



UNIVERSITY OF DELHI

Invites

Expression Of Interest (EOI) from Software Companies for automation of all the activities related to Student-Life-Cycle Management (SLCM) in the University.

The University of Delhi has currently around 20,000 students in the post-graduate departments and 1,20,000 students in undergraduate colleges. These numbers are expected to go up substantially in the next 3 years.

The scope of the project will include design, planning, supply, installation, customizing, training, operation and maintenance of an automated SLCM system on turnkey basis. It will also include implementation and operational support for a period of 3 years from the date of going live. SLCM includes admissions, enrollment, attendance, scheduling, internal assessment, semester examinations, processing of result, transcript preparation and alumni management.

The overall objective of implementation of an automated SLCM system is to meet academic goals more efficiently and to improve the University – governance through the use of IT tools and the implementation of best global practices.

EOI proposal shall be submitted on the company letter head in a sealed covering super-scribing **“DU-SLCM-Original Copy”** along with bank draft of Rs. 1,000/- payable to the Registrar, University of Delhi. Proposals complete in all respects must be received by Deputy Registrar (Council), University of Delhi, North Campus, Delhi – 110007 by 3:00pm (IST) **on or before 31st October 2008**. Proposals received late will not be accepted/considered.

The companies that express their interest are expected to make a presentation to DU. For the purpose, they may interact with the concerned sections/officials through Deputy Registrar (Council) to gain understanding of the existing systems and future requirements. The presentations would have to be made in the 3rd week of December 2008, but not later than 31st December 2008.

Eligibility criteria: The Software Company shall be a Registered Company in India. The Company should have experience in education domain. The Company should have turnover exceeding Rs.100 crore per annum for each of the last three years ended on 31 March 2008 and should be making profits each of the

preceding three years as per audited accounts. The Company should have been certified at SEI CMM or SEI CMMi level 4 or above. The Company shall not have been black listed by any State or Central Government of India and will have to provide a self-certificate asserting the same.

Selection of Software Company: Selection of Software Company for implementation will be on the basis of a bidding process in response to Request for Proposals (RFP) to be invited by DU subsequently. DU reserves the right to invite bids only from those companies which express their interest in response to this invitation and who are found to have the necessary technologies and implementation experience.

Documents to be submitted: The EoI shall include:

- Organizational profile.
- Details of similar and other projects of similar magnitude successfully implemented in the past five years including period of implementation, cost and project features.
- Certified copies of audited balance sheets of preceding three years.
- A brief write-up on understanding of the project concept and objective, a conceptual proposal with suggested components of project, broad costing, implementation methodology with timeframe, suggested project structuring and any other aspects on the proposed project.

Submission of EoI: Proposals shall be submitted on the company letter head in a sealed covering super scribing “**DU - SLCM - Original Copy**” along with bank draft of Rs.1000/- payable to the Registrar, Delhi University. Proposals complete in all respects must be received by Deputy Registrar, Council, University of Delhi, North Campus, Delhi – 110 007 by 3.00 PM (IST) on or before 31st October 2008. Proposals received late will not be accepted/considered.

The companies that express their interest are expected to make a presentation to DU covering all the above aspects. For the purpose, they may interact with the concerned sections/officials through Deputy Registrar (Council) to gain understanding of the existing systems and future requirements. Strict confidentiality shall be maintained by the companies in respect of the material/information gathered by them in the process. The presentations would have to be made in the 3rd week of December 2008, but not later than 31st December 2008.

DU reserves the right to reject any or all EoI received and to annul the EOI process at any time without assigning any reasons.

Introductory note for Automation of SLCM in DU is given below.

INTRODUCTORY NOTE FOR AUTOMATION OF THE
STUDENTS LIFE CYCLE MANAGEMENT
UNIVERSITY OF DELHI, DELHI-110007

1.0 INTRODUCTION

The Students Life Cycle Management for undergraduate and postgraduate (including doctoral) students at the University of Delhi includes the following steps:

1. Pre-admission Application Process
2. Admission Process
3. Academic Delivery Process
4. Examination Process
5. Award of Degree Process
6. Alumni Interaction Process

For automation of Students Life Cycle Management, all of the above-mentioned processes need to be automated. There are many other areas which interface with the Student Life Cycle Management System. Some of these include College Administration, File Tracking System, Teaching Faculty Data Base, Finance and Accounts, Department and Faculty Administration. However, to begin with automation is to be carried out on Students Life Cycle. If this is successfully implemented, other processes will be taken up at a later stage.

