

# MANUAL 14

## Information available in an electronic form

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

### Details of information

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend data base
1.	Academics	Information reg. teaching faculty and library officers	Yes	Available in website <a href="http://www.ipu.ac.in">http://www.ipu.ac.in</a>
2.	Statutory Bodies	List and address of members of :- <ul style="list-style-type: none"><li>▪ University Court</li><li>▪ Board of Management</li><li>▪ Planning Board</li><li>▪ Academic Council</li><li>▪ Finance Committee</li><li>▪ Board of Affiliation</li></ul>	-do-	-do-
3.	Administration	Details in respect of administrative officers	-do-	-do-
4.	Programmes	List of programmes offered in University Schools of Studies and affiliated institutions	-do-	-do-
5.	Norms and Ordinances	All Statutes, Ordinances and Regulations/ guidelines approved by the statutory authorities	-do-	-do-
6.	University Schools of Studies	Activities in each School of Studies like objective, programmes run, faculty, research, laboratories, placement activities, facilities, technical festivals, Student activities etc.	-do-	-do-
7.	Affiliation	<ul style="list-style-type: none"><li>• List of Affiliated institutes which include Govt. Institutes, self-financing institutes, Centres of Learning, University Constituent college.</li></ul>	-do-	-do-

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		<ul style="list-style-type: none"> <li>• Details of each institute affiliated</li> <li>• Sanctioned intake for various programmes</li> </ul>		
8.	Examination	<ul style="list-style-type: none"> <li>• Examination procedure</li> <li>• Schedule of examination activities</li> <li>• End-term &amp; End-Semester Results</li> <li>• Academic calendar</li> <li>• Admission/counselling</li> <li>• Date sheet of programmes in USS and affiliated institutes</li> <li>• CET Results</li> <li>• Fees</li> <li>• Public Notice/ Events/ Announcements/ Circulars</li> <li>• Convocation</li> </ul>	-do-	-do-
9.	Admission	<ul style="list-style-type: none"> <li>• Admission bulletin</li> <li>• Admissions/ Counseling</li> <li>• Schedule of counseling</li> <li>• Admission list after upgradation</li> <li>• Results</li> <li>• Fee</li> </ul>	-do-	-do-
10.	Facilities	<p>Information reg. facilities available in the University like</p> <ul style="list-style-type: none"> <li>• Library</li> <li>• Seminar Hall</li> <li>• Conference Hall</li> <li>• Auditorium</li> <li>• Hostel facilities (Boys &amp; Girls)</li> <li>• Playground</li> <li>• Laboratories</li> <li>• Admission helpline</li> <li>• Bank</li> <li>• University Dispensary</li> </ul>	-do-	-do-

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		<ul style="list-style-type: none"> <li>• Canteen</li> <li>• Xerox</li> </ul>		
11.	Public Notice / Announcements / Circulars	Reg. Admission/ examination or any other oncoming event	-do-	-do-
12.	Establishment matters	<ul style="list-style-type: none"> <li>• List of holidays</li> <li>• Circulars reg. Grant of leave</li> <li>• Delegation of powers in regard to grant of leave.</li> <li>• Proforma for different kind of leaves</li> <li>• Standard operational procedure be following for submitting applications for grant of leave.</li> </ul>	-do-	-do-
13.	Library (UIRC)	All information about the University Library, its working hours, details of books and journals, Library Rules, Misc	-do-	-do-
14.	Store & Purchase	<ul style="list-style-type: none"> <li>• Tender information</li> <li>• Quotations</li> </ul>	-do-	-do-
15.	Telephone Directory	Telephone numbers and addresses of all University officers, members of statutory authorities and officers of Govt. of NCT of Delhi	-do-	-do-
16.	Other information available	<ul style="list-style-type: none"> <li>• Academic Calendar</li> <li>• Timetable</li> <li>• Syllabus</li> <li>• Telephone Directory</li> <li>• Alumni</li> <li>• Colloquium</li> <li>• Placement</li> <li>• Students welfare</li> </ul>	-do-	-do-
17.	Statistical data of students	All information about students who have taken admission, including SC/ST category	No	Used as database

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18.	International Affairs	Admission Policy and Information Bulletin for International Students	Yes	Available on website <a href="http://www.ipu.ac.in">http://www.ipu.ac.in</a> Under 'International Affairs' Section