



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI-110078

'Academic Affairs'

E-mail:ipu.daa@gmail.com

Ref.No.GGSIPU/DAA-Annual Report/2012-13/922

Dated: 14.10.2013

CIRCULAR

Subject: - Annual Report for the Period 2012-13

The Annual Report for the period of 2012-13 is required to be compiled, for submission to the Board of Management and Court of the University. It is requested that information regarding activity of achievements, pertaining to your School/Department, which could be incorporated in this report for the period **1st April 2012 to 31st March 2013**, may kindly be provided.

For standardising the information some of the guiding parameters are enclosed. However, Deans/Principal may feel free to appropriately modify the parameters to project their achievements.

It will be appreciated, if the achievements are quantified and presented with the help of graphs and charts, which may depict the performance of the School/Department in precious manner.

The information (**both Hard copy and Soft copy**) may be forwarded to the office of the undersigned latest by **23rd October 2013**.

Prof. H.C.Rai
Director, Academic Affairs

Copy to the following alongwith the appropriate tentative Proforma:-

- i. All Deans of University School of Studies
- ii. Controller of Finance
- iii. Controller of Examinations
- iv. Principal, Indira Gandhi Institute of Technology
- v. Librarian, UIRC
- vi. Chief Engineer, University Works Division
- vii. Director, Development
- viii. Director Student's Welfare – with a request to inform about the cultural and co-curriculum activities organized in year 2012-13.
- ix. Director, Research & Consultancy
- x. Director, International Affairs
- xi. Director, Indraprastha Colloquium, Editor, U-Focus
- xii. Director, CDMS
- xiii. Joint Registrar (Academic)
- xiv. Joint Registrar (Affiliation)
- xv. Joint Registrar (Coordination)
- xvi. Joint Registrar (Planning & Policy)
- xvii. Incharge (Personnel)
- xviii. Publication Relations Officer, to make available a media coverage about activities of University along with the copies of polished material during 2012-13.
- xix. OSD to Vice Chancellor for information
- xx. PS to Registrar for information

PROFORMA FOR THE ANNUAL REPORT

(1-04-2012 to 31-03-2013)

PROFORMA -1

UNIVERSITY SCHOOL OF STUDIES/CDMS/IGIT

Note:- Information pertaining to School/branch, which could be incorporated in Annual Report for the period 1st April 2012 to 31st March 2013 may kindly be provided (including Photographs, if any); for standardising the information some of the guiding parameters are as follows:-

1. Total Programme(s):-

S. No	Programme UG/PG/M Phil/ Ph.D./ Dip/Cert.	Duration	Sanctioned Intake	Total Strength (of all Semester)

2. Total Additional Programme(s) in 2012-2013:-

S. No	Programme UG/PG/M Phil/ Ph.D/ Dip/Cert.	Duration	Sanctioned Intake	Total Strength (of all Semester)

Details of Additional Programmes

3. Details about New Setups in the Schools/Center/Department during period 01.04.12 to 31.03.13:

- a. Laboratories:
- b. Seminar Hall
- c. Faculty Committee Room
- d. Publications of the Seminars (Journals / Newsletters etc.):

4. Publications-paper Presentation/Books (Teaching and non-teaching staff) during period 01.04.12 to 31.03.13:

S.No.	Name of the Faculty	Designation	Title of Paper	Date of Publication	Name of Journal/ Abstract

5. Seminars/ Workshops/ Conference/ Symposium attended by the Teaching and non-teaching staff during period 01.04.12 to 31.03.13:

S. No	Name of Faculty	Designation	Title	Date(Period)	Name of Organization	Place of conduct

6. Seminars/ Workshops/ Conference/ Symposium organized by the Schools /Department / Branch during period 01.04.12 to 31.03.13:

S. No	Title	Date (Period)	Name of the Organization	No. of Participants	Place

7. Awards/Prizes / Achievements/ Scholarship/ received by Teaching and non-teaching staff during period 01.04.12 to 31.03.13:

S. No.	Name of Faculty	Designation	Details of Achievements	Dated	Amount (in Rs.)

8. Projects received by Teaching and non-teaching staff during period 01.04.12 to 31.03.13:-

S.No.	Name of Faculty	Designation	Details of Achievements	Dated	Amount (in Rs.)

