



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16-C, DWARKA, DELHI - 110 075.

No.F.1(6)(66)/2012/P-II

Dated the October, 2012

NOTIFICATION

As per order of the Hon'ble Vice Chancellor, the duties & responsibilities of Academic Branch-I and Academic Branch-II will be as under:-

S. No.	Admissions	Academics-Coordination
1.	Counselling and Admissions	Issue/Renewal of Identity cards of students of University schools.
2.	Up-gradation and Migration after first year.	Detentions and readmission cases.
3.	Withdrawals, refund of fees after first counselling and excess fee refund.	Attestation of Bus passes and University Degrees .
4.	Management Quota / International students Admissions.	Migration Certificates of students after completion of the course admitted for.
5.	Reservations policy.	EDP and maintaining digitized records of all students post admission process.
6.	EDP-functions pertaining to above admission related activities.	Maintaining students record files (hard copies) by programmes till completion of the courses / cancellation of admissions and weeding out policies of old records.
7.	Co-ordination with Examination / University Schools or other statutory bodies for revision of Admission Brochures and approval of Brochure from Academic Council.	Coordination with examination / accounts for maintaining updated students database by course / Year of study for all the University Schools / Affiliated Colleges.
8.	Tendering and Process of Admission Brochure and its release and coordination with PRO / bank for publicity and Sales.	Agenda for academic council / Finance Committee / BOM other than Brochure and admission.
9.	Weeding out unsold brochures in consultation with Store.	Student matters / Grievances post admissions.
10.	Compilation of student's lists and transfer of database of the first year admitted students to Academics-II (including admission files), Examination, Accounts, University Schools and Affiliated Colleges, including software maintenance.	Legal / RTI cases pertaining to above activities.
11.	Legal and RTI cases pertaining to above activities.	Merit awards for yearly toppers.
12.	Enquiry, Helpline and grievances related to matters pertaining to admission and counselling.	Old Ph.D. cases registered before 2010.

Contd.....2/-

13.	Gate Scholarship	
14.	Cancellation of students post counselling process with intimation to Academic-II and Examination.	

This issues with the approval of the Competent Authority.


(R.P. Kansal)
In-charge (Pers.)

No.F.1(6)(66)/2012/P-II /5953

Dated the 30th October, 2012

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 / Principals, University Off-Campus Centres / Affiliated Institutions.
8. All Joint Registrars/ Dy. Registrars / Asstt. Registrars / Finance Officers / Superintending Engineer / PRO, GGS Indraprastha University.
9. P.S. to the Registrar for kind information of the Registrar, GGS Indraprastha University.
- ✓ 10. Server Room Incharge for uploading the Order on the University's website.
11. Notice Board.
12. Guard File.


(Kapil Kr. Sharma)
Section Officer (Pers.-II)