

MANUAL 1

Particulars of organization, functions and duties

ESTABLISHMENT / BACKGROUND

Guru Gobind Singh Indraprastha University, established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act (9 of 1998) read with its amendment in 1999, is an affiliating and teaching University that aims to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education in the discipline of engineering, technology, architecture, management, medicine, pharmacy, physiotherapy, nursing, education, law, journalism, mass communication, Computer Application, Disaster Management, etc. and also to achieve excellence in these and related fields and other matters connected therewith or incidental thereto.

The University awards various degrees like B.Tech., M. Tech., MCA, M.Sc., B.Arch., BCA, BBA, MBA, BMC, BCAM, B.Pharma, BPT, BHMCT, B.Ed., LLB, MAHM, MCPHM, MHRPD, BHMS, MBBS, LLM, Disaster Management & Ph.D. etc. The admission to majority of these programmes are made yearly through Common Entrance Test. The University is recognized by UGC of India under Section 12B of UGC Act. The University has affiliated more than 80 institutes in Delhi and nearby areas which include self-financing institutes, Govt. institutes, Centres of Learning & Education and University constituent college which run the programmes, strictly adhering to the norms and standards set by the University. The list of affiliated institutions is enclosed as Annexure-A.

Functioning of the University commenced with the joining of Prof. K.K. Aggarwal as its first Vice Chancellor in December 1998. Jurisdiction of the University extends to the National Capital Region as defined in the National Capital Region Planning Board Act, 1985.

VISION

The University will stimulate both the hearts and minds of scholars, make them capable of contributing to the welfare of society at large; train them to adapt themselves to the changing needs of the economy; and educate them for cultural leadership to ensure peace, harmony and prosperity for all.

MISSION

Guru Gobind Singh Indraprastha University shall strive hard to provide a market oriented professional education to the student community of the India in general and of Delhi in particular, with a view to serving the cause of higher education as well as to meet the

needs of the Indian industries by promoting establishments of colleges and Schools of Studies as centers of excellence in emerging areas of education with focus on professional education in disciplines of engineering, technology, medicine, education, pharmacy, nursing, law etc.

AIMS & OBJECTIVES

The objectives of this University which flows from the spirit of the Act are outlined as below:

- (i) To nourish, nurture and promote holistic higher education with focus on professional education; with a view to achieve symbiosis between intellectual pursuits and societal needs.
- (ii) To provide for instructions in emerging areas of higher education and to make provisions for research and advancement as well as dissemination of knowledge and skills.
- (iii) To promote self-financing colleges and institutions in the emerging areas of professional education and maintain quality through delegation of responsibility and ensuring accountability. University to act as a bench mark for these institutions.
- (iv) To establish collaboration with industry, R&D centres, institutions of higher learning in India and abroad, for teaching, research, technology transfer and allied activities.
- (v) To organise and undertake extramural studies and extension services.
- (vi) To harness the potential of Information technology for effective education and to meet the societal needs.
- (vii) To provide for instructions through distance learning and 'open approach' and for mobility of students from the non-formal stream to the formal stream and vice-versa.
- (viii) To inculcate moral & spiritual values, and social sensibilities amongst the students.

QUALITY STANDARDS & CONTINUOUS ASSESSMENT:

The University in its pursuit for excellence has maintained very high standards in all its institutions, in terms of teaching, research, faculty, infrastructure and other related determinants of quality. The institutions conduct the programmes, strictly adhering to the norms and standards set by the University. To inculcate in the students the habit of regular and systematic study, a system of continuous evaluation based on internal assessments and end-term examinations has been adopted.

UNIVERSITY SCHOOLS OF STUDIES

The University was established as an affiliating and teaching University to promote studies in the emerging areas of higher education like Engineering, Technology, Business Studies, Computer Applications and Environment Management etc. In order to achieve this aim, the University has started some teaching programmes in various schools in the University Campus which have been established for teaching and research in their respective areas.

- (1) **University School of Information Technology (USIT)** - Established to design and implement courses with the aim of imparting quality education, considering the underlying need to keep pace with latest developments in the IT field – though – continuous upgradation of the syllabi, in close coordination with industry.
- (2) **University School of Biotechnology (USBT)** - To build up highly qualified scientific and technical personnel, who can develop innovative solutions to meet the needs of 21st century, with emphasis on technological rather than on reductionistic approach.
- (3) **University School of Chemical Technology (USCT)** - To provide service to the mankind by providing solutions to the essential needs i.e. food, clothing, health and housing through Chemical Technology which mainly embrace physical and physico-chemical changes of organic and inorganic materials involving their treatment, chemical conversion and separation of desired products.
- (4) **University School of Management Studies (USMS)**- To provide a platform for pursuing academic excellence in the varied fields of management studies.
- (5) **University School of Environment Management (USEM)** - To provide trained professionals to the society and industry who could provide solutions to the problems related to natural resource depletion and sustainable development by harmonizing the traditional wisdom and the state of the art technologies with suitable policy instruments.
- (6) **University School of Basic & Applied Sciences (USBAS)** - To provide a sound foundation for understanding of fundamentals of Basic Sciences and to infuse an insight for application of these principles in various applies sciences.
- (7) **University School of Humanities & Social Sciences (USHSC)** - To ground the students of professional streams into the aesthetics and ethics of life in addition to strengthen the approach oriented towards striking a balance between a technology and human values.
- (8) **University School of Law and Legal Studies (USLLS)** :- To provide quality education in legal studies along with necessary input of practical training, to prepare students for a variety of legal and law related careers; to advance the