Detailed steps pertaining to Students Life Cycle Management given above are shown in Annexure A to C.

The following note discusses some of the detailed parameters for the perusal of bidding vendors for automation of Students Life Cycle Management at the University of Delhi.

2.0 DIMENSIONING THE SYSTEM

The following paragraphs will help bidders appreciate dimensions of the operations of the University of Delhi and associated issues

2.1 ENORMOUS SIZE

- The University handles approximately 4,00,000 students.

Category	App. Number
Post-Graduate Students	20,000
Category-A : Under-Graduate students studying in Regular Colleges of the University having class room interaction	1,00,000
Category-B : Under-Graduate students registered with School of Open Learning, Non-Formal External Cell, and Non-Collegiate Women's Education Board of the University	2,80,000

- There are 78 colleges and 84 departments.
- Every year more than 12,000 question papers (*excluding Entrance Examinations*) are printed.
- The University handles approximately 500 areas of study.
- Many entrance examinations related to admissions are conducted every year. More than 150 Centres to conduct entrance examinations are required.
- The University requires a peak capacity of more than 60,000 students per day for the conduct of examinations.
- Annual examinations span over a period of more than 3 months. (Starting around mid-March till the end of June). In totality, it is a year round phenomenon.

2.2 CHANGING COURSES AND LEGACY

- There are newer courses of study being introduced almost every year
- DU has a responsibility of continuing offering the discontinued schemes during the span period, sometimes even after the span period thru Standing Committee(Students) recommendations

- The examination schemes have become very complicated over a period of time and need reforms so as to finally move to a grade system compatible with the International System of Education.
- From 2009, all the Post-Graduate courses will be based on Semester System and by 2010, this may happen with all the Under-Graduate courses.

2.3 EXAMINATION PROCESS

EXAMINATION FORMS

- All students make an application for appearing in the Examinations. Though there are last dates prescribed for the submission of forms, it is invariably jumped by the students/colleges by a scale of months. Last date for all regular undergraduate students is 16-October, but there are pressures from all corners to accept the forms even after the Examinations have started. This year with lots of difficulty the last date could be adhered to 15 days before the examination starts
- Forms are scrutinized by all registering institutions and sent to the Exam Branch of DU. It should be done by end October. It never happens, so. Even in the month of May/June, there are pressures to accept the forms
- The data pertaining to forms is entered into the computer and then the roll numbers are allotted. It is time consuming exercise and errors keep creeping in. Because of late submission of forms thru court orders etc. the data entry is delayed. We cannot declare the entry complete as long as there is even a single form left unentered.
- Roll numbers are allotted. All colleges/institutions are sent the roll numbers and admit cards.
- All students are expected to take their examinations at designated centers

SECRECY AND PAPER SETTING

- There is large number of paper setters involved. The Examination Branch on recommendation of the concerned subject departments contacts all the paper setters.
- There are more than 4000 examiners involved in the regular examinations
- There are moderation boards involved in paper setting and finalization
- The question papers are prepared in multiple sets for any contingencies

- Many of the question papers need translation into Hindi or other languages
- Because of changing courses, new addition of courses and carried over schemes, there are large numbers of question papers which are to be set and it leads to utter confusion at times. Invariably, there are instances of students writing the wrong question paper, as the paper titles may be very similar.
- All question papers need to be printed at secure and safe presses under strict confidentiality
- Question papers are to be distributed to all the 150 centres depending upon the Courses, Options and Electives. This causes lots of problems as the students generally commit mistakes while filling up the examination forms

EVALUATION OF ANSWER SCRIPTS

- All answer scripts are returned to the Examination Branch on the day of Examination.
- In case of Honours and Post Graduate Courses, all answer scripts are to be marked with Fictitious Roll Numbers before these are sent to examiners
- For Undergraduate Courses, there are Central Evaluation Centres set up by the University for processing of Answer Scripts and Fictitious Roll Number marking. This year, there were 11 such centers
- The Answer Scripts are sent to the Residential Addresses of all Examiners by the Branch
- Time is given to the examiners within which the examiners are expected to return the answer scripts to the Examination Branch. Invariably, it does not happen
- The examiners are pursued and sent reminders to return the evaluated scripts to the Examination Branch
- All evaluated answer scripts and the awards are returned back to the Branch
- At times, the un-evaluated answer scripts are sent back to the Examination Branch by the examiners. There have been occasions, when the answer scripts had to be retrieved from the residences of the Examiners

