
The Registrar shall return the file to the Dean (IA)	From PVC – II file shall be sent to the Registrar.	.....	.....	01 day
	The Registrar shall return the file to the Dean (IA)	.....	.....	02 days

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### 7.1.8 Signing of MoUs

Steps	Process	Check List	Time Line
Step -1	MoU signing information to be given by the University / Organization / Company / Partner Institute.	Form – ‘B’ along with consent letter/email with the Foreign University/ Institution.	.....
Step -2	Filling of MoU Application Form ‘B’	.....	.....
Step - 3	Scrutiny of form ‘B’ by the Office of International Affairs	.....	05 days
Step - 4	Form to be sent for Legal Vetting	.....	07 days
Step -5	Scrutinize of form to be sent to Competent Authority for Approval	.....	10 days
Step - 6	MoU to be signed by the both University/ Organization/ Company/ Partner Institute in three mode of in respective country, in embassy, in DTU.	.....	As per fix day

### 7.1.9 Summary

- This procedure defines the requirements for: **Signing of the MoUs between DTU and other University/Institution.**
- The OIA is responsible for the implementation and management of this procedure through Asst. directors (International partnership facilitation, Asstt. Registrar and Dean (IA).

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#### 7.1.10 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

#### 7.1.11 Facilitation to students and recommendation of Internship for abroad (Short Term Program – SOP)

#### 7.1.12. Summary

This procedure defines the requirements for **Facilitation to students and recommendation of Internship for abroad**)

The OIA is responsible for the implementation and management of this procedure through Asstt. Directors (scholarship and project, Asstt. Registrar and Dean (IA).

#### 7.1.13. Revision and approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor]

Introduced by the University	Self Motivated Short Term Program	Check List	Time Line
Call for application and fill-up the form 'D' & 'E' for short term	Fill-up the form 'D' & 'E' for short term program	Form – 'D' & 'E' along with consent letter/email with the Foreign University/ Institution.	10 days
Listing all the application according to department and research fields	Issuance of Letter of Recommendation if required by the student	.....	03 days
Scrutiny of application through the nominated	Online submission process done under the office of	.....	06 days

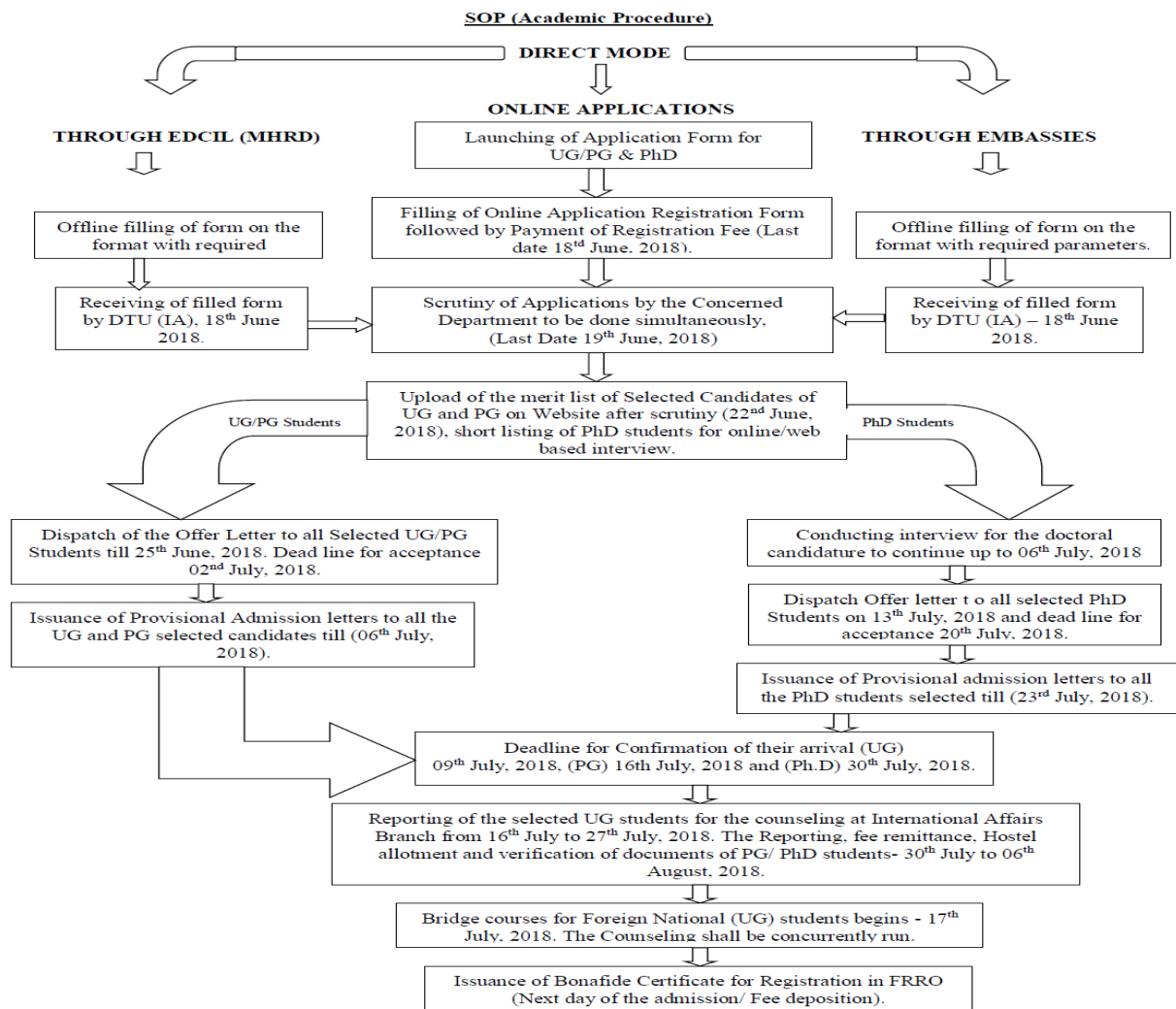
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faculty members related to concerned department	international affairs/self submission		
Declaration of short listed applicants	.....	.....	02 days
Interview of all short listed candidates	.....	.....	04 days
Selected Candidate list sent for the approval of competent authority	.....	.....	Next working day
After approval declaration of name of selected candidates	.....	.....	01 day
Announcement of date and time of depart for short term program	.....	.....	02 days
Forwarding of list of students to the host University after confirmation from selected candidates	.....	.....	05 days



