

The procedure followed in the decision-making process, including channels of supervision and accountability

- a) The admission process at Delhi Skill and Entrepreneurship University (DSEU) is designed to be comprehensive and student-friendly. It typically includes the following key steps:
1. **Eligibility Criteria:** Each course has specific eligibility criteria based on academic qualifications, which can be found on the DSEU website.
 2. **Application Process:** Candidates need to fill out an online application form available on the DSEU portal. This involves providing personal details, academic records, and choosing the desired course.
 3. **Entrance Exams:** For certain courses, applicants may need to clear entrance exams as part of the selection process.
 4. **Counseling and Seat Allotment:** Based on merit, entrance exam scores, or other criteria, candidates are called for counseling sessions where they can select their preferred campus and course. Seats are then allotted accordingly.
 5. **Document Verification:** After the seat is allotted, candidates must submit their documents for verification, including academic certificates, identity proofs, and other required documents.
 6. **Fee Payment:** Upon successful verification, candidates must pay the course fee to confirm their admission.
 7. **Admission Confirmation:** Once all steps are completed, the admission is officially confirmed, and the student can begin attending classes as per the academic calendar.
- b) To submit fees at Delhi Skill and Entrepreneurship University (DSEU) using ICICI Bank or other mobile banking services, follow these steps:
1. **ICICI Bank Payment Gateway:**
 - Log in to the DSEU student portal.
 - Navigate to the fee payment section.
 - Select the ICICI Bank payment gateway.
 - Choose the preferred payment method (Net banking, UPI, debit/credit card).
 - Complete the transaction and download the receipt.
 2. **SMS Payment Details:**
 - DSEU provides SMS alerts for fee payment reminders and confirmation.
 - After successful payment, students receive an SMS confirmation with transaction details.
 - Ensure your mobile number is updated in the university records to receive these alerts.

c) The recruitment process at Delhi Skill and Entrepreneurship University (DSEU) typically involves several steps to ensure a thorough selection of candidates for various academic and non-academic positions. Here's an overview:

1. Notification of Vacancies:

- DSEU announces job vacancies through its official website, dseu.ac.in, and other appropriate platforms.
- Each job posting includes detailed eligibility criteria, job descriptions, required qualifications, and application deadlines.

2. Application Submission:

- Interested candidates must submit their applications online through the DSEU recruitment portal.
- Applicants are required to fill in personal details, academic qualifications, and professional experience.
- Supporting documents like educational certificates, professional qualifications, and experience letters must be uploaded.

3. Screening of Applications:

- The recruitment committee reviews all applications to ensure candidates meet the eligibility criteria.
- Shortlisted candidates are notified via email or through the DSEU portal.

4. Selection Process:

- **Written Test/Skill Test:** Some positions may require candidates to undergo a written test or skill assessment relevant to the job role.
- **Interview:** Shortlisted candidates are invited for an interview, which may be conducted in multiple rounds (technical, HR, etc.).
- **Final Selection:** The selection committee evaluates the performance of candidates in tests and interviews. Based on this evaluation, the final list of selected candidates is prepared.

5. Offer Letter:

- Successful candidates receive an offer letter outlining the terms of employment, salary, and other relevant details.
- Candidates are usually given a deadline to accept the offer and complete the necessary joining formalities.

6. Joining and Orientation:

- New recruits undergo an orientation program to familiarize themselves with DSEU's policies, culture, and their specific roles.
- Required documentation and formalities are completed during the joining process.

d) The process of curriculum design, academic calendar formulation, and approval by the Academic Council at Delhi Skill and Entrepreneurship University (DSEU) typically involves several key steps. Here's an outline of how it generally works:

1. Curriculum Design

- **Needs Assessment:** The curriculum design process begins with a thorough assessment of industry needs, job market trends, and student requirements. Inputs are gathered from stakeholders, including industry experts, faculty members, and academic committees.
- **Drafting the Curriculum:** A committee comprising subject matter experts and faculty members drafts the curriculum. The draft includes course objectives, learning outcomes, syllabi, teaching methods, and assessment strategies.
- **Industry Consultation:** The draft curriculum is often shared with industry partners for feedback to ensure that it aligns with current industry standards and expectations.
- **Review and Revision:** Based on feedback from industry and academic experts, the curriculum is revised and finalized.

