

The 17 Manuals of RTI

Manual 1

Particulars of organization, functions and duties

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

1. Aims and objectives of the organization:

The aims and objectives of Ambedkar Institute of Technology (AIT), are, as follows:

- (i) to provide for excellence in instruction at the undergraduate and postgraduate levels and undertake sponsored research in such branches of engineering and technology, applied sciences and management sciences as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches according to the provision thereof in the rules and regulations of the Institute with primary emphasis on emerging technology with special emphasis on Communication Technology
- (ii) to organize and undertake extramural teaching and extension services;
- (iii) to undertake industrial R&D and consultancies;
- (iv) to lend support in identifying and starting small scale industries around the Institute through Entrepreneurship programmes in the field of Communication And Computer Technology.
- (v) to undertake technology transfer programmes;
- (vi) to develop suitable programmes for effectively utilizing the built-in infrastructural facilities in the Institute;
- (vii) to establish linkages between the Institute, industries, R&D organizations and other universities/ institutes of higher technical education for teaching and research programmes in India/ abroad.

(viii) to enrich mental, spiritual, cultural and physical potentialities of the students;

(ix) to enthuse a sense of values worthy of the Democratic norms of India.

2. Mission/ Vision

Our Vision:

Realising a noble dream for youths by sculpting a higher-level professional-training and research-play-field of emerging Technology areas. A space which is sensitive yet sensible, which is rejuvenating and life-affirming, where flowering of an individual's freedom, consciousness and wisdom exhibits colors of absolute creativity and fragrance of matchless innovativeness.

Our Mission:

To promote an absolutely aware and continuously improving learning environment with state-of-art infrastructure and man-machine support that-

- encourages research, self-learning and innovative ability,
- makes result-oriented, responsible and accountable individuals,
- caters to the academic/R&D/consultancy requirements of surrounding industry/business houses,
- provides appropriate human resources to local and national industry/business organizations,
- enhances awareness for individual and collective leadership,
- also generates mindfulness for values, surrounding-ecology-care together with mind-body-spirit balance.

3. Brief history and background for its establishment

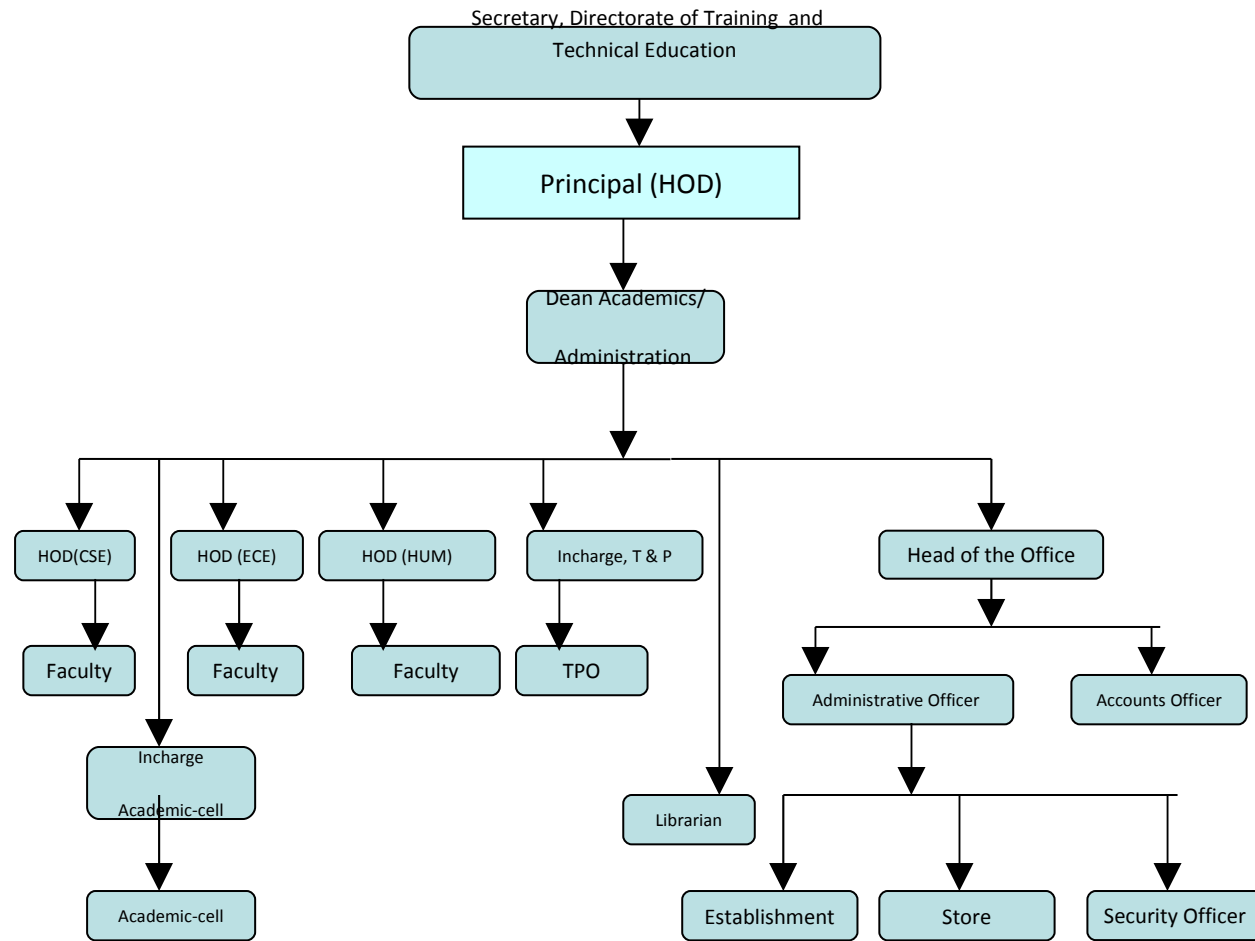
Ambedkar Institute of Technology (AIT) had a very humble beginning in the year 2001. It was established by Department of Training and Technical Education (DTTE), Government of N C T of Delhi with approval from AICTE as one of the colleges under Guru Gobind Singh Indraprastha University (GGSIPU), Delhi. It began its operation from one of the already existing polytechnics of DTTE, the Ambedkar Polytechnic at Shakarpur, Delhi-92 and became the only engineering college functioning in east Delhi area. Soon it captured the attention of people in as much the same way as Delhi college of Engineering and Netaji Subhas Institute of Technology also operating under DTTE. Initially AIT started only two undergraduate programs namely; BTech in Electronics and Communication (ECE) and BTech in Computer Science and Engineering (CSE) with 30 intake in each. Later in the year 2006 the intake was enhanced to 60 in each programs. In the year 2007 AIT launched two MTech programs MTech in Digital Communication (DC) and MTech in Information Security (IS) with 18 intakes in each approved by AICTE, MHRD Govt of India. From year 2009-10 AIT has started running two more MTech programs namely MTech in Signal Processing (SP) and MTech in RF and Microwave engineering (RFM) with 18 intake in each program. Also from year 2009-10 AIT has increased its intake for BTech (ECE) from existing 60 to 120.

Initially, AIT had faculty diverted from DCE, NSIT and DTTE institutes as also visiting and guest faculty from Delhi University and Jamia Millia Islamia. We still derive support from quite a few of them and faculty from IIT (Delhi, Kanpur and Kharagpur) and maintain the quality of training and education. The recruitment of our regular faculty (numbering 50 as of now) is underway through nation's premier recruiting body, the UPSC, New Delhi. Quite a few of these quality faculties have already got recruited and joined the AIT.

The plan for the AIT is to develop it as a centre of excellence for higher professional education and researches in the emerging areas of Electronics and Communication, Computer Science and Information Technology. Already quite a few research projects are being executed at AIT funded by AICTE and Space Application Centre, ISRO, Ahmedabad. Keeping in mind the nature of this new high-tech institute, the whole building of AIT has been planned to be centrally air-conditioned which is unique in itself.

We have “prove or perish” message in our mind to tackle the global challenges and we are also fully aware of the theories “that snugly fit into one framework toady become obsolete day after”. Thus, AIT is striving to help humanity meet challenges of the fast-paced modern-day life and yet be in peace and harmony with self and the surrounding. In order to reduce the stress level of the designers, the design-challenges of main-stream of Electronics and Communication Engg and Computer Science and Engg have been broken into more number of specialized Masters programs and AIT has, accordingly, planned to run a large numbers (over 08) of PG programs than (at the most 03) UG programs. Our institute already has two UG programs and four Masters programs running at the moment. AIT, also, dreams of augmenting these technologically advancing programs by setting up few specialized research and development centers viz. *Centre for Microwave Engineering, Centre for VLSI Designs, Centre for Signal Processing, Centre for Artificial Intelligence and robotics, Centre for Network Security, Centre for Data-warehousing and Data-mining*. Our existing/new laboratories are being stuffed with the most modern equipments, CAD tools, simulators and softwares from quality international vendors. Library is being enriched with the latest editions of large numbers of old/new book titles, journals and magazines. Online journals are also our priority, we have few of them (IEEE, IEE, Springer and Elsevier) already. The LAN of our institute has been thought to be of state-of-art switching equipment (high bandwidth, high speed). Many students of pre-final year and final year are encouraged to undertake project/training abroad or at premier institutions like IITs. The administrative and ministerial activities have been visualized to be paperless to support the faculty smoothly discharge their duties and help student in their learning endeavors. We still have loads of dreams to translate, for now let it be my privilege to welcome you to the sensitive and sensible world of upcoming Ambedkar Institute of Technology.

4. Organisation Charts



5. Allocation of business

ACADEMIC PROGRAMMES

Undergraduate. Postgraduate. Research

a) Undergraduate Courses:

The following courses are offered under the Guru Gobind Singh Indraprastha University of Delhi leading to Bachelor of Technology degree in-

- a. Electronics and Communication Engineering 120 seats
- b. Computer Engineering 60 seats

Total 180 seats

Duration of the course is 4 years.

b) Post-graduate courses:

Full time

a. In ECE Department

- a. M. Tech. (signal Processing) 18 seats
- b. MTech (Digital Communication) 18 seats
- c. MTech (RF and Microwave Engineering) 18 seats

b. In CSE Department

- a. MTech (Information Security) 18 seats

Total - 72 seats

Duration of the course is 2 years.

c) PH.D PROGRAM (FULL TIME):

The Institute faculty is actively engaged in Research. At present the application for recognition of AIT as a research centre for PhD programs is under active consideration at GGSIP University.

The Institute has planned a unique system of engaging research scholars with Teaching-cum-Research Fellowship of Rs. 25,000/- p.m. and Rs. 5000/- per annum as contingency grant for the exceptionally brilliant candidates having keen interest in academic and research career. This proposal is also under active consideration at appropriate higher level in government.

ACADEMIC ACTIVITIES: WHICH INCLUDES:

1. UG, PG & RESEARCH ACTIVITIES are designed and coordinated/ supported in integrated manner among three departments namely Electronics and Communication Engineering (ECE), Computer Science and Engineering (CSE) and Applied Sciences and Humanities. These departments consist of state of the art of laboratories to provide practical training / instruction at the UG and PG levels and are equipped to undertake R&D activities and sponsored research in various branches of engineering and technology.

2. Departments:

- a. DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING (ECE): The Division was started during the 2001-02 session and it specializes in fields like Analog Integrated Circuits, Analog and Digital Signal Processing, RF and Microwave Engineering, Computer Aided Design / Digital Systems Design / Microprocessors / VLSI Design / Communication Theory / Digital Communication. It is intended to develop this department in such a manner that in addition to providing appropriate

instructions at the undergraduate and postgraduate levels, it could also support industrial R & D activities and technology transfer.

Current areas of research interest are:

RF and Microwave Engineering, Analog Integrated Circuits, Analog and Digital Signal Processing, Communication Systems and Embedded systems and VLSI design.