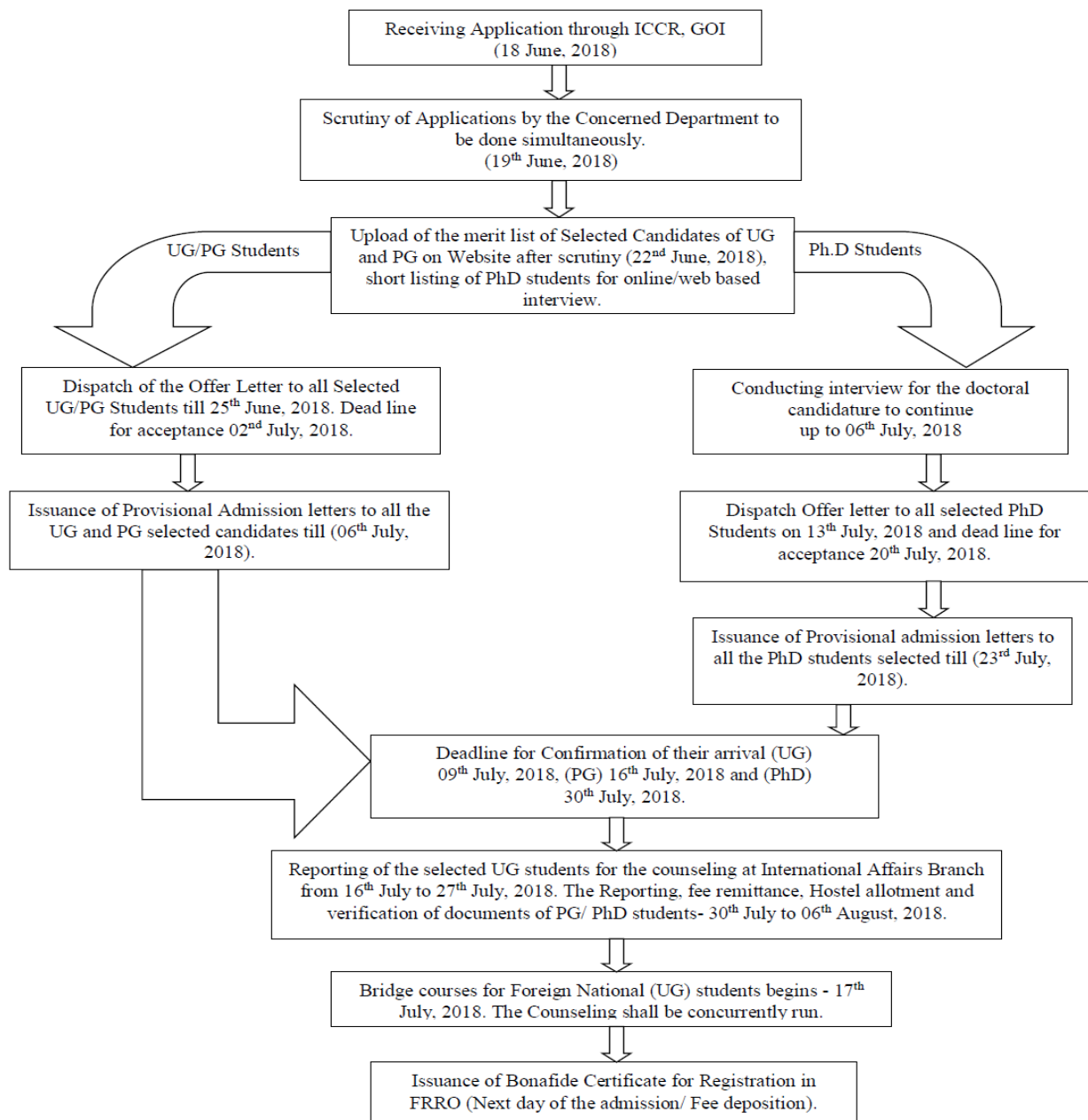
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## 8 Overview



