

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 programmes like B.Tech., M.Tech., BCA, MCA, M.Sc., MA (English), B.Arch., BBA, MBA, LLB, LLM, BAJMC, MAJMC, B.Pharm, BPT, BHMCT, B.Ed., M.Ed., MPT, MOT, MPH, MPO, B.Voc., BHMS, MBBS, PGMC(MD/MS), BDS etc., & Ph.D. in various streams. The admission to majority of these programmes are made yearly through Common Entrance Test/National Level Test. The University is recognized by UGC of India under Section 12B of UGC Act. The University has affiliated more than 127 institutes in Delhi and NCR which include Self-financing Institutes, Govt. colleges, Centres of Learning & Education which run the programmes, strictly adhering to the norms and standards set by the University. The list of institutes/colleges is enclosed as Annexure-A.

Functioning of the University commenced with the joining of Prof. K.K. Aggarwal as its first founder 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 University 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, Medical, Para-medical and Environment Management etc. In order to achieve this aim, the University has started some teaching programmes in various University School of Studies in the University Campus which have been established for teaching and research in their respective areas.

1. [University School of Information, Communication & Technology](#)
2. [University School of Chemical Technology](#)
3. [University School of Biotechnology](#)
4. [University School of Management Studies](#)
5. [University School of Environment Management](#)
6. [University School of Basic & Applied Sciences](#)
7. [University School of Humanities & Social Sciences](#)
8. [University School of Law and Legal Studies](#)
9. [University School of Education](#)
10. [University School of Architecture & Planning](#)
11. [University School of Medicine and Para-Medical Health Sciences](#)
12. [University School of Mass Communication](#)

13. [University Centre for Disaster Management](#)

14. [Centre of Excellence in Pharmaceutical Sciences](#)

15. [University Information Resource Centre](#)

PROGRAMMES OFFERED

- (a) Under Graduate 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.

List of Programs Offered by the University

Under Graduate Programs ([University School of Studies](#))

SN	Name of Program
1	B.Tech / M.Tech (IT/CSE/ECE) Dual Degree
2	B.Tech./M.Tech. (Chemical Engineering) (Dual Degree)
3	B.Tech./M.Tech. (Bio-Chemical Engineering) (Dual Degree)
4	B.Tech. (Bio Technology)
5	BALLB(H) / BBALLB (H)

Post Graduate Programs ([University School of Studies](#))

SN	Name of Program
1	MBA (Regular)
2	LLM (Regular)
3	M.Tech (IT / CSE / ECE / Robotics & Automation)
4	M. Tech (Nano Sc. & Technology)
5	M. Tech (Engg. Physics)
6	M. Tech (Chemical Engg.)
7	M. Tech (Bio Technology)
8	MCA (Software Engineering)
9	MA (Mass Communication)
10	M.Sc (NRM)
11	M.Sc (Bio & Conv.)
12	M.Sc (EM)
13	M.Ed
14	MA (English)
15	MBA –Weekend-
16	MBA-Disaster Management—Weekend
17	LLM (Weekend)
18	M.Tech (CSE/ECE – Weekend

19	M.Phil (English)
20	PG Diploma in Women Empowerment
21	Doctor of Philosophy (Ph.D.) in various streams

Under Graduate Programs (Affiliated Institutes / Colleges)

SN	Name of Program
1	B.Tech. (IT / CSE / ECE)
2	B.Tech. (Mechanical & Automation Engineering)
3	B.Tech. (Electrical & Electronics Engineering)
4	B.Tech. (Instrumentation & Control Engineering)
5	B.Tech. (Tool Engineering)
6	B.Tech. (Civil Engineering)
7	B.Tech. (Electrical Engineering)
8	B.Tech. (Mechanical Engineering)
9	B.Tech. (Mechatronics)
10	B.Tech (Lateral Entry) – for Diploma Holder
11	B.Tech (Lateral Entry) – B.Sc.
12	BBA, BBA (B&I), BBA (CAD)
13	BALLB (H) / BBALLB (H)
14	BCA
15	B.A. (Journalism & Mass Communication)
16	BA (English Hons.)
17	B.Com (H)
18	B.Sc. (Nursing) (Only for Unmarried Female Candidates)
19	B.Sc. (Nursing) (Post Basic)
20	B.Sc (Yoga)
21	BHMCT
22	B.Ed.
23	B.Ed. (Special Education)
24	BPT / BPO / BOT / B.ScMLT / BASLP (Paramedical)
25	B.A. (English) Honours
26	BA (Economics Hons.)
27	Bachelor of Architecture
28	B.Voc.
29	MBBS
30	BDS
31	BAMS
32	BHMS

Post Graduate Programs (Affiliated Institutes / Colleges)