- b. DEPARTMENT OF COMPUTER SCIENCE and ENGINEERING (CSE): This division was also started during 2001-02 session. It has been organized into various specialized fields like Systems Software Engineering / Data Mining / Graphics / Multimedia / Virtual Reality / Networking / Artificial Intelligence / Parallel Computing / Architecture/ Theoretical Computer Science with emphasis on R & D and industrial consultancy. Current areas of research are Data Mining and Requirement Engineering.
- c. DEPARTMENT OF APPLIED SCIENCES AND HUMANITIES: This Division was started in the 2001-02 session. It basically supports for the academic programs in core courses such as Applied Mathematics, Applied Physics, Chemistry, Workshops, Applied Mechanics, Engineering Graphics, English and Language Lab. The faculty are also encouraged to undertake the research activities and few research project proposals are under serious considerations for grant of financial aid at AICTE.

b) TRAINING AND PLACEMENT DEPARTMENT: To organise practical training according to the following programme:

- a. 4 to 6 weeks in the Institute during the summer/winter vacation for the second/Third year students.
- b. 6-8 weeks during summer vacation following the third year in industries

To organise campus training in accordance with the syllabus of Delhi University in all respective divisions or departments in third semester fifth semester, sixth semester and seventh semester.

To maintain close interaction between the institute and various company executives / representatives of MNCs/ PSUs and govt departments.

To organise campus recruitment programmes by the institute for appropriate placement.

6. Duties to be performed to achieve the mission

A) ACADEMIC

1. Academic UG and PG works are looked after by respective Dean and Heads of various departments for the purpose of smooth operation and administrative control as per GGSIP University and AICTE norms.

2. All departments i.e. ECE, CSE and Applied Sciences and Humanities of Institute are headed by Senior faculty members who are designated as Head of the Departments responsible to supervise/impart training/Tech. Education as per academic curriculum of GGSIPU and AICTE.

B) ADMINISTRATION

Administration is headed by Principal in assistance with Dean and consists of the following divisions

1. ESTABLISHMENT / COORDINATION / ADMINISTRATION division is headed by an Administrative Officer to provide administrative support on staff/ faculty in establishment matters.

(i) Coordinating work related to Govt. of NCT (Departments / DTTE / Vidhan Sabha / Lok Sabha), GGSIPU, AICTE.

(ii) Introduction of Administrative Reforms pertaining to the simplification of laws / Rules.

(iii) Matters relating to organisation and methods.

2. STORE AND PURCHASE SECTION is headed by a Store Officer. This section provides, mainly logistic support to the departments which involves purchase, receipt, issue and store all types of requirements of stores including all stationery and other machinery and equipment for the lab and various offices of AIT.

3. ACCOUNTS SECTION is headed by an Accounts Officer:

AIT is a government owned institution of Govt. of NCT of Delhi and various returns in connection with utilisation of grant / control of expenditure are to be submitted to Govt. of NCT through administrative departments regularly as scheduled. Accounts-section provides all support on account matters to the department. The various functions of the Account Section are: -

- a. To facilitate the payment direct in the bank account of the concerned officer/ faculty/ staff / persons as regards to salary and related allowances to employees of AIT through designated PAO of Delhi Govt. and to provide them the salary-slip.
- b. To release payment to Contractors / Suppliers / Firms / Govt. Departments dealing with AIT by the cheque through designated PAO of Delhi Govt. and delivered at official address by post.
- c. To deal with the Audit of the Accounts of AIT yearly by AGCR as well as department(s) of Govt. of Delhi.
- d. To ensure that the observations of audit are strictly complied.

7. Details of services rendered

Our clients are: -

1. All students admitted to Institute for higher technical education (i.e. B.Tech / M.Tech/ Ph.D in the branches of engineering/Technology).
 2. Govt. of NCT department/organizations, GGSIP University, Central Govt. departments/ organizations / AICTE/ UGC
 2. Industry/ firms/ suppliers
 3. Citizens' with Grievances against Institutions.
- (i) SERVICES TO ALL STUDENTS ADMITTED TO INSTITUTE FOR HIGHER TECHNICAL EDUCATION (B. E. / M. TECH/ PH.D IN THE BRANCHES OF ENGINEERING

- a. To register students admitted for BTech / M.Tech/ Ph.D as per norms / procedures approved by GGSIP University.
- b. To impart training /education/ at the undergraduate/ Post Graduate/ doctoral levels as per GSIPU ordinance
- c. To undertake sponsored projects and encourage Research in various branch of engineering and Applied Sciences.
- d. To organise campus interviews for placement of passed out students in various govt. undertaking / Industry.

(ii) SERVICES TO GOVT. OF NCT DEPARTMENT/ORGANIZATIONS, GGSIP UNIVERSITY, CENTRAL GOVT. DEPARTMENTS/ ORGANIZATIONS / AICTE/ UGC:

- b. To implement orders/ policy decisions/ guidelines of Govt. of NCT department/organizations, GGSIP University, Central Govt. departments/ organizations / AICTE/ UGC
- c. To run academic programmes as per GGSIP university norms
- d. Introduction of administrative reforms pertaining to simplification of rules
- e. Sharing information with UGC / DTTE/ AICTE/ GGSIP University.
- f. To attend public grievances redressal addressed to govt of NCT.

(iii) SERVICES TO INDUSTRY/ FIRMS/ CONTRACTORS/ SUPPLIERS

- a. To provide trained manpower possessing B.Tech./ M. Tech/ Ph.D degree in specialised area of Engineering and Applied Science.
- b. To undertake industrial R&D and consultancy
- c. To lend support in identifying and starting small scale industries around the institute through entrepreneurship programme.
- d. To undertake technology transfer programmes.

(iv) SERVICES TO CITIZENS' WITH GRIEVANCES AGAINST INSTITUTIONS

- a. The citizen seeking redressal of their grievances with institute can expect that the grievances shall be acknowledged by the Institute.
- b. The grievances will be dealt on priority and perused until final disposal.
- c. The citizens will be treated with courtesy and heard patiently to facilitate redressal of their problem.

8. Postal address of the main office

Ambedkar Institute of Technology,
Geeta Colony,
Delhi - 110 031.

9. Map of the office location

Annexure

10. Working hours for both office and public

8.30 a.m. - 5.00 p.m.

11. Grievance redress mechanism

Institute has appointed Prof. A. K. Mittal, Dean/Grievances Redressal Officer for redressal of grievances of Citizens to whom citizens can approach for redressal. Anybody can approach the concerned department directly for redressal.

Manual 2

Powers and duties of Officers and employees

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

	DESIGNATION OF POST	POWERS				DUTIES ATTACHED
		Administrative	Financial	Statutory	Others	
1	Principal · Cum Head of Dept. (AIT)	As Head of the Department As defined by Govt. of N C T Delhi.	Discharging duties of Head of the Department as per GFR	.	As per Government Rules	As defined by Govt. of N C T Delhi
2	HEAD OF · OFFICE	As Head of Office	As per General Financial Rules, GNCTD	---	As member of various committees related to admin. matters	As HOO
3	DRAWING AND · DISBURSING OFFICER	---	As per General Financial Rules, GNCTD	---	---	As DDO
4	A.O. ·	In-Charge of all Administrative, Vigilance matters				As A.O.

5	PROFESSORS	As HOD of the concerned Divisions	---	---	As Chairman/ Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Laboratory work/ Academic activities and work related to research and other duties as defined by AICTE norms.
6	ASSTT. PROFESSORS	---	---	---	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Laboratory work/ Academic activities and work related to research and other duties as defined by AICTE norms.
7	LECTURERES	---	---	---	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Laboratory work/ Academic activities and work related to research and other duties as defined by AICTE norms.
8	HEAD, TRG. & PLACEMENT CELL	---	---	---		In-charge of Training & Placement cell for placement of students
9	HEAD, COMPUTER CENTRE	As Head of the Computer Centre	---	---	As Chairman/ Member of various committees constituted in r/o Academic/ Administrative / and other matters	In charge of computer center.

10	DIRECTOR, PHYSICAL EDUCATION	---	---	---	---	all physical activities of student
11	ASSTT. LIBRARIAN	---	---	---	As Section In-Charge	As per AICTE norms
12	CHIEF SECURITY OFFICER	---	---	---	In-Charge of Security of the Instt.	All matters related to security of the instt.
13	STORE OFFICER	---	---	---	In-Charge of Store Inventory	All work related to store and purchase of the Instt.
14	LDC	---	---	---	---	Secretarial duties attached to the post
15	Assist. PROGRAMMER	---	---	---	---	Duties related to devising programme
16	DRAFTSMAN	---	---	---	---	Duties related to drawings and draftsmanship
17	Sr.Mechanic MECH.A/B/ SR.MECH./ WORKSHOP MECH.A-B	---	---	---	---	To assist SSA / teachers in conducting Lab. Expts. and minor repair of instruments & equipments
18	JUNIOR MECHANIC #	---	---	---	---	To assist SSA/ SLA/ Mech A and teachers in conducting Lab. Experiments and minor

						repair of instruments & equipments
19 .	LAB. ASSISTANT	---	---	---		To clean the Lab equipment etc.in lab
20 .	PUMP OPERATOR	---	---	---		Duties related to water pumps
21 .	LIFT OPERATOR	---	---	---		Duties related to operation of lift
22 .	MECH(LIFT)	---	---	---		Mainteneance and repair of lifts
23 .	PLUMBER	---	---	---		Plumbing duties
24 .	ACCOUNTANT	---	---	---		AAOs posted by GNCTD. these post supervise the work related to finance.
25 .	SR. STENO	---	---	---		Dictation and typing work
26 .	HEAD CLERK	---	---	---		Clerical job
27 .	UDC/ CASHIER	---	---	---		Clerical job/ cash duties
28 .	STORE KEEPER	---	---	---		Maint.the store inventory & record
29 .	LDC	---	---	---		Typing and Clerical work

30	STORE KEEPER	---	---	---		Maintaining the store inventory & record
31	LAB. ATTENDANT (SELECTION GRADE)	---	---	---		Maintaining of Labs
32	LAB ATTENDANT	---	---	---		Maintaining of Labs
33	ATTENDANT	---	---	---		Class IV duties
34	SECURITY GUARD	---	---	---		Chowkidar duties by out sourcing
35	MALI	---	---	---		Horticulture duties maintain by PWD

Procedure followed in decision-making process

[Section 4(1)(3)(iii)]

FLOW PROCESS CHART FOR DEALING/ ENTERTAINING REPRESENTATIONS OF THE EMPLOYEES

SNO	ACTIVITY	LEVEL OF ACTION	TIME FRAME
1	To receive application/letter and put a diary number	Despatch Clerk (LDC)	Same Day
2	To forward the application /letter to the concerned officer of the branch/section	Despatch Clerk (LDC)	Same Day
3	Marking of the Application/ letter by the concerned officer to the dealing assistant	Section In-Charge/Head clerk	Second Day
4	Marking the applications/ representations/ letters to the concerned dealing clerk	Dealing Clerk (LDC/ UDC/)	Second Day
5	Submission of application/ representation / letters by the dealing clerk in the concerned file to the Dealing Assistant	Dealing Clerk (LDC/ UDC/ Head Clerk)	Third day.
6	Examination of case /submission of proposals by the Dealing Assistant to the Section In-charge	Dealing Assistant	2-3 days depending upon the nature of the case
7	Examination of the proposals by the Section In-charge and submitting the same to the A.O. for further consideration.	Section In-charge Administrative officer	1 day
8.	If the proposal is in order and does not involve any financial implications, the	Administrative officer	Same day

	same is submitted to the Principal, AIT for approval/orders.		
9.	If the case involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting.	Administrative officer (Account)	Same day
10	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administrative officer, AIT for seeking approval/orders of the Principal/HOO, AIT.	Administrative officer	2 days
11.	The proposal is then submitted to the Principal/HOO for approval/orders.	Principal/HOO	Same day
12.	The case/ proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Principal/HOO on the file.	Principal/HOO	1 day

