



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110075 Website: <http://ipu.ac.in>

No. F.1(6)(10)/2014/Pers.-II/404

Dated the 24th January, 2014

NOTIFICATION

In continuation and as per approval of the Hon'ble Vice Chancellor, the duties and responsibilities of Academic Coordination & Students Support Branch being performed be as under :-

Duties and Responsibilities of Academic Coordination and Students Support Information Branch	
<input type="checkbox"/>	Consideration of applications of Institutes/Colleges for 2F and other scheme of UGC and or AICTE etc., and processing applications for grants/funds for seminars/conferences etc. organized by affiliated Institutes/colleges.
<input type="checkbox"/>	Issue/Renewal of Identity cards of students of University schools.
<input type="checkbox"/>	Detentions and readmission cases.
<input type="checkbox"/>	Attestation of bus passes, other concessional passes and University degrees.
<input type="checkbox"/>	Migration certificates of students after completion of the course admitted for.
<input type="checkbox"/>	EDP and maintaining digitized records of all students post admission process.
<input type="checkbox"/>	Maintaining students record files (hard copies) by programmes till completion of the courses / cancellation of admissions and weeding out policies of old records.
<input type="checkbox"/>	Maintaining updated student's database after completion of 1 st Year of course year of study for all the university schools/ Affiliated colleges.
<input type="checkbox"/>	Agenda pertaining under domain of Academic Coordination and Student Support Branch for academic council / finance committee/BOM other than Brochure and admission.
<input type="checkbox"/>	Student matters/ Grievances: post admissions.
<input type="checkbox"/>	Legal/ RTI cases pertaining to above activities.
<input type="checkbox"/>	Merit awards for yearly toppers.
<input type="checkbox"/>	Old Ph.D. cases registered before Year 2010.
<input type="checkbox"/>	Recognition of Teachers and preparation of Database of Recognized teachers of affiliated Institutes/colleges
<input type="checkbox"/>	Conducting Academic Audit and its Follow up along with Director Development.
<input type="checkbox"/>	Dealing with State fee Committee and for fees related issues of affiliated Institutes/Colleges.
<input type="checkbox"/>	Any other responsibilities/work etc. assigned by the competent Authority.

(A. K. Verma)
Joint Registrar (Pers)

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Copy forwarded for information and necessary action to:-

1. All Deans, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. All Directors, GGS Indraprastha University.
5. Librarian, GGS Indraprastha University.
6. OSD to the Hon'ble Vice Chancellor, GGS Indraprastha University.
7. Directors/Principal, Affiliated Institutions.
8. All Joint Registrars/Dy. Registrars/Astt. Registrars/Finance officers/Superintending Engineer/PRO, GGS Indraprastha University.
9. Server Room Incharge, for uploading the Order on the University's website.
10. Notice Board
11. Guard File.


(Kapil Kr. Sharma)