9. Awards/Prizes / Achievements/ Scholarship/ Projects received by the students during period 01.04.12 to 31.03.13:

S.No.	Name of students	Semester/ year	Details of Achievements	Dated	Amount (in Rs.)

10. Extra Co-curriculum Activities / Festivals / Annual Meets / Organized by the Schools/Department/Branch during period 01.04.12 to 31.03.13:

S.No.	Titles / Name of Event	Time Period	Remarks

11. Any MOU made for Academic / R& D etc. purpose during period 01.04.12 to 31.03.13:

S.No.	Date of MoU	Subject Details of MOU made with	Academic Benefits to students/faculty	Duration of MoU

12. Placement Reports during period 01.04.12 to 31.03.13:

- a. Details of Placements
- b. Final Placement
- c. Projects Placements

S.No.	Name of Companies	Number of Students got job	Amount of Annual Salary Package offered

13. Details of Research Scholars:-

- a) Total numbers of Ph.D. completed/Awarded during period 01.04.12 to 31.03.13:

S. No	Name of Scholars	Title	Date of Registration	Name of Supervisor

- b) Total numbers New Ph.D. Registrations during period 01.04.12 to 31.03.13:

- c) Total number of on-going Ph.D. Registered Research Scholars

S. No	Name of Scholars	Title	Date of Registration	Name of Supervisor

14. Details of GATE Qualified Students:-

S.No.	Name of Students	Gate Score

15. Any official Journal/ Magazine published during period 01.04.12 to 31.03.13:

16. Industrial visits / education tours during period 01.04.12 to 31.03.13:

17. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:

Note: However, Deans/Incharge are requested to feel free to appropriately modify/add the parameters to project their achievements.

Date:

**Name & Designation of Dean (USSS)/
Head of the Department**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -2

AFFILIATION BRANCH

- 1. List of Self-Financing Privately Managed Institutions with details of programme and intake approved for academic session 2012-13.**

S.No	Name of Institute	Programme	Duration	Intake

- 2. Details of Institutes were allowed as per court orders in the academic session 2012-13**

S.No	Name of Institute	Programme	Duration	Intake

- 3. List of Government institutions with details of programme and intake approved for academic session 2012-13**

S.No	Name of Institute	Programme	Duration	Intake

- 4. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Joint Registrar (Affiliation)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -3

PERSONNEL BRANCH

a. List of Teaching post during period 01.04.2012 to 31.04.2013

S.No	Designation & Pay	Sanctioned Strength		Filled Posts					Vacant
		University	IGIT	Gen	SC	ST	OBC	Total	

b. List of Non-teaching post during period 01.04.2012 to 31.04.2013

S.No	Designation & Pay	Sanctioned Strength		Filled Posts					Vacant
		University	IGIT	Gen	SC	ST	OBC	Total	

c. List of Officers/staff left the UNIVERSITY/IGIT

d. School-wise/Designation-wise number of teachers

School/Center	Professor	Asso-Professor	Assist-Professor	Total

e. Any other relevant information /activities to be significant during period 01.04.2012 to 31.04.2013:

Date:

**Signature
(Incharge- Personnel)**

Note: However, Deans/Incharge are requested to feel free to appropriately modify/add the parameters to project their achievements.