13.	The file is then down-marked to the AO who down marks the file to section in charge/ head clerk) down marks the file to the dealing assistant.	1. Principal 2. HOO	Same day
14.	In accordance with the orders of the Principal/HOO, AIT, necessary draft orders/ replies are prepared for issuance.	Dealing Assistant	1 day
15.	Draft orders/ replies are approved for the competent authority for issue.	1. Principal 2. HOO	Same day
15.	Fair orders/ replies are submitted for signatures of the Section In-Charge. On appending the signatures the orders/ replies are sent to dispatch section for issue	1. Dealing Assistant 2. Dealing Clerk 3. Head clerk	Same day
16.	The orders/ replies are issued to the concerned person/ authority	Despatch Clerk	Same day

Procedure followed in decision-making process

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

Flow Process Chart for Various Activities

S. No.	Activity	Level of Action	Time Frame
A.	Preparation of Contingent Bills & ACB (Adv. Bills)		
1.	Receipt of Sanction alongwith original bills	Dispatch Clerk	Same day
2.	Forward to D.D.O.	-do-	-do-
3.	Marking the sanction to dealing assistant concerned (bill clerk)	D.D.O.	-do-
4.	Preparation of contingent bills alongwith entries in the concerned registers	Bill Clerk	Next day
5.	Passing the bill for payment	D.D.O.	Same day
6.	Periodic in the PAO section	PAO	Next day
7.	Preparation/ delivery of cheques	PAO section	Same day
B.	Long term/Short term advances, LTC/HT, TA/DA, GPF/CPF, Adv. & withdrawal		
1.	Receipt of Sanction alongwith original bills	Dispatch Clerk	Same day
2.	Forward to D.D.O.	-do-	-do-

3.	Marking the sanction to dealing assistant concerned (bill clerk)	D.D.O.	-do-
4.	Preparation of bills alongwith entries in the concerned broadsheets, adv. register, PBR	Bill Clerk	Next day
5.	Passing the bill for payment	D.D.O.	Same day
6.	Periodic in the PAO section	PAO	Next day
7.	Preparation/delivery of cheques	PAO section	Same day
C.	Preparation of GPF/CPF ledgers, passbook		
1.	Updation of GPF/CPF passbooks from PBR, recovery schedule etc. and calculation of interest	Dealing Clerk	Approx. 25 min. per person per year
2.	Receipt of passbook	Dispatch Clerk	Same day
3.	Forward to D.D.O.	-do-	-do-
4.	Marking the passbook to dealing assistant concerned	D.D.O.	-do-
5.	Updation of entries from ledger to passbook & issuing the same	Dealing Assistant	Next day
D.	Files for sanction/adjustment, LTC/HT, TA/DA, Contingent Adv., LT/ST advances, GPF/ CPF, Part-time, OTA, Scholarships etc.		
1.	Receipt of file	Dispatch Clerk	Same day
2.	Forward to D.D.O.	-do-	-do-
3.	Marking the file to dealing assistant concerned	D.D.O.	-do-
4.	Scrutinizing and recommending the case as per the	Dealing Assistant	Next day

	provisions in the rules to DDO		
5.	Forwarding the file to A.O (A/c)	DDO	Same day
6.	Forwarding the file for final concurrence of the Principal through HOO/AO	A.O. (A/c)	Next day
E.	Preparation of Budget/Revised estimates of the Institute		
1.	Receipt of Budget papers from govt. through Principal/AO	A.O. (A/c)	When marked by the Dir.
2.	Marking the budget papers to the Dealing Assistant through HOO	A.O. (A/c)	Same day
3.	Preparation & compilation of budget estimate & revised estimate in the requisite enclosures after obtaining the required information from various sections/ department heads	Dealing Assistant	15 days
4.	Submitting the budget papers for approval of the Competent Authority through A.A.O. (A/c), A.O. (A/c)	Dealing Asst.	Same day
5.	Final scrutiny by A.O. (A/c) & submitting the same for approval	A.O (A/c)	Next day
F.	I-Tax calculation & Assessment		
1.	Issue of Office Order along with proforma	Dealing Asst.	1 st week of Oct.
2.	Receipt of details from the employees & marking the same to dealing asst.	DDO	Same day
3.	Calculation & finalization of Income tax after taking into account salary income, other income, exemptions etc.	Dealing Asst.	Next day
4.	Sending the tax details to bill clerk through DDO	Dealing Asst.	Same day
5.	Preparation & issue of Form-16 for the employees	Dealing Asst.	In the month of April (approx.

			15-20 min./form
6.	Finalization of quarterly tax returns through DDO	Dealing Asst.	2 to 3 working days
7.	Finalization of quarterly tax returns (contractual)	Dealing Asst.	2 days
G.	Preparation of Monthly Salary/Pension, bonus, arrear bills		
1.	Marking the dak to the bill clerk by DDO	DDO	Same day
2.	Preparation of monthly salary/pension bills with relevant increase in PBRs, pension register & computer	Bill Clerk	8 days
3.	Preparation of periodical & other arrear bills	Bill Clerk	Approx. 2 days (may increase or decrease)
H.	Medical Reimbursement		
1.	Marking of bills received through dak to the dealing asst.	DDO	Same day
2.	Scrutinising and submitting the bills (as per Medical Attendant rules) for expenditure sanction	Dealing Asst.	Twice in a week
3.	Preparation of Medical Bill received after sanction of the Director	Dealing Asst.	Next day
4.	Passing the bill for payment to PAO	DDO	-do-
5.	Pre auditing before preparation of cheque	PAO	Same day
6.	Preparation & issue of cheque	PAO	Next day
I.	Proposals for grant in aid		
1.	Preparation of proposals for release of grant w.r.t. budget allocation & as per POA after compiling requisite information	Dealing Asst.	Beginning of each quarter
2.	Scrutinizing and submitting the proposal to Competent	AAO (A/c)	Next day

	Authority for approval before sending the same to govt. of Delhi		
3.	Final recommendation of the AO (A/c) for approval	AO (A/c)	-do-
4.	Approval of the Principal through HOO/AO for submitting the same to Govt. of Delhi	Principal/HOO	2 days
J.	Scholarships, Fellowships, Part-time payments etc.		
1.	Marking the sanctions received from Academic section to dealing asst.	DDO	Same day
2.	Preparation of bill after necessary entries in the registers concerned	Bill Clerk	Next day
3.	Passing the bill for payment to PAO	DDO	-do-
4.	Pre auditing before preparation of cheque	PAO	Same day
5.	Preparation & issue of cheque	PAO	Next day
K.	Scrutinising purchase, administration, project, TA clients involving foreign journey and other critical matters		
1.	Marking the proposal/file to the dealing asst.	AO(A/c)/AAO(A/c)	Same day
2.	Scrutinising, preparing proposals etc. as per rules for the approval	Dealing Asst.	1 to 3 days depending on the magnitude of the case
3.	Submitting the proposal through AO(A.c)	AAO (A/c)	Same day
4.	Finalising the proposal for approval through HOO	DR (A/c)	2 days
L.	Bank Reconciliation		
1.	Receipt of bank statements & marking the same to cashier	DDO	Same day (1 st week of month)

2.	Preparation of BRS	Cashier	One day for each account
3.	Finalising the same for entries in the cash book	DDO	Next day
M.	Cash payments and other payments by Cashier		
1.	Withdrawal of cash for the cheque receipt	Cashier	Next day
2.	Releasing the cash & other payments	Cashier	Same day
3.	Making relevant entries in Cash Book/Ledger	Cashier	-do-

Flow Process for issue of Information in respect of Purchase/Store Section.

S.NO.	Activity	Legal of action	Time Frame
01.	Tender Sale Information	Dealing Asstt.	Same Day
02.	Limited Tender Information	“ “	Same Day
03.	Technical wise qualified information	“ “	10-15 days after opening of bid
04.	Financially qualified information i.e. L-1	“ “	One week
05.	Detail of Purchase Order	“ “	One week
06.	EMD Return to Non-qualified firm	“ “	One week
07.	Bank Guarantee return	“ “	1-2 weeks after completion of warranty period
08	EMD Return to L-1 Firm	“ “	One week
09	Release of Sanction Order for payment	“ “	2-3 week after recommendation from HOD/user

Procedure followed in decision-making process

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

With reference the Manual No. 3, it is submitted in narrative form that P. R. Section usually receives the requisitions for printing of various items of the institute and some of them are presently being done in P. R. Section. First and foremost P. R. Section receives the requisition for the Printing (any items) and then P. R. Section gets the approval from the competent authority likely through AO/ HOO/ Principal. After the Administrative Approval the tender enquiries are prepared along with specifications and sent to the printer by asking the response within 21 days. Having received the quotations within the stipulated period of time & date the meetings notice is prepared for calling the committee to open the received quotations. After opening & singed the quotations, the minutes and comparative Statements are made and is placed before the competent authority to be sent the Purchase Order to the lowest one or as desired by the committee/ competent authority. If permission accorded from the competent authority then the Purchase Order (s) is/ are mailed to the Printer (s)/ supplier (s). The Printed material, which is supplied by the Printer (s)/ supplier (s) is/ are to be handed over to the requisitioner. The bills received from the printer are placed for expenditure approval before the competent authorities through AO/HOO /Principal. Having accorded the expenditure sanction the bills are entered in the relevant Register (s) and then sent to the Accts section for the payment.

The above processor takes different periods of time, which depend on various situations.

Submitted for information, please.

Presently the tendering is being done through the e-tendering mode as per instruction of Govt. of NCT of Delhi

S.NO	Activity	Level of action	Time Frame
1	Different games like Arm Wrestling Cricket, Chess, Carom, Football, Power Lifting, Table Tennis etc	All the games are conducted under the tight supervision of In charge	Through out the academic year.
2	GGSSIP University Intercollegiate Tournament	Teams are selected on the basis of individual and team performance.	3-4 Months
3	Invitational / Professional Intercollegiate Tournament	Teams are selected on the basis of individual and team performance.	4-5 days
4	Annual Sports and Athletic Meet And prize distribution ceremony	Meet is organized under the tight supervision of P.T.I and D.P.E in the university	2 days
5	Gymnasium activity	Activity is done under the tight supervision of In charge	Through out the academic year

Procedure followed in decision-making process

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

Flow Process Chart for issue the reply/ acknowledgement etc

S.No.	Activity	Level of Action	Time frame
1.	To receive application and put up a diary number	Library Assistant	Same day
2.	Perusal of the application and to mark to the Assistant Librarian	Faculty In charge, Library Services	Same day
3.	To mark the application to concerned section/ officials	Assistant Librarian	Next day
4.	To collect the information and submit to Assistant Librarian	Assistant Librarian	3-4 days
5.	To access the reply and to recommend for approval/rejection of application	Head, Library Services	Next day
6.	To approve/reject application	Chairman, LAC	Next day
7.	To prepare the reply by the section concerned	Junior Librarian or P/C Assistant or Library Assistant	Next day
8.	To Recommend the reply	Assistant Librarian	Same day
9.	To sign and return the reply	Head, Library Services	Next day
10.	To dispatch the reply	Library Assistant	Same day

SECURITY SECTION

Proceed followed in decision-making process

{ Section 4(1)(3)(iii)}

FLOW PROCESS CHART FOR DEALING/ENTERTAINING REPRESENTATION OF THE EMPLOYEES

S. NO	ACTIVITY	LEVEL OF ACTION	TIME FRAME
1.	To receive application/letter and put a diary number	Despatch Clerk (LDC)	Same day
2.	To forward the application/letter to the concerned officer of the branch/section (Regarding Security)	Security officer	Same day
3.	Marking of the Application/letter by the concerned officer to the dealing assistant.	Security officer	Second day
4.	Marking the applications /representations/letters to the concerned ASO	Security officer	Second day
5.	Submission of application/representation/ letters by the ASO in the concerned file to the CSO	Security officer	Third day
6.	If the proposal is in order and does not involve any financial implications, the same is submitted to the Principal, AIT for approval/orders.	AO/HOO	Same day
7.	If the case involves financial implications, the proposal is sent to A/Cs branch for examination/advice/vetting	AO/HOO	Same day
8.	The A/Cs branch duly examines the proposal in terms	AO (A/Cs)	2 days

	of rules, regulations and instructions on the matter and advices/vetts the proposal in terms of financial implications/budget provisions and the same is submitted to the AO, AIT for seeking approval/orders of the Principal, AIT.		
9.	The proposal is then submitted to the Principal, AIT for approval/orders.	AO/HOO	Same day
10.	The case/proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Principal, AIT on the file.	Principal, AIT	1 day
11.	The file is then down-marked to the Registrar who down marks the file to SO. SO down marks the file to the SO.	1. Principal, AIT 2. AO/HOO	Same day
12.	Draft orders/replies are approved for the competent authority for issue.	1. Principal, AIT 2. HOO	Same day
13.	Fair orders/replies are submitted for signatures of the Section In-Charge (SO). On appending the signatures the orders/replies are sent to dispatch section for issue	1. I/C Security Officer 2. SO	Same day
14.	The orders/replies are issued to the concerned person/authority.	Dispatch Clerk	Same day