PROCESSING OF RESULTS

- This includes two segments. The Theory Awards and the Internal Assessment (in case of Category-A and PG Courses)
- Theory and Internal Assessment(IA) marks are tabulated manually
- IA marks are received from all colleges in soft and hard copy. IA scheme which was established in year 2004 has not yet stabilized. IA marks are supposed to be submitted by the colleges by end of April every year. This year the last date for receiving IA was 4-June-2008, still there are many colleges who keep requesting for accommodating their revised IA despite repeated reminders to submit the same in time.
- Internal Assessment marks received from the Colleges and Departments are entered and moderated as per the Ordinances of the University. This takes about 10-12 days for every major course
- The moderated IA marks are entered all over again, once again manually. This is quite a cumbersome process
- The sub-final results are prepared after incorporation of moderated IA marks by tabulators, manually
- The fictitious roll numbers are transcribed back into actual roll numbers
- The sub-final results are moderated by the Subject Experts from the concerned departments
- After final moderation, the tabulation of the final result is prepared
- The tabulated results are then scrutinized for any errors of totaling etc.
- The results are typed out and rechecked before declaration
- The declared results are sent to concerned institutions and also published on the DU website
- Any requests for changes received from students are incorporated after verification of records

MARKS SHEETS AND DEGREES

- On final results, the marks sheets are prepared manually
- The final degrees are convocated in the Annual Convocation
- The convocated degrees are distributed to the concerned students 12-18 months after they have actually graduated

PROBLEMS AND ISSUES

- Mere size of operation. Better infrastructure needed
- Manual systems. Automation is a must
- Age-old systems and processes. Systems need reforms as the systems were designed for small size of students population and numbers have outgrown the system capabilities. As a result of this, DU faces many problems such as :
 - Listing of Examinees takes lots of time
 - Error rates in processing of candidate data and final results are far beyond tolerance
 - Results processing takes more than 2 months, in certain cases even up to 5 months
 - Marks Sheets are processed manually and are no where close to international standards.
 - Degrees are dispatched to the graduates after one-two years of graduation
 - This results in being a costly activity for the University. Ultimately it becomes, **“Somehow let us get over with it”**.
 - Retrieval of data is not an easy task. Older the data, more difficult it gets.
 - All this leads to an individual oriented service, and not a system centric service.
 - Most of the time, the University is in a Fire Fighting mode, more specifically in Examinations Branch.
- Schedules always get deformed. Better discipline needed among teachers, students and branch staff
- Processes are labour intensive. Need to be technology intensive
- Guided by the original ordinances, need transformation.
- IA scheme is not yet stabilized. More discipline needed
- Academic evaluation is manual. No possibility of having automated evaluation because questions are descriptive

2.4 INTERACTING ENTITIES

There are the following interacting entities involved in Students' Life Cycle Management:

- i) Students
- ii) Teaching Faculty
- iii) Administrative Staff
- iv) Colleges/Departments/Faculties
- v) Examination Schemes
- vi) Courses of study
- vii) Subjects under each course of study including practicals/projects

It is imperative to mention that all these entities need to be codified and Code Manuals need to be prepared for all these entities for the purpose of records and maintenance.

2.5 GOVERNANCE

The envisaged system shall be governed in steps by various University Authorities. The College/Department/Faculty modules will be governed by respective College Principals/Heads of the Departments/Deans of the Faculties. The admission process shall be governed by the Office of the Dean Students' Welfare through the College Principals/Heads of the Departments/Deans of the Faculties. The examination process shall be governed by the Office of the Dean of Examinations. The Finance Module will be governed by the Office of the Finance Officer. Establishment and General Branch related systems would be governed by the Office of the Registrar. The Alumni process shall be governed by the Office of the Dean, Alumni.

The Students' Life Cycle Management would be centrally designed and developed at the University of Delhi having loosely coupled modules for to take care of other activities in the Colleges/Departments/Faculties at a later date.