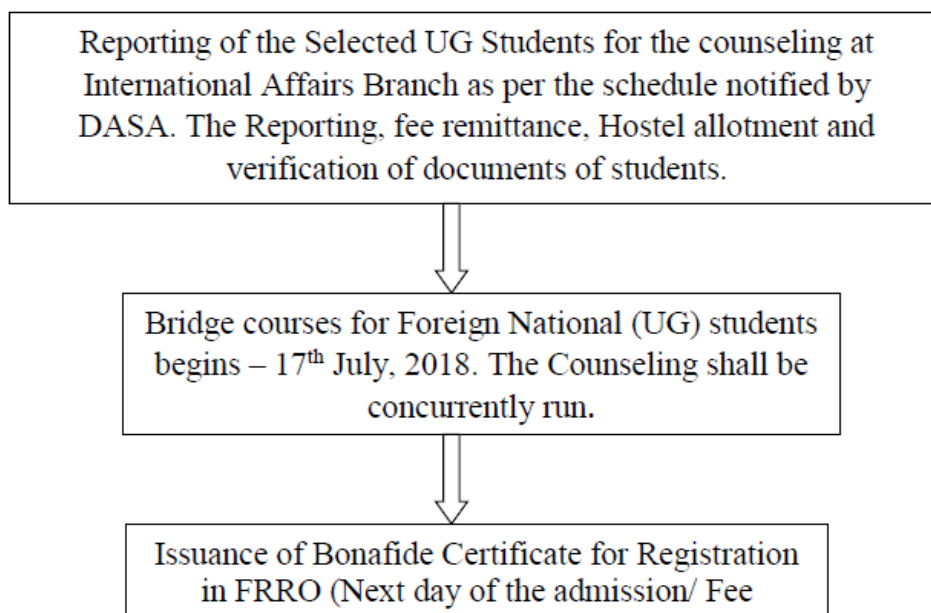
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Academic Procedure SOP – 2018-19  
**Indian Council for Cultural Relation (ICCR)**