Procedure followed in decision-making process

[Section 4(1)(3)(iii)]

FLOW PROCESS CHART FOR DEALING/ ENTERTAINING REPRESENTATIONS OF THE EMPLOYEES

SNO	ACTIVITY	LEVEL OF ACTION	<u>TIME FRAME</u>
1.	To received Request from student and put a into diary Lke Annual Sports Farewell for final year students TLM_HAM Radio Freshers Party Alumni association Convocation Development of sports GYM	Dispatch Clerk (LDC)	Same Day
2.	To forward the request /letter to the concerned officer of the branch/section	Dispatch Clerk (LDC)	Same Day
3.	Marking of the Application/ letter by the concerned officer to the dealing assistant	Dean Student Welfare	Same Day
4.	Submission of application/ representation /	Assistant	Second Day

	letters by the dealing assistant in the concerned file to the Dealing Assistant		
5.	If the request is in order and does not involve any financial implications, the same is submitted to the Principal, AIT, for approval/orders.	Principal	Second Day
6.	If the request involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting.	Principal	Second Day
7.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the HOO, AIT for seeking approval/orders of the Principal, AIT	AO(A/cs)	Second Day
8.	The file is then down-marked to the Registrar who down marks the file to Dean SW. Dean SW down marks the file to the dealing assistant.	1. Principal, AIT 2. HOO 3. Dean SW	Same day
9.	In accordance with the orders of the Principal, AIT, necessary draft orders/ replies are prepared for issuance.	Dealing Assistant	1 day
10.	Draft orders/ replies are approved for the competent authority for issue.	1. Principal, AIT	Same day
11.	Fair orders/ replies are submitted for signatures of the Dean SW. On appending the signatures	1. Dealing Assistant	Same day

	the orders/ replies are sent to dispatch section for issue	2. Dean SW	
12.	Nominate the Vice-Chairman for Event of students	Principal, AIT	Second day
13	Formation the Committees for Event like. Refreshment Stationery Light and sound Stage and pandal Photography DJ Banners And send to the director for approval	Principal, AIT	Third day
14.	Preparation for Banner, Poster, Holding	Students	Third day

Manual 4

Norms set for the discharge of functions

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

Details of norms and standards set out can be given in respect of various activities.

SNO	ACTIVITY	TIME FRAME/ NORM	REMARKS
1	To receive application/letter and put a diary number	Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Despatch/Diary a letter/ order	Approx. 5 minutes	Registered Dak including entry in messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 30 pages per day	This includes typing of notesheet proposals/ orders/ letters/ record of information & data entry / etc.
4	Examination of cases by collecting relevant information/ clarification, documents/ papers in terms of rules, regulations and instructions .	5-6 cases per day depending upon nature of case.	Where cases are complex, the time frame/ norm may take more time and accordingly the cases per day may be less than 5 and where the cases are of routine matter it may take less time and accordingly the cases per day may be more than 6 .
5	Make Entries in the Service Books regarding leave, increments, other service matters	Approx. 5 minutes	While leave records updated day-to-day, the entry of increments and service matters are made once in a month/ or as

			the case may be.
6	Make Entries in the relevant registers of LTC/ OTA/Telephone/ Conveyance/ movement/ etc	Approx. 5 minutes each	--

Norms set for the discharge of functions

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

Details of norms and standards set out can be given in respect of various activities.

S. No.	Activity	Time frame/Norm	Remarks
1.	Diary of letter	3 minutes per letter	
2.	Dispatch of letter	5 minutes per letter	Registered-dak including entry in messenger book
3.	Typing job	30 pages per day	
4.	Preparation of Contingent Bills and ACB (Adv. Bills)	approx. 20 minutes per bill	With relevant entries in Bill Register
5.	Long Term/Short Term Advance, LTC/HT, TA/DA, GPF/CPF Adv. & withdrawal	approx. 20 minutes/ bill	With relevant updation in Adv. register/Broad sheets etc.
6.	Updation of GPF/CPF Pass books	approx. 15 minutes per person per year	
7.	Preparation of GPF/CPF ledgers	approx. 25 minutes per person per year	Entries, updation, Adv./withdrawals, calculation of interest etc.
8.	Files for sanction/adjustment, LTC/HT, TA/DA, Contingent Adv., LT/ST advances, GPF/CPF, Part-time, OTA, Scholarships etc.	approx. 20 minutes (may increase or decrease depending upon case to case)	Proposal to be moved w.r.t. relevant rules for concurrence of Competent Authority

9.	Preparation of Budget/Revised estimates of the Institute	approx. 15 days	Compilation of Budget proposals in the requisite form alongwith annexures etc.
10.	I-Tax calculation & Assessment	approx. 30 minutes per employee	Calculation of I-Tax alongwith salary income, other income, savings exemption etc. as applicable
11.	Preparation/issue of Form-16	approx. 20 minutes for one Form-16	
12.	Finalisation of Quarterly I-Tax Return (salary)	3 working days	Quarterly salary statement, I-Tax statement, Form-24 alongwith entries updated in Floppy disc
13.	Finalisation of Quarterly TDS returns (contractual)	2 working days	TDS statement, Form-26 alongwith enteries in Floppy disc
14.	Preparation of cheques & delivery	10 minutes per cheque	With relevant entries in Cheque Register & Expenditure Control Register
15.	TDS Register updation	5 minutes per entry	
16.	Preparation of monthly salary bills	7 days	With relevant entries in PBR & Computer
17.	Preparation of monthly Pension Bill	1 day	With relevant entries in Pension Register & Computer
18.	Preparation of Salary Arrear Bills	1 day (may increase or decrease from case to case)	Including Due-Drawn statement & entries in PBR
19.	Bonus/DA Arrear Bills	1 to 2 days each	With relevant entries in PBR & preparation of Due-Drawn statement & entry in computer
20.	Disposing off correspondence received from various govt. departments	2-5 days (may increase or decrease from case to case)	Preparation of suitable reply with reference to rules, verifying facts and forwarding the case to Competent Authority for approval before

			issue
21.	Scrutinising Medical bills for expenditure sanction	approx. 4 hours for a proposal containing 10 bills	Scrutinising/ finalising as per medical attendance & other rules
22.	Finalisation of TA/DA claim involving foreign journey	1 day	Calculation of admissible TA/DA etc. as per the provision in TA rules
23.	Scrutinising purchase, administration & project proposals	2 hours to 1 day (may increase or decrease depending upon case to case)	Depending upon the magnitude & the complexity involved in each case and with reference to set rules and regulations
24.	Scholarship/fellowship payment bills	1 day	With relevant entries in the register concern
25.	Part-time honorarium/ conveyance bill	1 day	With relevant entries in the register concern
26.	Writing Cash/Bank Books	10 minutes per entry	With relevant entries in ledger
27.	Bank Reconciliation	1 day (for one account for one month)	Verifying and compiling w.r.t. Bank Statement & Cash Book Entries
28.	Fee Reconciliation with bank	4 hrs. (per month)	Reconciliation w.r.t. Fees directly deposited into bank by students
29.	Cash payments	5 minutes per payment	With requisite acquaintance in bill/register
30.	Cash Receipts	5 to 10 per minutes	Alongwith issue of receipts, counting of currency etc.
31.	Pre-conditioning of vouchers sent for payment	15 minutes to 1 hr. depending on case to case	By exercising established norms for pre-auditing s in govt. departments
32.	Handling Internal correspondence	1 hr. to 1 day depending	

Norms Set for the discharge of functions

Sr.No.	Activity	Time Frame/ Norms	Remarks
01.	Diary of letter	3 minutes/ letter	
02.	Despatch of letter	5 minutes/ letter	
03.	Opening of Files	Same day	After receipt of indent alongwith complete information
03.	Process for Administrative approval	Next same day	
04.	Invite for Limited/Open Tender	Incase of Limited Tender 3-4 weeks Incase of Open Tender 4-6 weeks	
05.	Opening of Technical bids	In due period	
06.	Entry of EMD's in EMD Register	2-3 days	
07.	For Technical Recommendation	Same day	By Technical Committee
08.	Suitable date & time for opening of financial bids	Same day	
09.	Opening of Financial bids	Same day	By Financial Committee

10.	Preparation of Comparative Statement	One week	
11.	Purchase Committee Recommendation	1-2 weeks	
12.	Issue of Purchase Order	1-2 days for limited tender	
13.	In case of Imported Items: Issue of Purchase Order	1-2 weeks	
14.	Opening of L/C's	2-3 week	
15.	Insurance of Items	1-2 weeks	
16.	Custom Duty Payment alongwith related documents	1-2 weeks	
17.	Issue of Bill of Entry to the Bank	1-2 weeks	
18.	Payment of Custom Clearance Charges	2-3 weeks	
19.	Stock entry of the items in Sub-Ledger	2-3 weeks	
20.	Stock entry of the items in Main Stock Register	1-2 weeks	
21.	Issue of Sanction order for payment (In case of Indian order)	One week	

22.	L/C's Advance adjustment	2-3 weeks	
23.	Refund of EMD	3-4 days	
24.	Refund of Bank Guarantee	One weeks	

Norms set for the discharge of functions

Section 4(1)(b)(iv)

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

S.NO.	Activity	Time frame/Norm	Remarks
1.	Issue of Provisional Certificate to B.Tech. passout students	5 minutes per student	Including entry in file
2.	Semester Marksheets issue to B.Tech. students	2 minutes per student	
3.	Prepare and issue of various type of certificates	10 minutes per certificate	Approx. 700 certificates prepare in a year
4.	Verification of Examination fee forms	5 minutes per student	
5.	Preparation of Confidential List of B.Tech. and M.Tech for End Sem. Exam	2 times in a year approx. 20 days one time	
6.	Preparation/Issuance of Admission Tickets for End Sem. Examination for 1800 students	2 times in a year approx. 5 minutes per admission ticket	
7.	Preparation of Award Lists for B.Tech. & M.Tech students Mid Sem & End Sem for Theory and End Sem. Practical	5 working days in one time	4 times in a year
8.	Preparation of Attendance Sheets, seating plan and other proformas for Mid Sem & End Sem of B.E. & M.Tech	20 working days in one time	4 times in a year
9.	Record maintain for Semester fees Approx. 900 students	2 minutes per entry	

10.	Preparation of Academic Calendar	2 hours	
11.	Prepare Examination duty chart	One working day	4 times in a year
12.	Preparation of Date sheet for Mid Sem Examination	2 working days	2 times in a year
13.	Typing work for examination	10 pages per day	
14.	Preparation of any other work related to examination	Time-to-time	
15.	Verification Of the Concession D.T.C. Bus passes & M.Tech Students	Two minutes per Form	Routine work
16.	Preparation of Transcripts (as per GGSIPU guidelines) for B.Tech. Students	Two hours	Routine work
17.	Verification of Bank Account Forms for B.Tech. & M.Tech Students	Five minute per forms	-do-
18.	Diary of Letters B.Tech. &M.Tech	Five minute per Letter	-do-
19.	Dispatch of Letter B. Tech. & M.Tech	Five Minute per Letter	-do-
20.	File movement B. Tech.& M. Tech	Ten minute per file	-do-
21.	Original Certificate given to student	Ten minute per student	-do-
22.	Part time (Invited faculty bills)	20 Minutes per bill (Routine work)	Including entry in register
23.	Convocation work	Collection of information before one month and preparation of draft brochures.	Entry of names in convocation register for all branches
24.	Feed back form	2 months	Distribution of blank form to students & duly filled collection them.