2.6 DATA CENTRE

University of Delhi has existed since 1922. The students' records pertaining to their examinations and results are preserved and maintained since 1922. Most of these records are old and in dilapidated condition thereby creating difficulty in the maintenance and retrieval. Therefore, it is proposed that all these documents be scanned and stored in the retrievable indexed form with proper cataloguing structure so that old students are serviced in the fastest possible timeframe without physically going through the old records. Multiple copies of such scanned images(Softcopy Database) alongwith physical records need to be available for disaster recovery.

2.7 MISCELLANEOUS ISSUES

Some of the other aspects expected of the bidder to detail out would include :

- Adequate Security Measures
- Adequate Disaster Recovery Provisions
- Net enablement of the entire system by Proxy(Non-Live) Databases
- Scalability for addition of new courses/departments/faculties/colleges
- Data Centre Management for past records
- Warehousing of live current data bases
- IT Architectural Design at the level of :
 - o University
 - o Branches of the University
 - o Departments
 - o Colleges/Institutes
 - o Other units of the University
- On-line graded objective type question banks and quizzes which should allow students of Open-Learning Stream as well as Colleges to take the auto-

evaluating tests. The records of such quizzes must be maintained by the system for reference by the University/Colleges.

- Regulatory Moderation provisions built into the system.
- Sufficient provisions for handling reappear/improvement cases

2.8 UNIVERSITY WISH-LIST

The scope of the proposed assignment would be finalized through Consultation and designated Committee/Individuals of the University of Delhi. Some of the expectations from the system are listed as under:

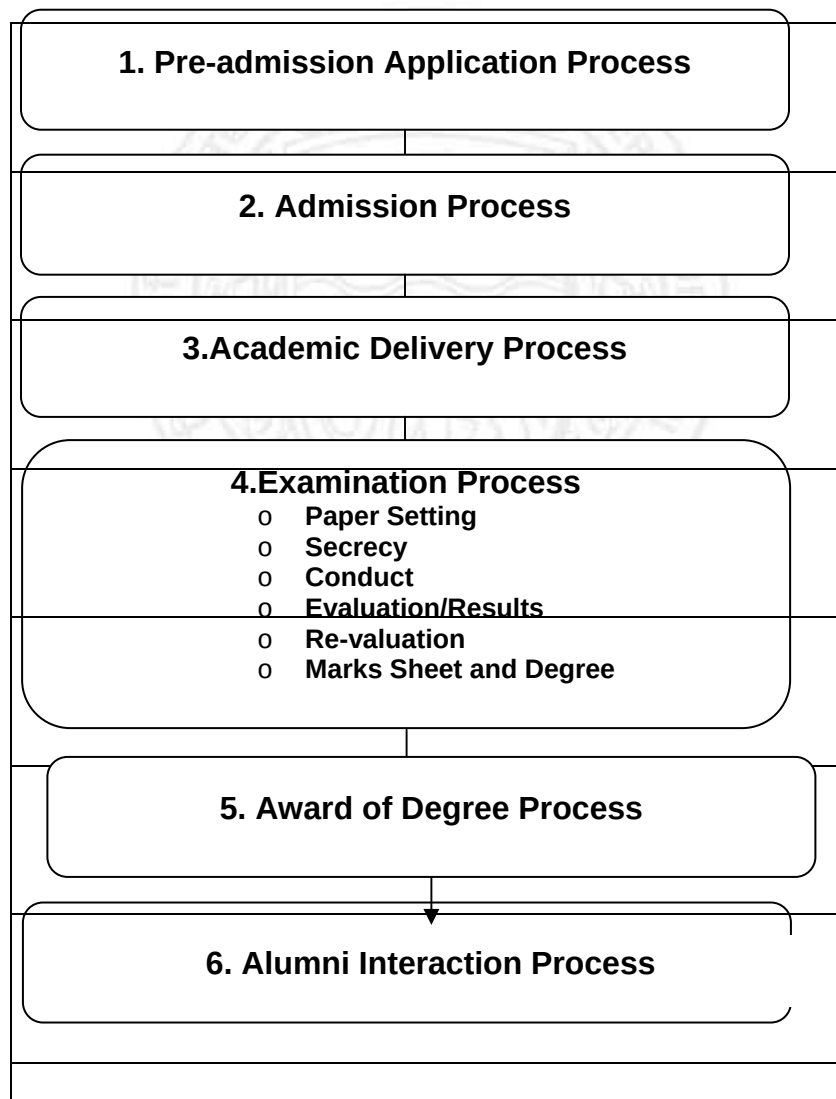
- World Class Students Life Cycle Management system
- Best practices in the Education and other industries
- Re-engineering of the legacy processes/procedures
- SOPs for all activities related to Students Life Cycle Management
- IT Architecture for Futuristic Operations of the University
- Data Center Management for Legacy Data and Records
- “Error-Free” (May be Six Sigma) implementation of Examinations related activities
- E-Communication for Internal Organization
- MIS Reports for the Top Administration of University of Delhi, both hard Copy and Soft Copy including Alerts
- Close watch on sanctioned budgets and alerts
- SLAs for Students Services
- Login/Password Log for Accountability
- Maintenance of Audit Trail
- Information on request of students thru Net(Web-Enablement of the System) thru Proxy Mirrored Databases
- Students from being “in-line” to “on-line”
- On-line Examiner/Result tracking system
- IT Solutions for activities of the Examinations Branch:

