Norms for Discharge of Academic, Teaching, and Placement Functions at Delhi Skill and Entrepreneurship University

1. Academic Functions

- **Curriculum Development:**

    o The curriculum is designed in alignment with industry standards and national educational frameworks.

    o Regular updates and revisions are conducted based on feedback from industry partners, academic boards, and student performance assessments.

    o Courses are approved by the Academic Council and are subject to periodic review for relevance and rigor.

- **Admission Process:**

    o The admission process follows the guidelines set by the university, with transparent criteria based on merit and/or entrance exams.

    o Special consideration is given to underrepresented groups, ensuring inclusivity and diversity.

- **Assessment and Evaluation:**

    o Continuous assessment through assignments, quizzes, projects, and exams.

    o Standardized grading practices are adhered to, ensuring fairness and consistency.

    o Regular reviews are conducted to ensure the quality and integrity of the evaluation process.

2. Teaching Functions

- **Teaching Methodology:**

    o Adoption of innovative teaching methods, including experiential learning, case studies, and practical hands-on training.

    o Faculty members are encouraged to engage in continuous professional development to enhance teaching quality.

    o Use of technology-enhanced learning tools, including online platforms and virtual labs, to supplement traditional classroom teaching.

- **Faculty Responsibilities:**

    o Faculty members are expected to maintain a high standard of teaching, contributing to curriculum development and student mentorship.

    o Regular feedback from students is collected and used for improving teaching practices.

- Faculty workload is managed to ensure a balance between teaching, research, and administrative responsibilities.

- **Research and Development:**

  - Faculty and students are encouraged to engage in research activities, with support for publications, patents, and participation in conferences.

  - Collaboration with industry and academic institutions is promoted to foster research that addresses real-world challenges.

3. Placement Functions

- **Industry Collaboration:**

  - Strong partnerships with industry leaders are maintained to ensure relevant skill development and job readiness for students.

  - Regular interaction with industry experts through guest lectures, workshops, and seminars.

  - The university's curriculum is designed to meet the needs of the industry, ensuring students are job-ready upon graduation.

- **Placement Cell:**

  - A dedicated Placement Cell is responsible for coordinating all placement activities, including internships and final job placements.

  - The Placement Cell organizes campus recruitment drives, career counseling sessions, and skill enhancement workshops.

  - Continuous monitoring of placement statistics and feedback from employers to improve placement outcomes.

- **Alumni Engagement:**

  - Strong alumni network to support current students through mentorship, guest lectures, and networking opportunities.

  - Alumni feedback is sought regularly to refine academic and placement strategies.

4. Quality Assurance

- **Regular Audits:**

  - Feedback from students, faculty, and industry partners is used to continuously improve and adapt to changing educational and employment landscapes.

- **Compliance with Regulatory Bodies:**

  - All academic and administrative processes are aligned with the norms set by the University Grants Commission (UGC), All India Council for Technical Education (AICTE), and other relevant bodies.

  - Regular reporting and compliance with statutory requirements are maintained.

5. Student Support and Development

- **Counseling and Mentorship:**

  - Comprehensive student support services, including academic counseling, career guidance, and personal development workshops.

  - Faculty and senior students act as mentors to guide students throughout their academic journey.

- **Extracurricular Activities:**

  - Encouragement of participation in extracurricular activities to foster holistic development.

  - Support for student-led initiatives, clubs, and societies that align with their interests and career goals.

- **Inclusivity and Accessibility:**

  - Special provisions for students with disabilities, ensuring equal access to all university facilities and resources.

  - Policies and practices are in place to promote gender equality, diversity, and inclusivity across the university.

6. Grievance Mechanism at Delhi Skill and Entrepreneurship University

At Delhi Skill and Entrepreneurship University, a robust grievance mechanism is in place to address the concerns and issues raised by our community. The University receives grievances through various government portals, including PGMS, VCIMS, CPGRAM, and the LG Listening Portal. To manage these grievances effectively, specific committees have been established.

For issues related to internal women's harassment and matters concerning SC/ST/OBC, dedicated committees are in place to ensure that these concerns are heard and addressed fairly and justly. These committees are committed to upholding a thorough and equitable process.

Additionally, a grievance submission form is available on the RTI portal, providing an alternative channel for addressing concerns directly with the University. This ensures that all voices are heard and every issue is given due consideration.

The University's commitment to maintaining a safe, respectful, and supportive environment is reflected in its grievance handling procedures. When a grievance is submitted, the following steps are taken to ensure a thorough and timely resolution:

1. **Notification and Direction**: Upon receipt of a grievance, the concerned person or department is immediately notified via email and instructed to address the issue within a specified timeframe.

2. **Communication with the Grievant**: Throughout the grievance process, the grievant is kept informed through regular updates via email or phone. This ongoing communication ensures that all details are clarified, additional information is gathered if needed, and the grievance is fully understood.

3. **Resolution of the Grievance**: After a comprehensive review and understanding of the grievance, a resolution is provided. The goal is to address the issue thoroughly and satisfactorily.

4. **Escalation if Necessary**: If the grievance cannot be resolved within the University, it may be forwarded to other relevant authorities capable of providing a resolution. This ensures that every grievance is addressed appropriately, even if it requires external intervention.