	(every semester)		
25.		1 month	Sorting of forms in respect of individual faculty members.
26.		6 months	Than Feeding / Data entry of (8500 forms)
27.	Preparation of Bonafide certificate	5 Minutes per students (Routine work)	
28.	Inventory work	2-3 times in a year	All Furniture & consumable & Non consumable items
29.	Degree- (Given to students every day)	25 Minutes per students (Routine work)	Including entry in degree file
30.	Preparation of duplicate I. Card to the students	10 minutes per I. Card	Including entry in the I. Card register
31.	Attestation of scholarship forms received from various departments	10 minutes per form	
32.	Issue of sanction orders of Deptt. of Physical Education	25 minutes	
33.	Correspondence to GGSIP Univ.	Depends on the letters recd.	
34.	Work related to Teacher Training Programme	Depends on the work	
35.	Correspondence to AICTE Whenever orders etc. recd.	Depends on the work	
36.	Work related to Meeting of Council for Academic Affairs	About two months	Once in a year
37.	Work related to Audit Party	Depends on receiving audit paras	Whenever audit visits to NSIT
38.	Work related to foreign language	Depends on receiving of letters	
39.	Work related to Short of	About 5 days	Twice in a year

	Attendance of students		
40.	Issue of letters to the parents of the students who are short of attendance	Depends on receiving complaints from various HODs	
41.	Work related to Election Executive Council/ Academic Council of GGSIP Univ.	Depends on the work	Whenever DUTA Election held
42.	Information related to Delhi Govt./ AICTE and other departments	Depends on the information asked by the deptt.	Whenever letters recd. from deptts.
43.	Work related to Recognition of Teachers	As per rules	Whenever application forms recrd. from teachers for recognition
44.	Correspondence to Planning Deptt. AIT	Depends on the information asked	
45.	Work related to GGSIP Univ. Welcome fund	Depends on receiving of letters from Delhi Univ.	
46.	Work related in connection with C S I Chapter	As and when letter recd.	
47.	Correspondence to Institutions	As and when letters recd. from different Institutions	
48.	Work related to change in the title of departments	As and when letters recrd.	
49.	Conducting of out-side examinations	As and when letters recd. from various deptt. to conduct exam.	
50.	Preparation of Provisional marksheet to the students	10 minutes per Prov. Marksheet	Per day
51.	Issue of Scholarship certificate to the students	10 minutes per cerificate	Per day
52.	Work related to B.Tech. Admission	Depend on schedule approx 20th days	Once in a year
53.	Work related to M.Tech Admission	Depend on schedule approx 30th days	Once in a year

54.	Work related to Ph.D. Admission	Depend on schedule approx 30th days	Once in a year
55.	Preparation of Admission slip, Verification slip	5 minutes per slip	Once in a year
56.	Preparation of roll list of M.Tech. Full Time/P.T/Ph.D students	Half an hour	Once in a year
57.	M.Tech Scholarship	Half an hour	Twice in a year
58.	Receiving awards list (B.Tech., & M.Tech transmission to FOT	Four months (continous)	Twice in a year
59.	ERC & Examiner appointed through FOT (DU)	Half an hour	Twice in a year
60.	Receiving Examiners bills of B.Tech. & M.Tech. transmission to GGSIPU	2 minutes per entry	Twice in a year
61.	Work related to JRF student for monthly payment	Half an hour	Per month
62.	Work related to T R F& R S (proposed activity) student for monthly payment	Half an hour	Per month

Norms set for the discharge of functions

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

Illustration

S. No.	Activity	Time Frame/ Norm	Remarks
01.	Typing Job	15 pages per day	Along with different Entries in the Register (s), Stock Register, Moment Register, Dispatch Register, Sanction Register and Voucher Register etc.

S.N O	Activity	Time Frame/ Norms	Remarks
1	Different games like Arm Wrestling Basketball, Cricket, Chess, Carom, Football, Lawn Tennis, Power Lifting, Table Tennis Volley ball etc	Through out the academic year	Games are organized to motivate student for mass and maximum participation
2	GGSSIP University Intercollegiate Tournament	3-4 Months	Regular feature of Delhi university sports calendar
3	Invitational / Professional Intercollegiate Tournament	4-5 days	As per the Invitation
4	Annual Sports and Athletic Meet And prize distribution ceremony	2 days	Regular feature of AIT curriculum
5	Gymnasium activity	Through out the academic year	To motivate students for health and Physical fitness

TRANSPORT SECTION

Norms set for the discharge of functions

{ Section 4(1)(b)(iv)}

Details of norms and standards set out can be given in respect of various activities.

The institute does not have government-vehicles

Norms set for the discharge of functions

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

Illustration

S. No.	Activity	Time frame/Norm	Remark
1.	Diary of letter	4 minutes per letter	
2.	Dispatch of letter	6 minutes per letter	
3.	Typing job	15 pages per day	
4.	Other technical works	Varies (depends on different factors)	

SECURITY SECTION

Norms set for the discharge of functions

{ Section 4(1)(b)(iv) }

Details of norms and standards set out can be given in respect of various activities.

S. NO	ACTIVITY	TIME FRAME/NORM	REMARKS
1.	To receive application/letter and put a diary number	Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2.	Despatch/Diary a letter/order	Approx. 5 Minutes	Registered Dak including entry in messenger book/put the diary no. On the letter/order as the case may be.
3.	Typing work	Approx. 30 pages per day	This includes typing of notesheet proposals/orders/letters/record of information & data entry/ etc.
4.	Make Entries in the register regarding leave.	Approx. 5 Minutes	While leave records updated day-to-day, the case may be.
5.	Make Entries in the relevant registers of LTC/OTA/Telephone/Conveyance/Movement/etc.	Approx. 5 Minutes each	--

Norms set for the discharge of functions

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

Details of norms and standards set out can be given in respect of various activities.

SNO	ACTIVITY	TIME FRAME/ NORM	REMARKS
A.	<u>Daily Work</u>		
1	To receive application/letter and put a diary number	Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Dispatch/Diary a letter/ order	Approx. 5 minutes	Registered Dak including entry in messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 15 pages per day	This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.

B.	<u>SCP/CEP</u>	Approx. 5 page per day	
1.	Make a proposal for short duration courses time to time under SCP like Computer literacy & English Speaking, Computer Hardware, Personality Development		This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.
2.	Make a proposal short duration courses time to time under CEP like Computer literacy & English Speaking, Computer Hardware, MS-Office for AIT staff, C & C++, Faculty Orientation Program		
3.	To forward the proposal to the concerned officer of the branch/section	Approx. 5 minutes	---
4.	Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant	Approx. 5 minutes each	----
5.	If the request is in order and does not involve any financial implications, the same is submitted to the Principal, AIT for approval/orders	Approx. One day	---
6.	If the request involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting.	Approx. one day	---

7.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administrative Officer, AIT for seeking approval/orders of the Principal, AIT.	Approx. one day	---
8.	The file is then down-marked to the AO who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Approx. one day	---
9.	The file is then down-marked to the AO who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Approx. one day	---
10.	In accordance with the orders of the Principal, AIT advertisement for Course in New Paper	Approx. one day	---
11.	Registration for Student	Approx. one day	---
12.	Received the request from students and then short list by marks. List prepared for students who has short listed	Approx. 5 days.	---
13	Prepared the Scheduled/time table for course and display the list of students	Approx. 1 day	--

14.	Last day of course make arrangement for test paper and after the paper declared the result	Same day	---
15.	Distribution of certificate	Same day	---
16.	Reply all the queries from ministry related to SCP/CEP/IRD	Same day	---
17.	Reply all the audit questions related to SCP/CEP/IRD	Same day	---
C.	Sponsored Projects like AICTE/DST/DRDO		
1.	To receive proposal from PI and put a into diary	One day	---
2.	To forward the proposal to the concerned department like AICTE/DST/DRDO	Approx. 5 minutes	---
3.	Any objection from AICTE/DRDO/DST Reply by Dean IRD	One day	---
4.	If the proposal sanctioned then make a file for other work through PI	5 day	---
5.	If the project period are expired than make a request to extend the project period through Dean IRD	2 day	--

	Project Details		
6.	<p>PI Name: Prof Asok De</p> <p>Project title: Analysis and Design of Wideband Microstrip Antenna</p> <p><u>Duration</u> _____</p> <p><u>Amount</u> 8.34Lakh_____</p> <p><u>Scheme</u> SAC, ISRO_____</p> <p><u>Expenditure Done</u> 8.34Lakh_</p>		
7.	<p>PI Name Dr R K Sharma</p> <p><u>Project title:</u> Analog Signal Processing with CMOS emphasis</p> <p><u>Duration</u> 3Years_____</p> <p><u>Amount</u> 10.35Lakh_____</p> <p><u>Scheme:</u> Research Promotion Schme, AICTE_____</p> <p><u>Expenditure Done:</u> 5.7Lakh_</p>		
9.	<p>PI Name Dr R K Sharma</p> <p><u>Project title</u> Modernisation of Language Lab</p> <p><u>Duration</u> One year _____</p> <p><u>Amount</u> 8.35Lakh_____</p> <p><u>Scheme</u> MODROB, AICTE_____</p> <p><u>Expenditure Done</u> 8.35 Lakh</p>		

D.	<u>Repair & Maintenance For computer and allied item</u>		
1.	To receive request/letter and put a diary number	Same day	---
2.	Marking of the Application/ letter by the concerned officer to the dealing assistant	Same day`	---
3.	Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant	Same day	---
4.	If the request involves financial implications, the proposal is sent to Principal for examination and approval.	Same day	---

5.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administarive Officer, AIT for seeking approval/orders of the Principal, AIT.	Second day	---
6.	The file is then down-marked to the Registrar who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Same day	---
7.	In accordance with the orders of the Principa, AIT, necessary draft orders/ replies are prepared for issuance.	Same day	---
8.	The orders/ replies are issued to the concerned person/ authority	Same day	---

Norms set for the discharge of functions

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

Details of norms and standards set out can be given in respect of various activities.

SNO	ACTIVITY	TIME FRAME/ NORM	REMARKS
A.	<u>Daily Work</u>		
1	To receive application/letter and put a diary number	Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Dispatch/Diary a letter/ order	Approx. 5 minutes	Registered Dak including entry in messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 15 pages per day	This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.

