

# MANUAL 15

## Particulars of facilities available to citizens for obtaining information

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

### Facilities available for obtaining information

S.No.	Facility available	Nature of information available	Working hours
1.	Website <a href="http://ipu.ac.in">http://ipu.ac.in</a>	<ul style="list-style-type: none"><li>• Statutory Bodies (Univ. Court, Board of Management, Planning Board, Academic Council, Finance Committee, &amp; Board of Affiliation)</li><li>• Academics</li><li>• Administration</li><li>• Programmes conducted</li><li>• University Schools of Studies</li><li>• List of Affiliated Institutes</li><li>• Examination procedure &amp; Results</li><li>• Admissions/ Counseling</li><li>• CET Results</li><li>• Facilities like Seminar Hall, Conference Hall, Auditorium, Hostel facilities (Boys &amp; Girls), Playground, University Dispensary</li><li>• Library (UIRC)</li><li>• Alumni</li><li>• Public Notice &amp; Announcements</li><li>• Colloquium</li><li>• Establishment matters</li><li>• Store &amp; Purchase (Tender information)</li><li>• Academic Calendar</li><li>• Timetable</li><li>• Norms and Ordinances (All Statutes, Ordinances and Regulations approved by the statutory authorities)</li><li>• Syllabus</li><li>• Placement</li></ul>	Round the clock

S.No.	Facility available	Nature of information available	Working hours
		<ul style="list-style-type: none"> <li>• Telephone Directory</li> <li>• Students Welfare</li> <li>• Public Welfare</li> <li>• Laboratories/ Research</li> <li>• Admission Policy and Information Bulletin for International Students alongwith Forms</li> </ul>	
2.	Admission Help Line	<ul style="list-style-type: none"> <li>• Admission help line is the most important part of the university.</li> <li>• It provides help regarding admission procedure, results, qualifying examination, and every activity that occur during admissions.</li> <li>• It is situated near the entrance of the main gate at G.P.O., Kashmere Gate side.</li> <li>• <b><u>Knowledge impart</u></b>—fully detailed brochure knowledge</li> <li>• Details of each programme offered by the University</li> <li>• Dates of CET, Last date of each programme, Date of CET result declaration.</li> <li>• Fee structure for USS &amp; other Affiliated Institutes.</li> <li>• Eligibility criteria of various programmes offered.</li> <li>• Seat distribution – General (Delhi/Outside Delhi), SC, ST, Defence, Physically handicapped categories.</li> <li>• Management seats, minority seats and Foreign Students.</li> <li>• Lateral Entry</li> <li>• About the University recognition.</li> <li>• All examination queries</li> <li>• CET results.</li> <li>• Issue of Admit Card &amp; postal status</li> </ul>	Monday to Friday (10 a.m. to 5 p.m.)

S.No.	Facility available	Nature of information available	Working hours
		<ul style="list-style-type: none"> <li>• Details of procedures followed by University in various entrance examination related problems.</li> <li>• All academic queries</li> <li>• Counseling schedules</li> <li>• Last year details of counseling</li> <li>• Regarding affiliated Institutes, Address &amp; Ph. no.</li> <li>• Placements offered by the University.</li> <li>• Admission procedure (counseling) followed by the University for Delhi and Outside Delhi region candidates.</li> <li>• Date &amp; timings of counseling</li> <li>• Venue for counseling</li> <li>• Seat matrix</li> <li>• Document to be taken at the time of counseling</li> </ul>	