SN	Name of Program
1	MBA (Regular)
2	MBA (IT)
3	M.Tech (ECE/DC/SP/RF & M/VLSI / Information Security)
4	M.Tech (Tool Engg.)
5	MCA
6	MCA (Lateral Entry)
7	LLM (Regular)
8	M.Sc. (Nursing)
9	MSc (Forensic Sc.)
10	M.Sc(Yoga)

11	MPT /MOT (Neuro) / MPO
12	MA (Criminology)
13	M.A. (Mass Communication)
14	M.A. ((Archaeology and Heritage Management))
15	M.A. (Conservation, Preservation & Heritage Management)
16	M.A (Economics)
17	M.Voc.
18	MPT (Musculoskeletal/Neurology/Sports/Cardiopulmonary)
19	Master of Occupational Therapy (Neurology)
20	Master of Prosthetics and Orthotics
21	PGAC (Post Graduate Ayurvedic Courses)
22	PGMC (MD / MS)
23	D.M./MCh (Super Specialty Medical Courses)

ORGANIZATIONAL SET UP

The President of the Republic of India is the Visitor of the University. Lieutenant 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 Joint Registrar / Dy. Registrars / Assistant Registrars / Section Officers in the Departments like Personnel, Planning, Legal & RTI, Affiliation, Coordination, Admissions, General Administration, Store, Purchase which are under the direct control of Registrar.
3. Deans of University Schools of Studies
4. Controller of Finance, assisted by Finance Officers
5. Controller of Examination, assisted by Dy. Registrars, Asst Registrars & Section Officers.
6. Chief Engineer, Superintendent Engineer, Junior Engineer
7. Librarian, Deputy Librarian, Assistant Librarians
8. Director, Academic Affairs
9. Director, Centre of Excellence in Pharmaceutical Sciences
10. Director, Coordination
12. Director, Development
13. Director, Director, IUII Cell
13. Director, Legal Aid
14. Director, Research & Consultancy
15. Director, Students Welfare
16. Director, University Centre for Disaster Management Studies

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 Institutes / Colleges
- Continuous and Comprehensive Evaluation

- Certification of students through Examination
- Partnership programmes with Industry / Research and other institutions for development, absorbance, standardization, 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 (Central Library), Laboratories, Seminar Halls, Conference Room, Bank, Post Office, Kendriya Bhandar, Motherdairy, Hostels (Boys & Girls), Playground, Admission Helpline & Facilitation Centre, Site Map, Xerox & Stationery Shops, Canteen, Kiosk etc.

University Information Resource Center (Central 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 reading rooms capacity.

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 University School of Information, Communication & Technology, Chemical Analysis and Monitoring Lab for the University 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 30 people and in it's 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 **Indian 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 gives all the best possible facilities available in any premiere standard bank of India.

The University has provided in-campus facility like **Kendriya Bhandar, Post Office** and **Motherdairy** to students, staff as well as for the general public.

The University has **two** multi storey **Hostels for Boys** and **two** multi storey **Hostels for Girls** with a capacity of approx. 180 students in each hostel 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 Mess / Canteen.

The University Campus also provides 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, lawn tennis court and a large ground used for playing games like Football, Cricket etc.

The University displays its Site-Map near its main entrance gate. People can use it to find the exact location of various places in the University like Library, University School, Bank, Post Office, Administrative Block, Canteen etc.

The Xerox shops, stationery shop and various snack kiosks are available for the students and staff.

CAMPUS

Certain distinguishing features of Dwarka Campus are State-of-the-Art buildings:

- ❖ Rain Water Harvesting;
- ❖ Sewage Treatment Plant (Recycling for flushing, air-conditioning & horticulture);
- ❖ Usage of solar energy;
- ❖ Disabled friendly - Vehicular free pedestrian walk ways;
- ❖ Adequate sports facilities;
- ❖ Shopping complex;
- ❖ Innovative landscaping;
- ❖ Attractive exteriors,
- ❖ Murals & Sculptures.

LOCATION & MAP

The University is presently functioning from its west campus at Dwarka, New Delhi which has been improvised to provide modern academic facilities spread over an area of 60.46 acres. One east campus of the University is under construction at Surajmal Vihar for which lands measuring 19.11 acres is available. The designing and pre-construction activities for this campus is in advanced stage.

The present postal address of the University is:-

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078 (India)
Phone: +91-011-25302170, 25302171, 25302300
Website : www.ipu.ac.in Email: pro@ipu.ac.in

WORKING HOURS

9.00 a.m. to 5.30 p.m.

- ❖ [List of Affiliated Institutes/Colleges \(Annexure A\)](#)
- ❖ [Organizational Structure \(Annexure B\)](#)