<p>B.</p> <p>1.</p> <p>2.</p>	<p style="text-align: center;"><u>SCP/CEP</u></p> <p>Make a proposal for short duration courses time to time under SCP like Computer literacy & English Speaking, Computer Hardware, Personality Development</p> <p>Make a proposal short duration courses time to time under CEP like Computer literacy & English Speaking, Computer Hardware, MS-Office for AIT staff, C & C++ , Faculty Orientation Program</p>	<p>Approx. 5 page per day</p>	<p>This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.</p>
<p>3.</p>	<p>To forward the proposal to the concerned officer of the branch/section</p>	<p>Approx. 5 minutes</p>	<p>---</p>
<p>4.</p>	<p>Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant</p>	<p>Approx. 5 minutes each</p>	<p>----</p>
<p>5.</p>	<p>If the request is in order and does not involve any financial implications, the same is submitted to the Principal, AIT for approval/orders</p>	<p>Approx. One day</p>	<p>---</p>
<p>6.</p>	<p>If the request involves financial implications, the proposal is sent to A/cs branch for examination/ advice/ vetting.</p>	<p>Approx. one day</p>	<p>---</p>

7.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administrative Officer, AIT for seeking approval/orders of the Principal, AIT.	Approx. one day	---
8.	The file is then down-marked to the Registrar who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Approx. one day	---
9.	The file is then down-marked to the Registrar who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Approx. one day	---
10.	In accordance with the orders of the Principal, AIT advertisement for Course in New Paper	Approx. one day	---
11.	Registration for Student	Approx. one day	---
12.	Received the request from students and then short list by marks. List prepared for students who has short listed	Approx. 5 days.	---
13	Prepared the Scheduled/time table for course and display the list of students	Approx. 1 day	--
14.	Last day of course make arrangement for test paper and after the paper declared the	Same day	---

	result		
15.	Distribution of certificate	Same day	---
16.	Reply all the queries from ministry related to SCP/CEP/IRD	Same day	---
17.	Reply all the audit questions related to SCP/CEP/IRD	Same day	---
C.	Sponsored Projects like AICTE/DST/DRDO		
1.	To receive proposal from PI and put a into diary	One day	---
2.	To forward the proposal to the concerned department like AICTE/DST/DRDO	Approx. 5 minutes	---
3.	Any objection from AICTE/DRDO/DST Reply by Dean IRD	One day	---
4.	If the proposal sanctioned then make a file for other work through PI	5 day	---
5.	If the project period are expired than make a request to extend the project period through Dean IRD	2 day	--
D.	<u>Repair & Maintenance</u> <u>For computer and allied item</u>		

1.	To receive request/letter and put a diary number	Same day	---
2.	<u>Marking of the Application/ letter by the concerned officer to the dealing assistant</u>	Same day`	---
3.	Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant	Same day	---
4.	If the request involves financial implications, the proposal is sent to Director for examination and approval.	Same day	---
5.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administrative Officer, AIT for seeking approval/orders of the Director, AIT.	Second day	---
6.	The file is then down-marked to the Registrar who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Same day	---
7.	In accordance with the orders of the Principal, AIT, necessary draft orders/ replies are prepared for issuance.	Same day	---

8.	The orders/ replies are issued to the concerned person/ authority	Same day	---
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Manual 5

Rules, regulations instructions, manuals and records for discharging functions

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

List of regulations, instructions, manuals and records

Sl.No.	Name of the act, rules, regulations, instructions, manuals and records for discharging functions	Brief gist of the contents	Reference No., if any	Price in case of priced publications
1	2	3	4	5
1.	(i) Rules & Regulations	The Rules & Regulations are followed by the Institute . As per provision of Govt. of NCT Delhi	-	-
2.	Service Rules	Service conditions of the employees of the Institute As per Govt. of NCT Delhi Rules	As per Govt. of NCT of Delhi	-
3.	Leave Provisions (Schedule-A)	Leave rules As per Govt. of NCT Delhi Rules	- do -	-
4.	Medical Attendance and Treatment (Schedule-B)	As per Medical rules of NCT Delhi	- do -	-

5.	Service Conduct & Appeal Rules	Govt. of NCT Delhi CCA (CCS) Conduct Rules	Govt. of India CCA (CCS) Conduct Rules applicable	-
6.	GPF-cum-Pension-cum-Gratuity Scheme	GPF scheme for Institute employees as per Govt. of NCT Of Delhi		-
7.	CPF-cum-Gratuity Scheme	CPF scheme for the Institute employees as per Govt. of NCT Of Delhi	- do -	-
8.	Profile of Growth	Govt. Institute		
9.	Annual Report (Prepared every previous financial year's report)	Activities of the Institute (containing all academic, admn. activities, list of all the statutory bodies/members and list of faculty and officers of the Institute.	As required	- do -
10.	Procedure for Purchase through Institute non-	Purchase rules as for GFR	.	- do -

	recurring and recurring grants and funds			
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Manual 6

A statement of the categories of documents that are held by it for under its control

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

Details of the records available may be made in a statement form, wing wise, unit-wise, branch-wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

Sl. No.	Nature of record	Details of information available	Unit/ section where available	Retention period, where available	Whether accessible to public
1.	ACRs of faculty members and Group-A officers	-	Principal's Office	January 2010	No
2.	Confirmation of faculty members - file	-	Establishment (Personal Files)	-	No
3.	Selection Committee meetings for various group-A posts	Recruitment of Groups A employees is done by UPSC	-	-	No
4.	Constitution of Selection /Expert Committees and their Minutes	Appointments on contract/ Re-employment/ Visiting basis	Through TTE	March 2008	No
5.	Inquiry/ complaint	Disciplinary proceedings/	Principal's Office	-	No

		inquiry			
6.	Registers	1. File movement 2. Despatch 3. Diary 4. Fax sent 5. Casual leave of the personal staff of Principal	- do -	Jan 2008 April 2008 Oct 2004 Jan 2008 Jan 2010	Yes

A statement of the categories of documents that are held by it for under its control

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

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and categorized..

A statement of the categories of documents held

Establishment Branch, AIT

Note :-Establishment Branch of AIT (an educational Institution) deals in most of the cases with the employees of the Institute & Govt. bodies and does not deal either with students or with the common public

S. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period, where available
1.	Personal files of the employees (Regular, Temp., Adhoc, Contractual, Deputationist) and their Service books, where ever applicable	Service Record of the employees like Medical examinations, verifications of antecedents, probation clearance, Leave record, increments, GPF/CPF withdrawal/ Advances, LTC etc. Extensions i/r/o Adhoc, Contractual, Deputationist including their record pertaining to LSPC, repatriations etc., Various records of courses seminars attended reimbursements, retirements	Establishment Branch	As per period mentioned in Retention Schedule, available in Establishment Branch

S. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period, where available
		benefits etc..		
2.	The record related to performance appraisal / ACRS of the employees	Relevant information	-do-	As per period mentioned in Retention Schedule, available in Establishment Branch with Head of office (B & C Group)
3.	Reservation roasters	Vacancies in respect of direct recruitment /by promotion in respect of SC/ST/OBCs	HOO Office	As per period mentioned in Retention Schedule, available in Establishment Branch .
4.	Records pertaining to the correspondence with Govt. agencies like various deptts. Of GNCT of Delhi, Central Govt. etc	All correspondence carried out in respect of their communication received from State Govt./ Central Govt. and rely thereof.	Principal's Office	-do-
5.	Correspondence with GGSIPU, DTTE, AICTE, UGC and various other educational related organizations / agencies	All correspondence carried out in respect of their communication received from time to time and reply thereof	-do-	-do-
6.	Records related to payment of official telephone bills and	Relevant information	DDO/Accounts	-do-

S. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period, where available
	reimbursement of telephone bills of entitled/ non entitled categories of the officers of the Institute			
7.	The files pertaining to the records of manpower hired through outsourcing	Information related to the tenders, details of bills and their payments and other correspondence made in this respect to the concerned contractor / labour department.	Establishment	Aug 2008
8.	Various Registers maintained in respect of :- Movement, Attendance , Stock Register, Increment, Telephone, Contract, Tuition fee, LTC, Scheme Wise Allocation, C.L. Booklet Register , Book Register, Diary Register (Internal/External) Despatch Register(Internal), Despatch Register(External) Franking Machine Register, Stamp	Relevant Information	-do-	-do-

S. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period, where available
	Register, Stamp Register (Post Office)			

A statement of the categories of documents that are held by it for under its control

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

A statement of the categories of documents held

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Pay Bill Registers (PBRs)	Salary details in r.o. every employee	Office of D.D.O.	Permanent
2.	GPF/CPF Ledgers	Ledger Account in r.o. provident fund of individuals	Office of D.D.O.	
3.	GPF/CPF Pass Books	Details of upto date balances of GPF/CPF	Issue to individuals by office of D.D.O.	
4.	Broad Sheets	Broad sheets of advances and their recoveries	Office of D.D.O.	
5.	Long term/short term Adv. Registers	Advance Register in r.o. long term & short term advances given to employees	Office of D.D.O.	

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
6.	TDS Registers	Details of TDS recovered & remitted	Office of D.D.O.	From 2006-07
7.	Schedule of Recoveries	Details of recoveries & remittances from each pay bills	Office of D.D.O.	
8.	Pay Bills	Details of salaries drawn month wise	Office of D.D.O.	From 2006-07
9.	Grants-in-Aid (Schemes from AICTE)	Grants allocated and sanctioned	Office of D.D.O.	
10.	Grants-in-Aid files (Externally funded R&D Projects)	Details of proposals for grants & their receipts	Office of D.D.O.	
11.	Budget Files/Statements	Details of revised estimate & budget estimate submitted to govt. for approval	Office of D.D.O.	From 2006-07
12.	I-Tax Assessments	Calculation & finalization sheet in r.o. income tax of employees	Office of D.D.O.	From 2006
13.	TDS Register (Contractual)	Details of TDS recovered in r.o. contract works	Office of D.D.O.	From 2006
14.	Contingent Bill Register	Bill register having details of contingent bills put up for payment	Office of D.D.O.	From 2006
15.	ACB Register	Details of contingent advances drawn and adjusted year wise	Office of D.D.O.	From 2006

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
16.	Exp. Control Register	Details of up to date expenditure head wise	Office of D.D.O.	From 2006
17.	Cash/Bank Books	Depicting true picture of receipts & payments day wise	Office of D.D.O.	
18.	Ledgers/R&P accounts	Details of expenditure incurred under each head of account (scheme wise)	Office of D.D.O.	
19.	Cheque Issue Register for NGF	Details of cheques prepared against bills passed for payments	Office of D.D.O.	
20.	Acquaintance Roll Register	Acquaintance of payments disbursed	Office of D.D.O.	From 2006
21.	Monthly/Annual exp. statements	Headwise Expenditure statement in r.o. each scheme, month wise & year wise	Office of D.D.O.	From 2006
22.	Receipt Books/Fee Challans	Collections/receipts through official receipts & bank challans for the collections made through bank	Office of D.D.O.	From 2006
23.	Book re-conciliation statements	Re-conciliation of accounts with bank	Office of D.D.O.	From 2006
24.	TA/DA Files	Payment of TA/DA to the employees of AIT who were deputed on officials duties	Office of D.D.O.	From 2006

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
25.	LTC/HT Register	Register of LTC & home town in r.o. advances drawn and payments made	Office of D.D.O.	From 2006
26.	Medical Adv. Register	Register for medical advances sanctioned/paid during the year	Office of D.D.O.	From 2006
27.	Medical Re-Imb. Register/ Files	Details of medical reimbursement made to the staff of AIT	Office of D.D.O.	
28.	Diary/Dispatch Register	Diary & dispatch of dak received in accounts section	Office of D.D.O.	
29.	File Movement Register	To trace the movement of a particular file	Office of D.D.O.	
30.	Scholarship/Fellowship Register	Details of scholarships/fellowships paid during the year	Office of D.D.O.	
31.	P-Time Payment Register	Details of payments i.e. honorarium & conveyance sanctioned & paid to the part time	Office of D.D.O.	

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
		teachers		
32.	OTA Register	Details of overtime allowances paid to the staff	Office of D.D.O.	
33.	Imprest Register	Details of imprest payments released	Office of D.D.O.	
34.	Pension Register & PPO	Details of pension released	Office of D.D.O.	
35.	Bill Files	Files through which the bills are passed for payment	Office of D.D.O.	
36.	Annual Accounts	Annual accounts of the institute including receipt & payment account, income & expenditure account and balance sheet	Office of D.D.O.	From 2006
37.	Vouchers	Paid vouchers/bills	Office of D.D.O.	From 2006
38.	FDR register	Details of investments made under different accounts	Office of D.D.O.	
39.	Various files relating to official correspondence with govt. departments, annual plans, EFC memos, appropriation, re-	Containing complete details of transactions held and approval of the competent authority	Office of D.D.O.	

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
	appropriations, allocations, fund transfers/investments, bank dealings, imprest sanctioned etc.			