Procurement Procedure at Delhi Skill and Entrepreneurship University

As a state university and grantee institution of the Government of NCT of Delhi, Delhi Skill and Entrepreneurship University follows the General Financial Rules (GFR) 2017 and its amendments for all expenditures incurred since its inception.

The procurement process is managed through the following systems:

- **GeM Platform**: The University and its campuses have buyer and consignee accounts.

- **eTender Portal**: The University maintains a procurement account on the Government of NCT of Delhi's eTender portal.

All bids and tenders are publicly accessible on the University's official website under the Tenders section (https://dseu.ac.in/tenders/index.html) at www.dseu.ac.in.

For transparency and reference, the details of bids and contracts from the past year

S. No.	Contract No.	Name of Service	Price of Contract	Date of Contract
1	GEMC-511687736003479	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/Residential; Unarmed Security Guard	₹1,917,412.69	09/08/2024
2	GEMC-511687729802960	Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Secondary School	₹7,621,169.18	25/06/2024
3	GEMC-511687734978173	Packaged Drinking Water Service	₹11,856.00	18/06/2024
4	GEMC-511687796355015	Non Paper Printing Services - Area Based - Flex & Banners; Eco Solvent; Cloth	₹249,142.25	04/06/2024
5	GEMC-511687732175971	Packaged Drinking Water Service	₹14,652.67	02/05/2024
6	GEMC-511687707171723	Paper-based Printing Services - Printing with Material; Secured Mark sheets with Variable data; Digital	₹496,235.70	31/03/2024
7	GEMC-511687719796469	Paper-based Printing Services - Printing with Material; Answer Book; Offset	₹496,000.00	27/02/2024
8	GEMC-511687737911830	Paper-based Printing Services - Printing with Material; Answer Book; Offset	₹152,000.00	27/02/2024
9	GEMC-511687770761349	Paper-based Printing Services - Printing with Material; Yearly Diary; Offset	₹172,800.00	03/02/2024

S. No.	Contract No.	Name of Service	Price of Contract	Date of Contract
10	GEMC-511687716691307	Hiring of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 2	₹100,280,474.91	31/01/2024
11	GEMC-511687760585037	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/Residential; Unarmed Security Guard	₹103,540,285.20	31/01/2024
12	GEMC-511687766284401	Catering service (Event Based) - Snacks/High Tea; Veg; Special Buffet	₹23,520.00	02/01/2024
13	GEMC-511687735544004	Catering service (Event Based) - Snacks/High Tea; Veg; Special Buffet	₹24,990.00	11/12/2023
14	GEMC-511687773352510	Paper-based Printing Services - Printing with Material; Answer Book; Offset	₹496,800.00	05/12/2023
15	GEMC-511687790322878	Catering service (Event Based) - Snacks/High Tea; Veg; Special High Tea	₹17,820.00	05/12/2023
16	GEMC-511687728808871	Translation/Transliteration/Transcreation/Transcription Services - Translation; Per Word; Legal	₹3,750.00	01/12/2023
17	GEMC-511687721546056	Catering service (Event Based) - Snacks/High Tea; Veg; Tea Buffet	₹8,865.00	01/12/2023
18	GEMC-511687784761074	Catering service (Event Based) - Lunch; Veg; Special Buffet	₹7,250.00	11/10/2023
19	GEMC-511687792287212	Paper-based Printing Services - Printing with Material; Book/Booklet; Digital	₹15,000.00	01/10/2023
20	GEMC-511687724278570	Non Paper Printing Services - Area Based - Flex & Banners; Eco Solvent; Bakelite	₹31,200.00	01/10/2023
21	GEMC-511687746402013	Leasing In of Residential Properties - Housing; Wet Lease (maintenance to be borne by lessor); 4 Four Bedroom preferably with attached Toilets Drawing Room Dinning Family Lounge including Carparking and separate provision of Servant quarter having se..	₹3,000,000.00	14/09/2023
22	GEMC-511687721817711	Catering service (Event Based) - Lunch; Veg; Special Buffet	₹5,220.00	04/09/2023
23	GEMC-511687751320260	Catering service (Duration Based) - Veg; Snacks/High Tea; Regular High Tea	₹800.00	30/08/2023
24	GEMC-511687757993349	Catering service (Duration Based) - Veg; Snacks/High Tea; Regular High Tea	₹1,700.00	30/08/2023

S. No.	Contract No.	Name of Service	Price of Contract	Date of Contract
25	GEMC-511687756806619	Catering service (Duration Based) - Veg; Lunch; Special Buffet	₹13,050.00	30/08/2023
26	GEMC-511687738273488	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV	₹344,089.76	20/07/2023
27	GEMC-511687756198496	Catering service (Event Based) - Lunch; Veg; Special Thali	₹8,000.00	17/07/2023
28	GEMC-511687740699984	Catering service (Event Based) - Snacks/High Tea; Veg; Tea Buffet	₹3,940.00	17/07/2023
29	GEMC-511687766912608	Catering service (Event Based) - Lunch; Veg; Special Buffet	₹14,500.00	17/07/2023
30	GEMC-511687718805603	Short Term Cab & Taxi Hiring Services - Premium SUV; Local; 80Kms x 10Hrs	₹8,106.00	07/07/2023