- o Paper Setting
- o Secrecy
- o Conduct
- o Evaluation/Results
- o Re-valuation
- o Marks-Sheet and Degree



ANNEXURE – A : STUDENT LIFE CYCLE MANAGEMENT
(PROCESS FOR BACHELORS AND MASTERS PROGRAMMES)

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(PROCESS FOR BACHELORS AND MASTERS PROGRAMMES)



A.1. Pre-admission Application Process

PRE-ADMISSION APPLICATION PROCESS

- **Advertisement/Press Release**
- **UNDERGRADUATION PROGRAMMES**
 - OMR Forms and Admission Bulletin gets ready
 - Students buy the OMR Forms
 - Students fill up the OMR Forms for multiple Colleges/Courses
 - Scanning of data after last date
 - Scanned data is sent to the Colleges
 - Colleges make an assessment of the number of seats and cut-offs
 - Cut offs are declared by Colleges thru Central Registry
 - Central Registry announces the cut-offs for the University
- **POST-GAADUATE PROGRAMMES**
 - Admission Forms and Admission Bulletin gets ready by the respective departments
 - Students buy and fill up the Admission Forms
 - Admissions are based on Entrance Tests/Group Discussion/Interview/Counseling/Marks in the previous examination, etc.
 - Most of the Departments also publish a waiting list
- **Reservation is applied as per the Constitutional Provisions**

STATUS : SYSTEM NEEDS A REVIEW & AUTOMATION

A.2. Admission Process

ADMISSION PROCESS

- Students take admission in respective colleges/departments and the process is repeated until all seats available in the colleges/departments are full
- Colleges/Departments enroll these students in respective courses of study and ask them to fill up enrolment forms, if not already enrolled with DU.
- It is mandatory for all students to fill up an Enrolment Number Form
- Students pay the fees and start attending classes
- Students are given their ID cards as well as library membership cards
- Students, if they so desire, are able to get a Bus/Metro/Rail pass made with the ID card

STATUS : SYSTEM NEEDS A REVIEW

A.3. Academic Delivery Process

ACADEMIC DELIVERY PROCESS

- **Admitted Students attend classes and their Attendance Records are maintained by the respective Colleges/Departments**
- **Mid-Year Examinations and assignment(s) evaluations are maintained by the respective Colleges/Departments**
- **Colleges/Departments communicate from time to time with the University for various issues pertaining to management of curriculum in the Colleges/Departments**
- **Students at each College/Departments are expected to fill up Examination Forms as per the schedule of the examinations at the University**
- **The completed forms are sent to the University Examinations Branch for further processing**

STATUS : SYSTEM NEEDS SERIOUS REVAMPING

A.4. Examination Process

EXAMINATION PROCESS

- The completed examination forms received from the Colleges/Departments are processed by the Examinations Branch
- Roll Numbers are allotted to the students for Examinations and Admit Cards are issued
- Centre allocation is undertaken for students for conduct of Examinations
- Roll Numbers along with the Date Sheet are sent to the students through their registering colleges/departments
- Examinations are conducted at the specified Centres as per the Date Sheet. The following aspects are important for Examinations :
 - Paper Setting
 - Secrecy
 - Conduct
 - Evaluation/Results
 - Re-valuation
 - Marks Sheet and Degree
- PHD and Entrance Examinations follow a different procedure