Statement of the categories of documents that are held by it for under its control
{ **Section 4(1)(b)(vi)**

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below) :

S. No.	Nature of Record	Details of information available	Unit/ Section where available	Retention period, where available
01.	File Index Register	File Opening Date, & Approx. cost of Item	Purchase	
02.	File Movement Register	Movement of files	Purchase	
03.	Tender Sale Register	Record of Tender Sale	Purchase	
04.	Vendor's Attendance Register	Attendance of Vendor	Purchase	
05.	EMD Register	Record of EMD's	Purchase	
06.	Assets Register/ Non-Consumable Register	Record of Non-Consumable Items	Store	
07.	Consumable Register	For Physical Verification /Record of Consumable Items	Store/ Purchase	
08.	Petty Purchase Register	Record of Petty Items	Purchase	
9.	Sanction Register	Details of payments	Store	
10.	Purchase Order Register	Details of purchase orders	Purchase	
11.	Sports Register	Details of Sports Item	Store	

**Statement of the categories of documents that are held by it for under its control
[Section 4(1)(b)(vi)]**

To be amended as per record of academic section

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below) :

S.NO.	Nature of Record	Time frame/Norm	Unit/section where available	Retention period, where available
1.	Convocation Register	From: 2010 to till date	Academic Section	Permanent
3.	Stock Register	From: 2010 to till date	Academic Section	Permanent
4.	Inventory Record	From: 2010 to till date	Academic Section	Permanent
5.	Medal Record	From: 2010 to till date	Academic Section	Permanent
6.	Feed back Record	From: 2010 to till date	Academic Section	Permanent
7.	Bonafide certificate Books	From: 2010 to till date	Academic Section	Permanent
9.	Semester Fees record	From: 2010 to till date	Academic Section	Permanent
10.	Pass out Record	From: 2010 to till date	Academic Section	-
11.	Examination Record	From: 2010 to till date	Academic Section	-
12.	Provisional Degree Certificate Record	From 2003	Academic Section	-
13.	Personal files of students record	From 2001 to till date	Academic Section	Permanent

14.	Transcripts Record	From 2002 to till date	Academic Section	-
15.	C.L. Record	-	Academic Section	-
16.	Record of Railway concession issued to students	Since the railway concession being issued to the students	Academic Section	Permanent
17.	Record of M.Tech. Scholarship from AICTE	Register maintained	Academic Section	Permanent
18.	Record of B.E. Scholarship from the Institute	Register maintained	Academic Section	Permanent
19.	Record of B.E. Scholarship from the Out side	Register maintained	Academic Section	Permanent

A statement of the categories of documents that are held by it for under its control

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

A statement of the categories of documents held

S.No	Nature of Record	Details of information available	Unit/ Section where available	Retention Period, Where available
1	AIT Sports Meet	Participation and Position record	Department Of Physical Education	From 2009 onwards
2	Annual Athletic Meet Record	Participation and Position record	Department Of Physical Education	From 2009 onwards
3	GGSIPU University Meet	Participation and Position record	Department Of Physical Education	From 2009 onwards

TRANSPORT SECTION

A statement of the categories of documents that are held by it for under its control

{ Section 4(1)(b)(vi) }

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available

AIT doesn't have any vehicle

A statement of the categories of documents that are held by it for under its control

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

A statement of the categories of documents held

S. No.	Nature of Record	Details of Information available	Unit/Section where available	Retention period where available
1	Stock Register for Books	(a) Gen. Book Accession Register (b) Donated Book Accession Register (c) Book Bank Accession Register	AIT LIBRARY BOOK SECTION	(a) From the year 2004 (b) From the year 2004 (c) From the year 2004
2.	Withdrawal Register for Books	Withdrawal Register	AIT LIBRARY BOOK SECTION	From the year 2004
3.	Catalogue of books	Main entry of the Books	AIT LIBRARY BOOK SECTION	From the year 2004
4.	Stock Register for Journal/Magazine	(a) Subscribed e Journals (b) Magazine record register for current issues	AIT LIBRARY JOURNAL SECTION	(a) From the year 2007 (b) From the year 2008
5.	Library Membership Record	(a) Permanent record register (b) Membership form (c) No dues diary	AIT LIBRARY SERVICE SECTION	(a) From the year 2004 (b) from 2004 (c) from 2004
6.	Newspaper Record	(a) Current Newspaper	AIT LIBRARY SERVICE SECTION	From the year 2008
7.	Library Members Miscellaneous record	(a) Duplicate Library Ticket record (b) Penalty/fine imposition (c) Daily books circulation statistics	AIT LIBRARY SERVICE SECTION	(a) & (B) From the year 2008 (C) from 2002

8.	Binding of Book/Journals	(a) Selection of vendor, list of documents etc.	AIT LIBRARY STORE	From the year 2008
9.	Consumable and Non-Consumable Stock Register	Stock entry registers	AIT LIBRARY STORE	From the year 2008
10.	Library Visitor's diary, Issue-Return of Book diary	Visitor's register (B) Issued and returned books	AIT LIBRARY STORE	(a) From 2008 (b) From 2008
11.	Library Policy	Minutes of Library Advisory Committee	AIT LIBRARY STORE	From the year 2009
12	Presence	Attendance, C.L. & Com. Leave	AIT JOURNAL SECTION	From the year 2009

A statement of the categories of documents that are held by it for under its control

{ Section 4(1)(b)(vi)}

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Contract Agreement	Terms & Condition of the Contract	Security Branch	As per period mentioned in on Schedule available in Security Branch
2.	Daily Attendance Register	Attendance Record	---Do--	---Do--
3.	Monthly Wage Bill	Payment of Pvt. Agency	---Do--	---Do--
4.	Initiation of proposal for deployment	On the occasion of Student events	---Do--	---Do--
5.	Stock register Non-Consumable	Entry of Non consumable Items	---Do--	---Do--
6.	Attendance register	Attendance of Security staff	---Do--	---Do--
7.	Audit file	Audit matters	---Do--	---Do--

8.	Police correspondence	Record of incident/accident & other Police correspondence	---Do--	---Do--
9.	Dak dispatch	Out going letter	---Do--	---Do--
10.	Issue of stickers	Issue to staff vehicle for entry	---Do--	---Do--
11.	Leave register	Maintain the leave record of register security staff	---Do--	---Do--
12.	Visitors registers	Record of visitor record	---Do--	---Do--
13.	Material register	Record of material	---Do--	---Do--
14.	Vehicle register	Record of vehicle	---Do--	---Do--
15.	Gate pass file	Record of Gate Passes	---Do--	---Do--
16.	Identity card register	Identity card record of employees	---Do--	---Do--
17.	Office equipment register	Record of equipment	---Do--	---Do--
18.	Security meeting	Record of meeting	---Do--	---Do--

Manual 7

(To be Uploaded Shortly)

MANUAL 8

List of Boards, Councils, Committees and other bodies constituted

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

(A) STATUTORY BODIES

Ambedkar Institute of Technology (AIT) is one of the Technical Institutes established in year 2001, by Govt. of NCT of Delhi.

The College is functioning under the Directorate of Training and Technical Education who is entrusted with the responsibility of providing trained technical manpower for the technological up-gradation of industrial production, services, productivity and innovation, contributing to the planned growth of the country's economy.

Sl. No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1.	Selection Committees	Recruitment of Groups A employees is done by UPSC Group B, C (non-technical) posted through the services department of Delhi Govt. & Group B, C (Technical) staff are recruited	UPSC DSSC	NA	-----	-----	-----	-----	-----

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
		through Delhi subordinate service commission.							

(B) SUB-COMMITTEES OF THE INSTITUTE

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	(1)Academic Committee (2)Research Committee (3)Library Advisory Committee (4)Committee for Industrial R&D (5)Students Affairs Committee (6)Divisional Research Committees (7) Planning, Monitoring & Evaluation Comm. (8) Establishment Committee	To discharge academic and administrative functions of the Institute.	Approved by the Principal	Start of Academic session (Alternate Year)	Two years	No	No	As per the necessity.	
2.	(1) Advisory Committee (2) Students Activity Committee (3) Security Advisory Committee (4) Time-Table committee	For smooth functioning of the Institute.	Approved by the Principal	Start of Academic session (Alternate Year)	Two years	No	No	As per the necessity.	

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
	(5) Examination Co-ordination Committee (6) Central Purchase Committee. (7) Departmental Purchase Committee (8) Proctorial Committee (9) Alumni Association (10) Office Automation (11) Commercial Estab. Licensing & Monitoring Comm. (12) Furniture Procurement Comm. (13) Networking Comm. (14) Computer & related accessories Purchase & Maint. Committee (15) Air Conditioning Advisory Committee (16) Employees' Grievance Redressal Comm. (17) Horticulture Advisory Committee (18) Coordination Comm. for Telephones								

MANUAL-10

The Monthly Remuneration Received by the Regular Employees under Plan - Scheme

S.NO.	NAME OF THE EMPLOYEE	DESIGNATION	Pay Scale	Basic Pay	Monthly Remuneration(in Rs.)
1.	PROF. ASOK DE	PRINCIPAL (On diverted capacity, Prof.(ECE), DTU Delhi)	16400-450-20900-500-22400	21900	65000
2.	DR. ASHOK MITTAL	PROFESSOR (ECE)	16400-450-22400	16400	51038
3.	DR. BINOD KANAUIA	ASSTT. PROFESSOR (ECE)	12000-420-18300	14520	45313
4.	DR. R.K. SHARMA	ASSTT. PROFESSOR (ECE)	12000-420-18300	12840	34420
5.	SH. MANOJ KUMAR	ASSTT. PROFESSOR (CSE)	12000-420-18300	12840	34420
6.	SH. VISHAL BHATNAGAR	ASSTT.PROFESSOR (CSE)	12000-420-18300	12840	40198
7.	SH. R.S. YADUVANSHI	LECTURER(ECE)	8000-275-13500	9925	31322
8.	SH. D.K. RAHEJA	LECTURER(ECE)	8000-275-13500	11575	36672
9.	MS. C.S. VINITHA	LECTURER(ECE)	8000-275-13500	8550	27135
10.	MS. MANJU KHARI	LECTURER(CSE)	8000-275-13500	8275	23374
11.	SH. SURESH KUMAR	LECTURER(CSE)	8000-275-13500	8550	23287
12.	SH. G. VEDABOURISWARAN	LECTURER(MECH.)	8000-275-13500	8550	27135
13.	MS. MANISHA KHULBE	LECTURER(ECE)	8000-275-13500	10750	34009

14.	MS. BHARTI NAGPAL	LECTURER(CSE)	8000-275-13500	8000	25460
15.	DR.MANSHI SINGHI (on diverted capacity)	LECTURER(CHEM.)	10000-325-15200	11950	37488
16.	SH. JAWAHAR LAL	ACCOUNTS OFFICER	9300-34800	21740	46674
17.	SH. S.S. GROVER	JR. ACCTS. OFFICER	9300-34800	19050	32322
18.	MS. SANGEETA DHINGRA	STENOGRAPHER	9300-34800	12430	28141
19.	SH. BRIJ BHUSHAN	HEAD CLERK	9300-34800	14270	31030
	SH. RAMESH KUMAR	HEAD CLERK	9300-34800	13900	30449
21.	SH. K.P. SHARMA	UDC	5200-20200	8700	19459
22.	SH. DINESH KR. SHARMA	UDC	5200-20200	8700	19459
23.	SH. PURSHOTTAM	UDC	5200-20200	9120	20328
24.	SH. SUDERSHAN KR.	UDC	5200-20200	8700	19459
25.	MS. NITA VIJ	UDC	9300-34800		25582
26.	SH.BHAGWAN SINGH	UDC	5200-20200	8890	19967
27.	SMT.VIJAYA LAKSHMI	LDC	5200-20200	7120	14923
28.	SMT. SUNITA	LDC	5200-20200	5830	12898
29.	SH. BRAHMJIT	LDC	5200-20200	7440	16936
30.	SH. DHARAMPAL SHARMA	LDC	5200-20200	7440	16996
31.	SH. GAJENDRA SINGH	LDC	5200-20200	7900	14478
32.	SH.RAJU	WSA (on diverted capacity)	5200-20200	7440	Salary drawn from GB Pant Polytechnic, Delhi
33.	MUKESH KUMAR	PEON	5200-20200	5410	12082
34.	SUNIL KUMAR	PEON(on diverted capacity)	5200-20200	5410	Salary drawn from Ambedkar Polytechnic, Delhi

NOTE: The pay scale is pre-revised for the employees mentioned at S. No. 1 to 15 whereas the pay scale is revised for the employees mentioned at S.No. 16 to 33.