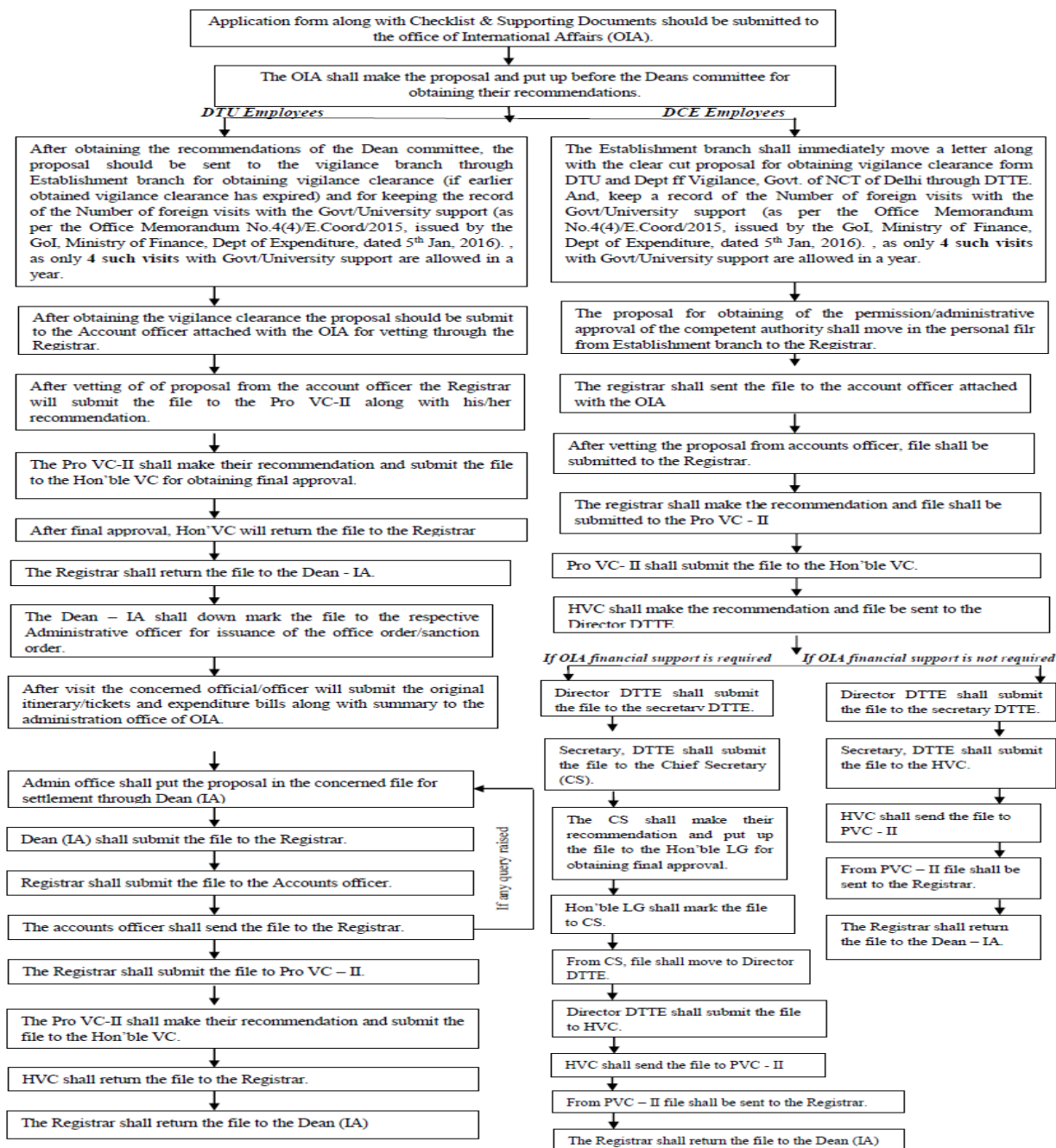


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**Academic Procedure SOP – 2018-19**  
**DASA**