**STATUS : SYSTEM NEEDS SERIOUS REVAMPING &
FULL AUTOMATION**

A.4.1 Paper Setting

PAPER SETTING

- Recommended Lists of paper setters are received from the concerned departments for the examinations
- Examinations Branch allots Examiner Codes to all the recommended examiners
- Examinations Branch writes to the examiners for paper setting
- Acceptance/Refusal is monitored by the Examinations Branch
- Question papers after receipt from the Examiners are moderated by the Committee/Boards of Examiners
- Moderated question papers are stored for further processing by Secrecy
- Examiners are paid remuneration for examinations work after publication of the results as per norms existing at the University of Delhi

**STATUS : SYSTEM NEEDS REDESIGN AND
AUTOMATION**

SECRECY

- Finally moderated question papers are released for printing
- The question papers are selected at random for printing
- The printed question papers are stocked as per the date sheet
- The question papers are dispatched to the respective centres on the day of the examination
- Any shortfall is made good by sending the question papers on the spot
- For:
 - Post-Graduate Programmes, the examination centres are only in the departments of the University of Delhi. Usually, a few centres
 - Category-A :Under-Graduate Programmes, all colleges where the subjects are taught act as centres for examination. Usually, large number of centres
 - Category-B:Under-Graduate Programmes, there could be as many 100 centres of examinations

STATUS : SYSTEM NEEDS REVIEW

A.4.3 Conduct of Examinations

CONDUCT OF EXAMINATIONS

- The students approach the designated Centres of examinations on the day/time of the examination as per the Roll Numbers
- The Centres conduct examination with the help of Confidential List using Question Papers sent by the Examinations Branch
- Superintendent(and staff) are deployed by the respective Centres as per the norms of Examinations Branch
- Students are to sign attendance sheet for the day of the Examination
- Visiting Team(s) as per the Ordinances of the University act as Flying Squads to ensure proper conduct of examinations
- Unfair Means Cases(UFM) wherever caught are recorded and reported to the Examinations Branch
- The Answer Scripts, Attendance Sheets, and Unfair Means Cases and other such information is sent to the Examinations Branch on the same day within a specified time frame

STATUS : SYSTEM NEEDS AUTOMATION

A.4.4 Evaluation/Results

EVALUATION/RESULTS

- The Answer Scripts, Attendance Sheets and any other information is received by the Central Dispatch Section at the Examinations Branch
- Key for recording fictitious roll numbers against the actual roll numbers of candidates is prepared
- The Answer Scripts are processed for Fictitious Roll Number marking wherever applicable before these are sent to the designated examiners/evaluators
- In cases of Undergraduate studies, some of the subjects are handled by the decentralized Central Evaluation Centres operating from designated college premises
- Evaluated Answer Scripts and the Award Sheets are received at the Examinations Branch from the Examiners, either directly or thru the Central Evaluation Centres
- The Award Sheets are processed for tabulation by designated teams of tabulators
- Tabulation sheets are prepared from :
 - 4.4.1 Finalized Internal Assessment
 - 4.4.2 Award Lists
- Final results are processed for moderation by the Result Moderation Teams
- Results are published by the Examinations Branch and communicated to the respective Colleges/Departments.
- UFM cases are processed for appropriate decision

**STATUS : SYSTEM NEEDS REENGINEERING AND
FULL AUTOMATION**

A.4.4.1 Finalized Internal Assessment

FINALIZED INTERNAL ASSESSMENT

- **Under-Graduate Programmes**
 - CD of the final listing data from Conduct is sent to the Colleges for Internal Assessment
 - The Colleges process Internal Assessment for all students registered with the Colleges
 - Moderated IA is recorded in the CD and sent to the Examinations Branch along with the hard copy of the same duly verified by the College IA Moderation Committee by a specified date
 - The IA so received from all colleges is processed at Examinations Branch and moderation, if any, is applied after due approval of the Vice Chancellor as recommended by the Internal Assessment Moderation Committee of the University of Delhi
 - The moderated IA is posted on the tabulation charts as per the subject/course design
- **Post-Graduate Programmes**
 - The Departments process Internal Assessment for all students registered with the respective departments
 - Finalized IA is sent to the Examinations Branch
 - IA is posted on the tabulation charts as per the subject/course design