**The Monthly Remuneration Received by the Contractual Employees through Department of Training & Technical Education
under Plan - Scheme**

S.NO.	NAME OF THE CONTRACTUAL EMPLOYEE	DESIGNATION	Pay scale	Basic Pay	Monthly Remuneration
35.	MS. PARVINDER KAUR	LECTURER(MATHS)	8000-275-13500	8000	17640
36.	MS. MEENAKSHI SINGH	LECTURER(ECE)	8000-275-13500	8000	17640
37.	MS. MANDVI AWASTHI	LECTURER(CSE)	8000-275-13500	8000	17640
38.	MS. SEEMA RANI	LECTURER(MATHS)	8000-275-13500	8000	17640
39.	DR. PREM LATA KESRI	LECTURER(MATHS)	8000-275-13500	8000	17640
40.	SH. PRAVEEN KUMAR VARMA	LECTURER(CSE)	8000-275-13500	8000	17640 (to be received)
41.	SH. DEEPAK BATRA	LECTURER(ECE)	8000-275-13500	8000	17640 (to be received)
42.	MS. SWATI SHARMA	LECTURER(ECE)	8000-275-13500	8000	17640 (to be received)
43.	SH.SUNIL MATHUR	LECTURER(ECE)	8000-275-13500	8000	17640 (to be received)
44.	SH. ANKIT	LECTURER(ECE)	8000-275-13500	8000	17640 (to be received)
45.	SH. JOSHIL K. ABRAHAM	LECTURER(ENGLISH)	8000-275-13500	8000	17640 (to be received)
46.	SH. BHARAT BHUSHAN	TRAINING & PLACEMENT OFFICER	12000-420-18300	12000	26460
47.	SH. PUSHPENDRA PRATAP SINGH	ASSTT. LIBRARIAN	5200-20200	8560	13177

48.	SH. RAMAN	SR.MECH.	5200-20200	8560	13177
49.	SH. SUKHWINDER SINGH	SR. MECH.	5200-20200	8560	13177
50.	SH. VIJAY GAUTAM	JR.MECH.	5200-20200	5830	8966
51.	SH. S.S. BOSE	SR.MECH.	5200-20200	8560	13177
52.	SH. VIKRANT	JR.MECH.	5200-20200	5830	8966
53.	SH. SANDEEP KUMAR	WSI	5200-20200	8560	13177
54.	SH. TARUN KUMAR	SR.MECH.	5200-20200	8560	13177
55.	SH. ARUN KUMAR	WSA	5200-20200	5830	8966
56.	MS. SUMAN DEO	CAD / DRAFTSMAN	9300-34800	9300	15560
57.	SH. DEVI RAM SHARMA (Through DOEACC)	ASSTT. PROGRAMMER	14000 (Fixed Salary)		19303 (Paid to DOEACC)
58.	SH. NITIN KUMAR SRIVASTAV (Through DOEACC)	ASSTT. PROGRAMMER	14000 (Fixed Salary)		19303 (Paid to DOEACC)
59.	SH. AAMIR RAZA (Through DOEACC)	ASSTT. PROGRAMMER	14000 (Fixed Salary)		19303 (Paid to DOEACC)
60.	SH. DEEPAK KUMAR (Through DOEACC)	ASSTT. PROGRAMMER	14000 (Fixed Salary)		19303 (Paid to DOEACC)

NOTE: The pay scale is pre-revised for the contractual employees mentioned at S. No. 1 to 12. Whereas the pay scale is revised for the contractual employees mentioned at S.No. 13 to 22. The Assistant Programmers mentioned at S.No. 22 to 26 have been working on fixed salary through DOEACC.

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THE BUDGET ALLOCATED TO EACH AGENCY

PLAN BUDGET

Sl No	Major Head	Sanctioned Budget 2008-09
1	Salary	1.5 CRORE
2	Over Time Allowance	NIL
3	Domestic Travel	.005 crore
4	Office Expenses	1 crore
5	Advertisement	.02 crore
6	Motor Vehicle	NIL
7	Material & Supply	1.5 crore
8	Machinery Equipment	4.78.50 crore
9	Foreign Travel	NIL
10	Medical Treatment	.01 crore
11	Scholarship	NIL
12	Teaching cum research Fellowship	NIL
13	Other charges	NIL
TOTAL		9 crore

SI No	Major Head	Sanctioned Budget 2009-10
1	Salary	3.6 crore
2	Over Time Allowance	Nil
3	Domestic Travel	.2 crore
4	Office Expenses	1.45 crore
5	Advertisement	.10 crore
6	Motor Vehicle	Nil
7	Material & Supply	2.5 crore
8	Machinery Equipment	2.5 crore
9	Foreign Travel	.05 crore
10	Medical Treatment	.02crore
11	Scholarship	Nil
12	Teaching cum research Fellowship	.25 crore
13	Other charges	.05 crore
TOTAL		10 crore

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The Manner of Execution of subsidy program

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

Post Graduation Scheme -M-tech 2007-2008

Sl. No	Name and address of beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	Number of time subsidy given past with purpose
1	Prateek Juyal	M.Tech Scholarship	5000	AS Per AICTE Norms	Scholarship is provided every month till the completion of the Academic session
2	Rakesh Kumar	M.Tech Scholarship	5000		
3	Davendra Kumar	M.Tech Scholarship	5000		
4	Jai prakesh Sah	M.Tech Scholarship	5000		
5	Sumanta Kumar Sethi	M.Tech Scholarship	5000		
6	Amit Kumar	M.Tech Scholarship	5000		
7	Vishwas	M.Tech Scholarship	5000		
8	Ravinder Singh	M.Tech Scholarship	5000		
9	Sudama Ram Harizan	M.Tech Scholarship	5000		
10	Nishika Singh	M.Tech Scholarship	5000		
11	Ankit Aggarwal	M.Tech Scholarship	5000		
12	Prem Shankar Yadav	M.Tech Scholarship	5000		

13	Subhash Chandra Patel	M.Tech Scholarship	5000		
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Post Graduation Scheme -M-tech 2008-2009

Sl.	Name and address	Purpose for which	Amount of	Scheme and	Number of time subsidy given past with
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No	of beneficiary	subsidy provided	subsidy	Criterion for selection	purpose
1	Prateek Juyal	M.Tech Scholarship	8000	AS Per AICTE Norms	Scholarship is provided every month till the completion of the Academic session
2	Rakesh Kumar	M.Tech Scholarship	8000		
3	Davendra Kumar	M.Tech Scholarship	8000		
4	Jai prakesh Sah	M.Tech Scholarship	8000		
5	Sumanta Kumar Sethi	M.Tech Scholarship	8000		
6	Amit Kumar	M.Tech Scholarship	8000		
7	Vishwas	M.Tech Scholarship	8000		
8	Ravinder Singh	M.Tech Scholarship	8000		
9	Sudama Ram Harizan	M.Tech Scholarship	8000		
10	Nishika Singh	M.Tech Scholarship	8000		
11	Ankit Aggarwal	M.Tech Scholarship	8000		
12	Prem Shankar Yadav	M.Tech Scholarship	8000		
13	Subhash Chandra Patel	M.Tech Scholarship	8000		

Post Graduation Scheme –M-tech 2008-2009

Sl. No	Name and address of beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	Number of time subsidy given past with purpose
1	Rakesh Kr. Prajapati	M.Tech Scholarship	8000	AS Per AICTE Norms	Scholarship is provided every month till the completion of the Academic session
2	Ravindara Kr. gautam	M.Tech Scholarship	8000		
3	Ravi kant	M.Tech Scholarship	8000		
4	Umesh Kumar	M.Tech Scholarship	8000		
5	Pawan kumar	M.Tech Scholarship	8000		
6	Shekhar gupta	M.Tech Scholarship	8000		
7	Ravindara Kr.	M.Tech Scholarship	8000		
8	Rani Srivastava	M.Tech Scholarship	8000		

Post Graduation Scheme -M-tech 2009-2010

Sl. No	Name and address of beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	Number of time subsidy given past with purpose
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1	Pankaj Bhatia	M.Tech Scholarship	8000	AS Per AICTE Norms	Scholarship is provided every month till the completion of the Academic session
2	Arjun Singh	M.Tech Scholarship	8000		
3	Krishan Kumar	M.Tech Scholarship	8000		
4	Virendra Singh Tetarwal	M.Tech Scholarship	8000		
5	Abhishek Kr. Avasthi	M.Tech Scholarship	8000		
6	Sandeep	M.Tech Scholarship	8000		
7	Deepak Gangwar	M.Tech Scholarship	8000		
8	Rishi Dutt Sharma	M.Tech Scholarship	8000		
9	Anshuman Kr. Saurabh	M.Tech Scholarship	8000		
10	Mayank Tiwari	M.Tech Scholarship	8000		
11	Bharat kalyan Thota	M.Tech Scholarship	8000		
12	Anoop Kr. Sagar	M.Tech Scholarship	8000		
13	Deepti Sharma	M.Tech Scholarship	8000		
14	Anuj Kr. Yadav	M.Tech Scholarship	8000		
15	Sreejith S. Nair	M.Tech Scholarship	8000		
16	Vikas Yadav	M.Tech Scholarship	8000		
17	Patil Vishal Ningappa	M.Tech Scholarship	8000		
18	Tej Pratap Singh Ponia	M.Tech Scholarship	8000		

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Particulars of recipients of concessions, permits or authorizations granted

[Section 4(1)(b)(xiii)

List of beneficiaries

S.No.	Name and address of the beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times concession given in past with purpose
1.	Available in the UG Section	Railway concession is issued during winter/summer vacation, monthly/quarterly concession ticket and for Industrial Tour, attending seminar, conference etc.	To visit hometown during vacation, concession to the outsider students studying in AIT	As per rule	The concession is issued on the demand of the students

Note : Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

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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 back end database
1.	Cataloguing	Bibliographic information for Books	Yes	Being used s back end database
2.	Issue/Return of books	Library Users Information and books issued/returned	Yes	Being used as back end database

Information available in an Electronic Form

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

The details about the various Academic Departments and programs of the Institute, various Laboratories, Infrastructural Facilities and information of general nature are available on Institute Web Site which can be accessed by the following URL:

<http://www.ait.delhigovt.nic.in>

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Particulars of facilities available to citizens for obtaining information

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

Facilities available for obtaining information

Establishment Branch, AIT

Note :-Establishment Branch of AIT (an educational Institution) deals in most of the cases with the employees of the Institute & Govt. bodies and does not deal either with students or with the common public

S.No	Facility available	Nature of Information available	Working hours
1.	Through written correspondence	Any query / progress i/r/o/ of the representation / applications submitted by the employees of all Groups relating to their personal / official field. Information / feedback asked by different Govt. quarters on different aspects	During working hours
2.	Desk Counter i.e. from concerned dealing assistants	Information related to personal / official nature	-do-
3.	Notice Board	Information concerning the general interest of the employees in. Various notifications / orders received from different organization offices	-do-

Particulars of facilities available to citizens for obtaining information

[Section 4 (b)(xv)]

Facilities available for obtaining information

S. No.	Facilities Available	Nature of Information Available	Working hours
01.	<u>Information Counter</u>	<p><u>RECEPTION COUNTER</u></p> <p>i) Telephonic Informations</p> <p>ii) Indicative/ Vocative/ Directional Informations</p> <p>iii) Notice Board /Display Board Informations</p> <p>vi) Exhibitional Informations</p>	8.30 a.m. to 5.00 p.m.
02.	Web-site	www.ait.delhigovt.nic.in	Round the clock

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Particular of PIOs

Name of PIO : Prof. ASOK DE

Designation of PIO : Principal

Address of PIO : Ambedkar Institute of Technology

Geeta Colony

Near chacha Nehru Bal Chikatsayalya

Delhi-110031

Contact No : 011-22048046,22405001,

Fax. :(011)22048044

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To be uploaded shortly.....