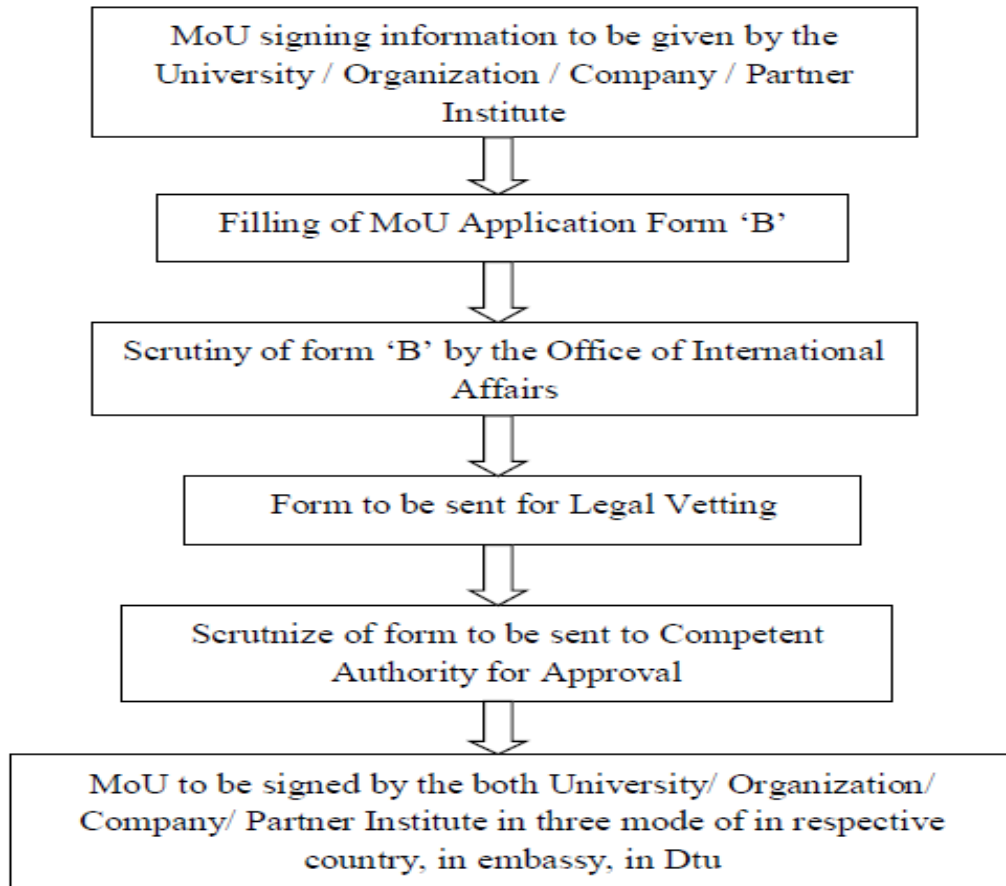


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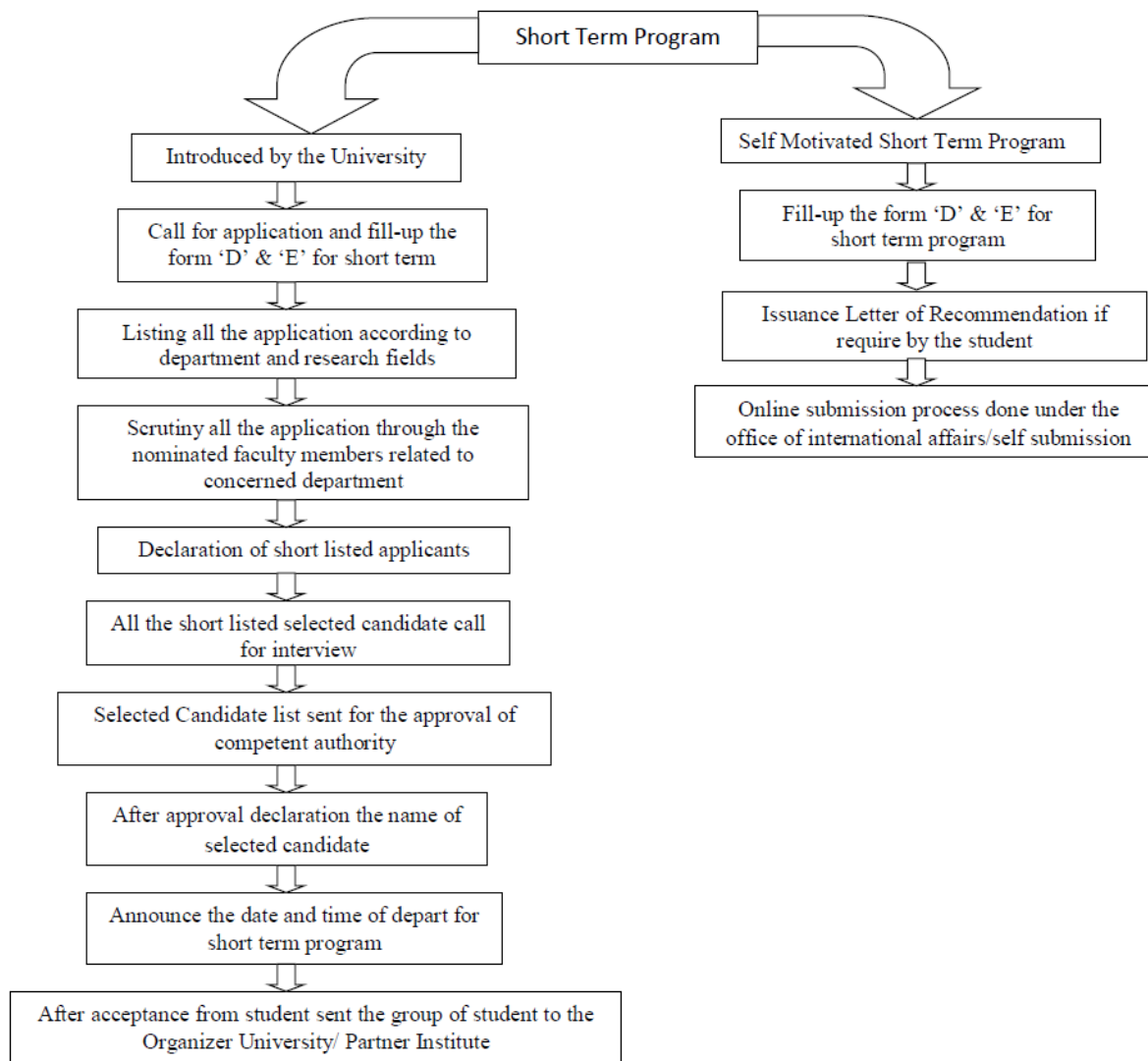
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**Procedure - Memorandum of Understanding**



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### Procedure for Short Term Program



## 9. Related document

- i. AICTE Notification for entry and operation of foreign Universities.
- ii. UGC Notification.
- iii. Policies approved by the academic council.
- iv. Notifications.