understanding of law through research and writing; to disseminate learning and knowledge of law and legal processes; to study the role of law and legal processes in national development; to provide expert knowledge and analysis to the whole community; and to make law and legal processes efficient instruments of social development.

PROGRAMMES OFFERED

The programmes offered on campus are of three types namely :-

- (a) Dual degree programmes
- (b) Post Graduate programmes
- (c) Doctoral programmes

Dual Degree programmes are meant for the students who have qualified Senior School Certificate Examination or equivalent. The B.Tech./ M.Tech. programmes, are of 6 years duration and there is option of terminating the studies with a B.Tech. degree, after successfully completing four years of studies. Students who continue to pursue their studies for a complete period of 6 years become eligible for the award of M.Tech. degrees. The University has also started the Doctoral programmes in all the University Schools of Studies.

(a) PROGRAMMES OFFERED IN UNIVERSITY SCHOOLS OF STUDIES

- MBA
- MCA(SE) (MCA Software Engineering)
- M.Sc (EM)
- B.Tech/M.Tech(Dual Degree) Information Technology
- B.Tech/M.Tech(Dual Degree) Chemical Engineering
- B.Tech/M.Tech(Dual Degree) Biotechnology
- .L.L.B.
- L.L.M.
- M.Tech(IT) Full Time
- M.Tech(Chemical Engineering) Full Time
- M.Tech(IT) Weekend
- M.Tech. (CSE)
- MBA Weekend
- MBA (Disaster Management) Weekend

(b) PROGRAMMES OFFERED IN AFFILIATED INSTITUTES

- B.Tech (Bachelor of Technology)
- BBA (Bachelor of Business Administration)
- BCA (Bachelor of Computer Applications)
- B.Arch (Bachelor of Architecture)
- BPT (Bachelor of Physiotherapy)
- BOT (Bachelor of Occupational Therapy)

- B.Sc. (MLT)(BSc Medical Laboratory Technology)
- BASLP (Bachelor of Audiology Speech and Language Pathology)
- BRT (Bachelor of Rehabilitation Therapy)
- B.Pharma (Bachelor of Pharmacy)
- LLB (Bachelor of Law)
- BJ(MC)(Bachelor of Journalism & Mass Communication)
- BHMCT (Bachelor of Hotel Management & Catering Technology)
- B.Ed.(Bachelor of Education)
- BHMS (Bachelor of Homeopathic Medicine and Surgery)
- MCA (Master of Computer Applications)
- MBA (Master of Business Administration)(Full Time)
- M.Tech (CSE) (Masters of Technology)
- Master in Conservation, Preservation and Heritage Management
- Master in Archaeology & Heritage Management
- Master in Human Resource Planning and Development (MHRPD)
- MBBS
- MA/M.Sc. (Criminology)
- M.Sc. (Forensic Science)
- Master in Public Health (Field Epidemiology) [MPH(FE)]

ORGANIZATIONAL SET UP:

The President of the Republic of India is the Visitor of the University. Lt. Governor of Delhi is the Chancellor of the University.

The University is headed by Vice Chancellor, who is the principal academic and executive officer of the University. The Vice Chancellor is assisted by Deans of Schools of Studies, Registrar, Controller of Finance, Controller of Examination and such other officers as may be declared by the Statutes to be the officers of the University.