2. Academic Calendar Formulation

- **Initial Planning:** The academic calendar is planned by the academic administration, considering key academic events, holidays, examination schedules, and other university activities.
- **Stakeholder Consultation:** Faculty members and department heads are consulted to ensure that the calendar accommodates teaching schedules, exam periods, and other academic commitments.
- **Draft Calendar:** A draft version of the academic calendar is prepared, detailing the start and end dates of semesters, examination periods, holidays, and other important dates.

3. Approval by Academic Council

- **Presentation to Academic Council:** Both the curriculum and the academic calendar are presented to the Academic Council, which is the highest academic body in the university. The council includes senior faculty members, department heads, and other academic leaders.
- **Discussion and Deliberation:** The Academic Council reviews the proposed curriculum and academic calendar, providing feedback and suggesting any necessary changes. Discussions may focus on academic rigor, relevance, feasibility, and alignment with university goals.
- **Approval:** Once the Academic Council is satisfied with the proposed curriculum and calendar, they are formally approved. Any significant changes recommended by the Council are incorporated before final approval.
- **Implementation:** After approval, the curriculum is implemented for the upcoming academic session, and the academic calendar is published for students and faculty to follow.

e) The submission channels for different categories of cases at Delhi Skill and Entrepreneurship University (DSEU):

Category	Submission	Processing	Approval	Distribution/Implementation
Personal Claims (LTC, Medical, Travelling)	HR portal or claim forms	Reviewed by HR	Approved by designated authority or financial officer	Processed by Accounts Department
Framing and Amendment of Recruitment Rules	Drafts and proposals to HR	Reviewed by Recruitment Committee	Vice Chancellor and Registrar	Updated in official policy documents
No Objection Certificate (NOC)	Applications to HR with documents	Reviewed by HR and relevant departments	Issued by authorized official	Sent to applicant and relevant authorities
Transfer and Posting of Class A Officers	Requests to HR and admin	Reviewed and coordinated by HR	Vice Chancellor and Registrar	Notifications to officers and departments
Transfer and Posting of Class B & C Employees	Requests through HR	Reviewed and managed by HR	Authorized by Registrar	Communication to employees and departments
Appointment, Promotion, Termination of Class A Officers	Applications to HR	Reviewed by HR and recruitment committee	Vice Chancellor and Registrar	Updated in records and communicated
Appointment, Promotion, Termination of Class B & C Employees	Requests to HR	Reviewed by HR	Authorized by Registrar	Updated in records and notified
Allocation of Work to Class A Officers	Work allocation proposals to HR	Reviewed and approved by Vice Chancellor	Allocated tasks communicated	
Allocation of Work to Class B & C Employees	Work allocation requests to HR	Managed by Registrar and supervisors	Work tasks communicated and documented	

Category	Submission	Processing	Approval	Distribution/Implementation
Issuance of Sanction Orders	Requests to HR or admin	Reviewed and approved	Issued by authorized official	Sent to concerned departments or individuals
Approval of Leave Applications	Applications through HR portal or forms	Reviewed by HR and supervisors	Authorized by department head/Campus Director or Vice Chancellor or Registrar	Employees informed about leave status
Attestation of Service Books	Service books to HR	Reviewed and attested by Registrar	Attested service books returned to employee	
Acceptance of Declarations (Insurance/NPS, Home Town)	Declarations to HR with documentation	Reviewed and verified by HR	Recorded and updated in official records	
Sanction Orders of Leave	Leave sanction requests to HR	Reviewed and authorized	Issued and communicated to employee	
Issuing DGHS Cards	Applications for DGHS cards to HR	Reviewed and processed	DGHS cards issued to employees	
Pay Fixation and Annual Increment	Requests for pay fixation to HR	Reviewed and approved	Finalized by finance or HR department	Adjustments made in payroll systems
Relieving Officers from Duty	Relieving requests to HR	Reviewed and approved by Vice Chancellor and Registrar	Officers formally relieved and informed	
Service Matters Including APAR	APAR and service-related matters to HR	Reviewed and managed as per regulations	Updates and records maintained	
NOC for Passports	NOC requests to HR or relevant department	Reviewed and approved	NOC issued to employee	