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## 10. Related Forms

1. Form B
2. Form D
3. Form E

## 11. References

1. Minutes of Academic Council
2. Minutes of BoM,DTU
3. MHRD website dealing with DASA.
4. UGC document dealing with program for foreign national students.

## 12. Attachments

1. Form-B
2. Form-D
3. Form-E
4. AICTE Notification for entry and operation of foreign Universities.
5. UGC Notification.
6. Policies approved by the academic council.
7. Notifications.

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## 1. Introduction

Alumni affair office of Delhi Technological University is dealing with a close interaction with illustrious alumni, present status and whereabouts along with their frequent presence in the organization. Moreover, this office is also acted as a bridge between senior alumni and current/passed out students with the career guidance, counselling to find out a suitable job in their respective domains. Another role is to convince alumni to contribute funds for the betterment of their *alma mater*.

### Standard Operating Procedure of the Alumni affairs office at DTU

**Revision: Original (first time)**

**Date: 10.09.2018**

**Doc Number: 01**

**NAAC**

## 2. Amendments

This is a first-time proposal and therefore amendments would be carried out as and when the rules and regulations required to be amended by Governing Body of the University i.e. Vice Chancellor or Board of Management (BOM).

## 3. Purpose

The purpose of this document is to provide glimpses and *modus operandi* of Alumni affairs office for the development and networking of strong alumni of Delhi Polytechnic (DP), Delhi college of Engineering (DCE) and Delhi technological university (DTU). Further how strong alumni network would help in the betterment of this University

### 3.1 Welcome

The role of Alumni affairs office, DTU is a connecting link between alumni activities and DTU. Most importantly, this office brings our illustrious alumni concern towards their *alma mater*. DTU office of Alumni affairs is also taking active part in the alumni association's meet, arranging annual meet of golden and silver jubilee events, sponsorship programme for B.Tech,



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M.Tech. and PhD students. Another work of this office is to enable alumni to understand the need of their *alma mater* in terms of sponsorship and infrastructure development. Furthermore, Alumni affairs office is also updating the activities of alumni portal at DTU webpage.

### 3.2 Quality Policy

- To ensure efficient utilization and disbursement of sponsorship money to the students as per the guideline set up by sponsors,
- To utilize donation/contribution effectively given by alumni for infrastructure development in a transparent manner with high standards and that too in a time bound manner.
- To solve any issue related to alumni with their respective departments
- To prepare a database of alumni as per the geographical distribution
- To facilitate current student as intern to the alumni organization to learn and maintain their quality work as per the international standard
- To promote ongoing students to establish their careers in research and development.

## 4. Responsibilities

### 4.1 Internal and external issues

#### 4.1.1 Internal issues

- Database or repository of alumni – Our team created a database related to alumni. We are extending this database based on the input from our alumni.
- Shortage of staffs to deal various activities related to alumni.
- Frequent interaction and skill usage of alumni is not properly used.
- Frequent maintenance of webpage of alumni affairs and enrolment.

#### 4.1.2 External issues

- Conflicts among various alumni groups and sub groups.

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- Channelization of Fund from Alumni association to DTU is not proper.

## **4.2 Context of the Organization**

### **4.2.1 Department culture**

The work culture of Alumni affairs office is highly orchestrated and in a close circuit with Alumni and Vice Chancellor, Pro vice chancellor, Dean (AA), PRO, Registrar and Alumni. The entire office is executing the work with the direct involvement of Vice-Chancellor, Pro VCs, Dean PRO and Registrar.