Organizational hierarchy is given below: (May also see Annexure-B, showing Structural Design of the University)

1. Vice Chancellor
2. Registrar, assisted by Dy. Registrars / Assistant Registrars / Section Officers in the Departments like Planning, Establishment, Affiliation, Academic, General Administration, Store & Purchase which are under the direct control of Registrar.
3. Deans of Schools of Studies
4. Controller of Finance, assisted by Finance Officers
5. Controller of Examination, assisted by Dy. Registrars and Assistant Registrars
6. Chief Engineer assisted by Ex. Engineer, Assistant Engineer and Assistant Registrar
7. Librarian, assisted by Deputy Librarian and Assistant Librarians
8. Director of Colleges, assisted by Section Officer
9. Director (Academic Affairs), assisted by Asstt. Registrar
10. Director (International Affairs)
11. Dean, Students Welfare

ALLOCATION OF BUSINESS / DUTIES AND SERVICES RENDERED

The University aims to perform following broad activities:-

- Quality Teaching and Research in University Schools of Studies
- Quality Teaching in Maintained and Affiliated Colleges
- Continuous and Comprehensive Evaluation
- Certification of students through Examination
- Partnership programmes with Industry / Research and other institutions for development, absorbance, standardisation, sharing and transfer of technology and resources.
- Making technology in the service of mankind and make all stakeholders socially responsible.
- IT enabled governance set up.

FACILITIES

The **University** provides various **Facilities** to its students like University Information Resource Center (Library), Laboratories, Seminar Halls, Conference room, Bank, Auditorium, Hostels (Boys & Girls), Playground, Admission Helpline, Site Map, Xerox facility, Canteen etc.

University Information Resource Center (Library) The University Library re-christened as University Information Resource Centre (UIRC) was established in September 1999 with the prime responsibility to supplement the educational and knowledge needs of the students, researchers and its faculty members. UIRC has been consistently building up itself from strength to strength to fulfill its objectives by incorporating the latest technology and talent in providing most cost-effective and time-efficient information services to its members. The services offered by UIRC are fully computerized. An ambitious proposal of making this centre a part of the University's website will help its members and international academic community to assess the information on the library holdings on-line. The resource centre also has Xerox facilities and document delivery services. The centre at present serves about 2200 members. It is fully air-conditioned with a plan of doubling its reading room capacity in the near future.

The University is equipped with some state-of-the-art **Laboratories** to help the students in performing practical work and testing their theoretical knowledge in practice. The different schools have different laboratories like the Computer Software Development Cell, Web Development Lab, Computer Center, Linux Lab, Computer Microprocessor Lab, Multimedia Lab for the school of Information Technology, Chemical Analysis and Monitoring Lab for the school of Chemical Technology, Plant Tissue Culture Lab, Animal Tissue Culture Lab, Molecular Biology Lab, Microbiology and Enzymes Lab.

The **Seminar Hall** is the ideal venue for seminars by corporate , nonprofit, government organizations, and professional associations members to talk and deliver lectures to the

students of our University to provide them a better and closer insight into the working of their different fields. The fully air conditioned seminar hall with a capacity of about 100 is equipped with OHP facility and also has mike in front of each seat so that the people listening to the lectures can give a feedback or ask questions whenever required.

The fully air conditioned **Conference Room** has a capacity of about 25 people and in its quite and peaceful ambience is the ideal place for members to talk with other members and share everything from teaching methods, to current hot topics in the industry to requirements and expectations of corporate world from our University and what not.

The **Punjab and Sind Bank** available in the University Campus is provided to give the University students and staff as well as the general public, money management facility. This bank not only provides the students the first entrance form in the University, but also gives all the best possible facilities available in any premiere standard bank of India.

The University **Auditorium** is an elegant structure with a Central Lawn at the back of it. Plays and other ceremonies are held in this auditorium.

The University has opened a **Hostels** for boys/girls which provides excellent residential facilities . It is located in the campus and is open for all categories of students, but the preference is given to the outside Delhi students. in order to satisfy the appetites of the students and to give them a break after a half day's hard work the University campus is provided with a relaxing and comfortable canteen.

The University Campus also gives the students the facility of several **Playgrounds** so that they can play and enjoy themselves in free time. It has a basket ball court, a volley ball court and a large ground used for playing games like Football, Cricket, Hockey and Rugby etc.

The University displays its Site-Map near its entrance gate (towards G.P.O). People can use it to find the exact location of various places in the University like Library, Bank, Administrative Block, Canteen etc.

The Xerox shops and snack centres are available for the students.

LOCATION & MAP

The University is presently functioning from its campus at Kashmere Gate, which has been improvised to provide modern academic facilities.

Two campuses of the University are being developed at Dwarka (West campus) and Surajmal Vihar (East campus), for which plots of land measuring 60.436 acres and 18.75 acres respectively are available. Construction work for Phase-I of Dwarka campus has already started and designing and preconstruction activities for Phase-I of Surajmal Vihar campus are in progress.

The present postal address of the University is:-

Guru Gobind Singh Indraprastha University,
Kashmere Gate, Delhi-110403
Tel. No.:- 23900166-168, 23900169-170
Website : <http://www.ipu.ac.in>

WORKING HOURS

9.00 a.m. to 5.30 p.m.

Refer Annexure-A for list of Affiliated Institutes

Refer Annexure-B for Organizational Structure