



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

File No.2(21)/DSEU/Admn/2021 / 1099

Date: 10.12.2021

Circular

Subject: Conduct of Classes on online platform and procuring laptop/desktop-regarding

In compliance of the direction of Govt of NCT of Delhi, it was decided that classes shall be conducted online amid in the such circumstances of COVID and pollution to prevent the loss of the learning of the students. Accordingly, instructions were issued to all Campus Director for making ample arrangement so that classes can be conducted. This office has received many queries regarding the implementation of those instructions. To answer all those queries consolidated clarification is given under.

- 1) Classes shall be conducted online through Zoom platform and from the premises of the campus on laptop or Desktop only. No one should use mobile phones or tablets to conduct the classes.
- 2) Classes shall be conducted as per the time table.
- 3) Regular faculty teaching first year students shall use their laptop/desktop.
- 4) Newly recruited faculty may be reimbursed amount upto Rs. 50,000 for purchase of laptop/desktop including all accessories and dongle (if internet services are not available in the campus). This amount will be reimbursed and settles against his/her one-time professional development fund. The entries of such purchase shall be made in the service book of the respective faculty.
- 5) Faculty who has used the one-time professional development fund may also be reimbursed upto Rupees Rs. 50,000 for purchase of laptop with submission of undertaking that laptop was not purchased earlier/not in working condition and not repairable/expiry of life (4 years for laptop/5 years for desktop) etc. The amount shall be settled against the recurring professional development fund.
- 6) Campus-Director shall make arrangement of desktop with wired headphones and webcam contractual and other staff taking the classes.

- 7) In case no internet facilities are available, wifi router/hotspot suitable with desktop or laptop may be procured with a quarterly plan upto Rs 1000 in number as decided by the Campus-Director.
- 8) Contractual faculty having laptop without internet connection shall be reimbursed the amount upto Rs.1000 or actual whichever is less as recurring amount for one quarter of the year.
- 9) These instructions are implied on the faculty teaching first year of all courses.

This is issued with the prior approval of Competent Authority.



Ashwani Kumar Kansal
Registrar

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Copy to

- 1) PS to VC (for kind information please)
- 2) PS to Pro-VC (for kind information please)
- 3) Deputy Registrar (Academics)
- 4) All Campus-Directors
- 5) DCA, DSEU
- 6) OSD(Purchase), DSEU
- 7) AR(IT) – for uploading on university website under circular tab.
- 8) Guard File



Dy. Registrar