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -4

COORDINATION BRANCH

- 1. List of Members of Board of the Court in the year 2012-13.**
- 2. List of Members of Board of Management in the year 2012-13.**
- 3. List of Members of Academic Council in the year of 2012-13.**
- 4. List of Members of Planning Board in the year of 2012-13.**
- 5. List of Members of Board of Affiliation in the year of 2012-13.**
- 6. List of Members of Finance Committee in the year of 2012-13.**
- 7. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Joint Registrar (Coordination)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -5

**ACCOUNTS BRANCH
FINANCIAL INFORMATION 2012-13.**

INCOME

S.No	Particulars	Amount in Rs. (Recurring)
1	Grants Received From	
(i)	University Grants Commission	
(ii)	Distance Education Council	
(iii)	Other Central Government Departments	
2	Grants Received from State Government	
3	Grants received from Local Bodies	
4	Donations	
5	Tuition Fees	
6	Other Fees	
7	Interests	
8	Sale of Application Form	
9	Other income	
10	Total	

EXPENDITURE

S.No	Particulars	Amount in Rs.
1	Salary, allowances & Retirement Benefits	
2	Buildings (Construction & Maintenance)	
3	Library & Laboratory	
4	Scholarships	
5	Grants to Colleges	
6	Other Expenses	
7	Total	

S.No	Particulars	Amount in Rs.
1	Annual Budget of the University	
2	Budgeted Expenditure	
3	Grants Received by the University from UGC	
4	Revenue Generation Aggregated	
5	Corpus Fund	

Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13.

Date:

(Signature)
Controller of Finance

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -6

EXAMINATION BRANCH

1. Details of CET (including Ph.D and other Programmes) for the academic session 2012-13.

S.No	Name of Programmge	Total Applications Received	By online	By offline

2. List of Degree awarded including Ph.D to students (programme-wise) for the year 2012-13.

S.No	Name of Programme	Duration	Total No Students	Male	Female

3. Passing percentage % (Result) of the students (USS and Affiliation Institutes) for the year 2012-13.

S.No	Programme	Duration	Total students	Passing Percentage

4. Gold Medalist/Toppers details programme for the Academic Session 2012-2013.

S.No	Programme	Roll No.	Name of Student	CPI Secured

5. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13.

Date:

(Signature)
Controller of Examinations

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -7

Research & Consultancy

1. Details of Ph.D Applications received for the academic session 2012-13.

S.No	Name of Programmge	Total Applications Received		

2. List of Ph.D enrolled Students (School wise) for the year 2012-13.

S.No	Name of Programme	Duration	Total No Students	

3. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:

Date:

**(Signature)
Director (Research & Consultancy)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -8

International Affairs

1. List of Students admitted in International Affairs with details of programme and for academic session 2012-13.

S.No.	Name of Programme	Country of Origin	Number of Student		
			Male	Female	Total

2. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:

Date:

(Signature)
Director (International Affairs)

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -9

ACADEMIC BRANCH

- 1. List of admitted students (Programme wise and Gender wise) in USS, Govt. and Self-Financing Privately Managed Institutions for academic session 2012-13.**

S.No	Name of Programme	No of Students admitted	Male	Female	Total

- 2. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Joint Registrar (Academic)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -10

PLANNING & POLICY BRANCH

- 1. List of policy and details of the planning for the enhancement of the University employee and the University Students for academic session 2012-13.**
- 2. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Joint Registrar (Planning & Policy)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -11

LIBRARY (UIRC)

- 1. Number of books, journals, e-books purchased in the academic session 2012-13.**
- 2. Number of membership issued in the academic year 2012-13.**
- 3. Number of books issued to the students in the academic session 2012-13.**
- 4. Details of seminars/conferences in the academic session 2012-13.**
- 5. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Librarian (UIRC)**

**PROFORMA FOR THE ANNUAL REPORT
(1-04-2012 to 31-03-2013)**

PROFORMA -12

Development

- 1. Details regarding the Certifications – i.e. UGC- NAAC, ISO etc. in the academic session 2012-13.**
- 2. Details of the Grant of UGC, Councils or other bodies issued to the University for the academic year 2012-13.**
- 3. Any other relevant information/activities to be significant during period 01.04.12 to 31.03.13:**

Date:

**(Signature)
Director(Development)**