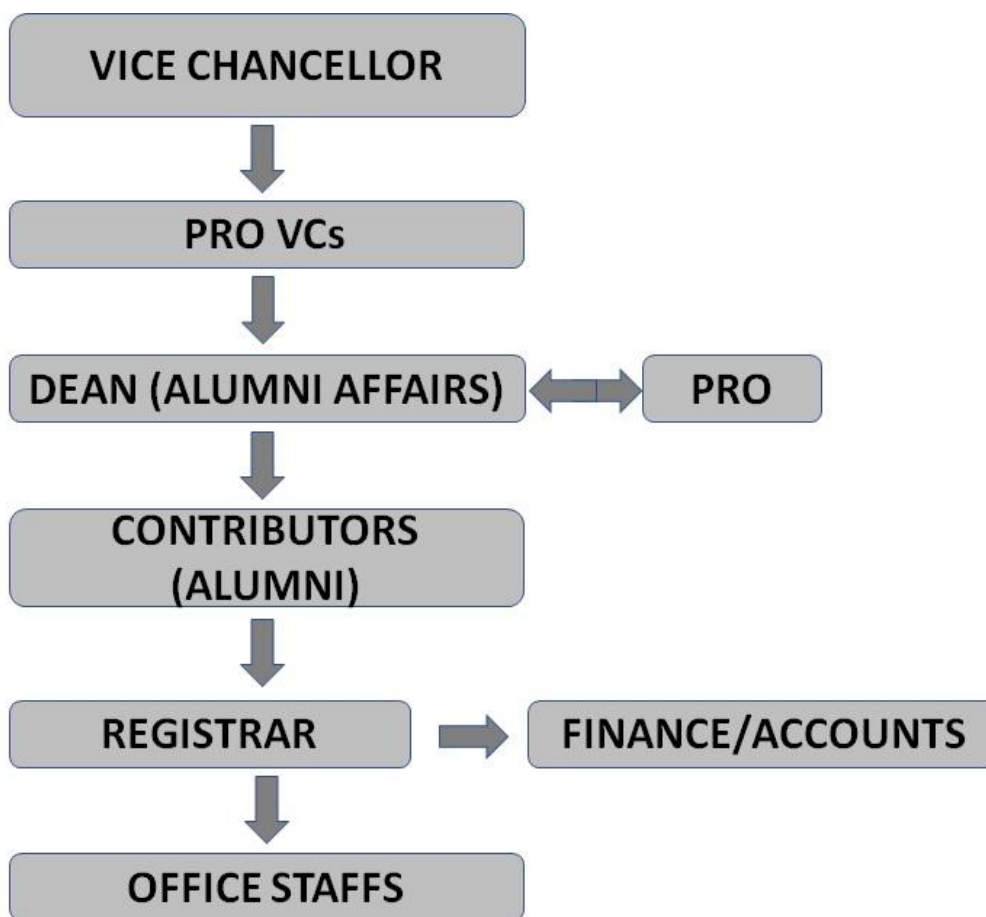
### **4.2.2 Objectives and goals**

The Objectives and goals of Alumni affairs office in accordance with relevant provision of rules and regulations, applicable in the University, may be grouped as under:

- One-to-one interaction with alumni and proper communication
- Collection of funds directly to the Registrar's account and disbursement as per the mutual understanding between funders and DTU.
- Strategic planning and infrastructure development in the close cooperation with multidisciplinary engineering departments and other concerned person.
- Fund Flow Management (Receipts and Payments),
- Tax rebate benefits for the fund provider,
- Accurate record maintenance.

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#### 4.2.3 Organization chart



Organizational chart of alumni affairs office

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#### 4.2.4 Responsibilities and Authorization:

Following administrative entities are constituted for smooth working of Alumni Affairs office:

<b>Designation</b>	<b>Responsibilities</b>	<b>Authorization</b>
Vice Chancellor	Sole authority, authority to check the progress of work related to Alumni office, Issuance of order to the respective department/office, strategic planning	VC
Pro VC-II	Overall monitoring of fund and Infrastructure development	VC
Dean (Alumni Affairs)	Interaction with Alumni, Fund raising, any activity related to alumni affairs, Co-ordinating annual alumni chapter meets (international/national), helping competent authority to execute the strategic plan	VC
Public relation officer (PRO)	Strategic planning, fund raising, Alumni interaction, media coverage, souvenir creation	VC
Registrar	Collection of fund and issuance of order of competent authority, Tax benefit rebate to contributors, disbursement of fund	Pro VC and VC
Account/Finance officer	Maintaining the expenditure record and audit process	Registrar, Pro VC and VC
Office staffs	Smooth conductance of day-to-day activities	Dean (AA)

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### **4.3 Interested Parties**

- 4.3.1 Govt. of NCT of Delhi
- 4.3.2 Alumni
- 4.3.3 Administrator of DTU
- 4.3.4 Students of DTU (For internship programme, jobs and R&D)
- 4.3.5 Faculty of DTU (in terms of collaborative work)
- 4.3.6 Service Providers of DTU (i.e. Training and Placement)
- 4.3.7 Society (Infrastructure development)

## **5 Scope**

### **5.1 Scope of the Quality Management System**

Quality assurance is as follows:

- Proper interaction and quick response of mails/queries raised by alumni.
- Disbursement of sponsored money to the respected branch/students.
- Infrastructure development in consent with the contributor (alumni).
- Updating and report for the progress of work for which contribution is received.

### **5.2 Locations**

- i. Delhi Technological University, Bawana Road, Shahbad Daulatpur, Delhi- 110042.
- ii. East Delhi Campus, Delhi Technological University, Vivek Vihar, Ph-II, Delhi- 110095.