Category	Submission	Processing	Approval	Distribution/Implementation
Payment of Monthly Bills for Contractual/Outsourced/Guest Faculty	Bills to HR Department	Verified and Vetted by finance team	Processed by Vice Chancellor and disbursed	

Channel of Submission for Purchase and Budget Section

Category of Cases	Channel of Submission	Level of Final Disposal
All Financial Matters		
(i) Operation & Maintenance of Building through eprocurement Portal / DTTDC/Pwd /GeM	Submitted to Executive Engineer and then Building Committee	Approved as per Delegation of Financial Power / Vice Chancellor / Board of Management
(ii) Hiring of Outsourced Manpower through GeM	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved as per Delegation of Financial Power / Vice Chancellor / Board of Management
(iii) Hiring of Vehicle through GeM	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved as per Delegation of Financial Power / Vice Chancellor / Board of Management
(iv) Purchase of IT Items	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved as per Delegation of Financial Power / Vice Chancellor / Board of Management
(v) Purchase of Electronic Items, Office Furniture, etc.	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved as per Delegation of Financial Power / Vice Chancellor / Board of Management
Submission of Bills for Sanction for Expenditure		
(i) Recurring up to Rs. 10,000/-	Submitted by Section /Branch	As per Delegation of Financial Power
(ii) Non-recurring up to Rs. 20,000/-	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	As per Delegation of Financial Power
Submission of Bills for Sanction for Expenditure		
(i) Recurring above Rs. 10,000/-	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved by Head of Department / As per Delegation of Financial Power

Category of Cases	Channel of Submission	Level of Final Disposal
(ii) Non-recurring above Rs. 20,000/-	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved by Registrar/Vice Chancellor/ As per Delegation of Financial Power
Submission of Bills for Sanction for Expenditure		
(i) Electricity Bill	Submitted ASO (Care taking)	Approved by Deputy Registrar (Admin/HR) / As per Delegation of Financial Power
(ii) Telephone Bill	Submitted ASO (Care taking)	Approved by Deputy Registrar (Admin/HR) / As per Delegation of Financial Power
(iii) Water Bill, etc.	Submitted ASO (Care taking)	Approved by Deputy Registrar (Admin/HR) / As per Delegation of Financial Power
General Correspondence and Budget Matters		
(i) All General Correspondence Related to Budget Matters	Submitted to DCA /DDO	Approved by Board of Management on recommendation of Finance Committee
(ii) All Budget Related Matters for Re-appropriation, Supplementary Demands, and RE/BE	Submitted to DCA /DDO	Vice Chancellor / Board of Management
Matters Related to Internal Audit and C&AG Audit	Submitted to DCA /DDO	Approved by Vice Chancellor
Miscellaneous Correspondence		
(i) Dealing of Report>Returns to Administrative Department & Related to GeM to Chief Secretary	Submitted to Assistant Registrar (Purchase) / OSD (Purchase) through Registrar	Approved by Vice Chancellor
(ii) Liaison with Civil Authorities (CPWD, MCD, DJB, BSES, etc.)	Submitted to Executive Engineer	Approved by Vice Chancellor /Board of Management on recommendation of Building Committee
(iii) All Other Miscellaneous Correspondence	Submitted to Assistant Registrar (Purchase) / DDO/DCA/ OSD (Purchase) through Registrar	Approved by Vice Chancellor /Board of Management