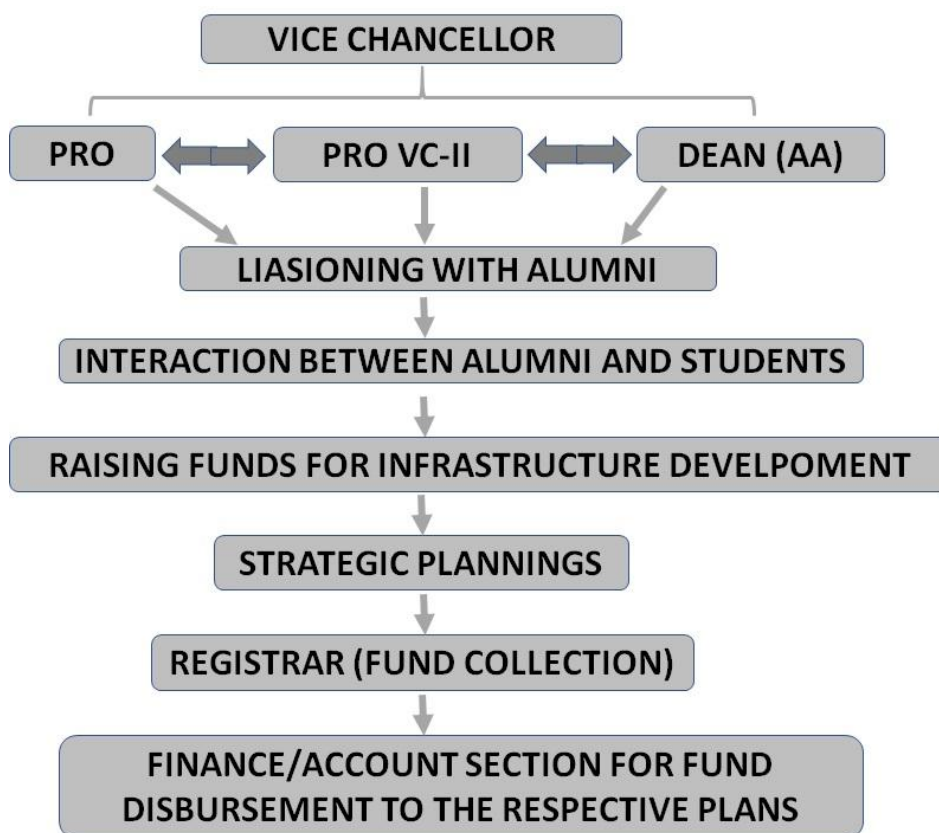
### **5.3 Exclusions**

- Nothing specified at present.

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## 6 Procedures

Upon mutual agreement between DTU and Alumni (contributors), strategic planning will be prepared according to the contributor's plan. Once the fund is collected (partly or fully) in the Registrar's account the plan will be executed in cooperation with Finance/Account department.



### *Modus operandi of Alumni Affairs office*

#### Top Level Processes

Contribution and expenses of budget is exclusively will be under the scanner of Finance department, Registrar, Dean (AA) and Pro VC-II. However the sole right and authority power for any amendment/decision is with Hon'ble VC.

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- Registration of Alumni Organization of various events related to Alumni Encouraging to contribute donation towards their alma mater.
- Maintenance of Records.
- Preparations of periodical reports and their disseminations.
- Tax benefits to the contributors

## **7 Complete Department Procedures**

### **7.1 Preparation of Budget**

- (a) Proposals for budget estimates and revised estimates are prepared on the basis of proposed anticipated expenditure as approved by competent authority.
- (b) Proposal for release of funds from registrar/Account section, upon administrative approval by competent authority of DTU.
- (c) On the basis of approved funds/Sponsorship funds are allocated under various heads of expenditure of DTU with the approval of Hon'ble VC cum Chairman, Finance Committee, DTU.
- (d) Based on the financial statement prepared by Internal Auditor/Chartered Accountant, Utilization Certificate is prepared and submitted before DTU competent authority.

### **7.2 Revenue Receipt.**

#### **Collection of donation/contribution from Alumni**

- (a) Commitment of donation by Alumni.
- (b) Transfer of money to the Registrar DTU account along with the tax benefits of the contributors.
- (c) Legal document preparation and disbursement of money (through registrar and finance office).
- (d) Issuance of a receipt to the contributors.

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- (e) Revenue receipt collected in the form of online transfer or Cash/DD/Cheque from the vendors against TR-5 by cashier.
- (f) The accounts are reconciled.

## **8. Overview**

### **8.1 Process Sequence**

- Describe in the para 6

## **9 Related Documents**

- Not applicable

## **10 Related forms**

- Not applicable

## **11 References**

- Not applicable

## **12 Attachments**