**STATUS : SYSTEM NEEDS REENGINEERING AND
WEB ENABLEMENT**

A.4.4.2 Award Lists

AWARD LISTS

- Award lists received from the examiners are sorted out Subject wise and Course wise
- Award lists are handed over to the tabulation teams(after making entry of receipt of the same in the examiners' registers) who record the same against the fictitious roll numbers
- The tabulation charts are prepared in duplicate by two different tabulation teams to ensure accuracy levels
- In certain courses of Category-B examinations, one copy of the tabulation is also prepared on computers using simple Fox based software systems through small vendors
- Completed, transcribed, scrutinized results are entered into text processing software and printed after verification.
- The printed results are notified and also loaded on University of Delhi website
- The result notifications are sent to the respective Colleges/Departments for perusal of the students
- Notifications/Corrections are published for any errors in the results

**STATUS : SYSTEM NEEDS REENGINEERING AND
AUTOMATION**

A.4.5 Re-Valuation

RE-VALUATION

- On declaration of Results, the students are allowed to apply for a re-valuation of an Answer Script (except for some courses in the category of Professional Courses where only re-checking is allowed)
- Students seeking re-valuation/re-checking are allowed to apply within a specified period from the declaration of results
- On receipt of application for re-valuation/re-checking after depositing the prescribed fees, the Answer Scripts are processed for masking etc. and are sent to the designated examiners
- The re-valuation/re-checking process is completed within a period of 7-8 weeks from the date of application and formal communication issued to the candidate
- Re-valuation/re-checking result is declared by the Results Section on completion of the Re-valuation/re-checking Process and necessary changes are recorded in the tabulation sheets
- Re-valuation/re-checking is allowed only once for a candidate

**STATUS : SYSTEM NEEDS REVIEW AND
AUTOMATION**

A.4.6 Marks-Sheet and Degree

MARKS SHEET AND DEGREE

- On declaration of Results, marks sheets are prepared by the Examinations Branch giving details of marks secured along with result
- Marks sheets are mostly manually prepared in a traditional format
- It generally takes lot of time to dispatch all the marks sheets to the students
- Marks sheets are checked by individuals before these are sent to the respective colleges/departments
- On completion of the entire requirement of a course, a degree is prepared to be given to the successful candidates
- The degree is written in calligraphic style and manually
- Degrees are dispatched to the respective College/Departments by the Examinations Branch after proper checking
- Record of degrees is maintained at the Examinations Branch as well as the Colleges/Departments
- Degrees can only be sent after the University of Delhi Enrollment Numbers are written on the degrees
- Thousands of degrees await dispatch due to non-availability of Enrollment Number

**STATUS : SYSTEM NEEDS REENGINEERING AND
FULL AUTOMATION**

A.5. Award of Degree Process

AWARD OF DEGREE PROCESS

- An Annual Convocation is organized every year by the University of Delhi on last Saturday of February every year
- Degrees for the qualified candidates are conferred in the Convocation
- Degrees are conferred in person to the graduates of
 - PHD Programme
 - DM/MCH Programmes
- All other degrees are conferred in absentia
- There is a provision for award of degree in Absentia in the Convocation and award of degree in Advance
- Toppers are awarded Gold Medals and certificates in the Convocation

**STATUS : SYSTEM NEEDS A REVIEW AND
AUTOMATION**

A.6. Alumni Interaction Process

ALUMNI INTERACTION PROCESS

- **To assist the past graduates of the University, the following documents are prepared by the respective branches of the University after depositing the prescribed fees :**
 - **Duplicate Degree**
 - **Duplicate Marks sheet**
 - **Transcript**
 - **Degree Verification**
 - **Migration Certificate**
 - **Special Certificate**
 - **Nomenclature Certificate**
 - **Provisional Certificate**

**STATUS : SYSTEM NEEDS A REVIEW AND
AUTOMATION**

ANNEXURE – B : PHD PROGRAMME PROCEDURE

PHD PROGRAMME PROCEDURE

- Scholars registered for PhD Program of University of Delhi notify the department concerned for pre-submission seminar after completing requirements such as course work, residency, etc.
- Scholars presents the pre-submission seminar on the date and time notified by the concerned Head of the Department
- On successful presentation of seminar, the Scholar gives a notice of submission of the dissertation with:
 - A certificate from the Head
 - Synopsis – 7 Copies
 - Abstract – 2 Copies
- The Department Research Council approves the list of examiners for the thesis
- The concerned Board of Research Studies approves the list of examiners fro the thesis and sends to the Examinations Branch
- List is approved by the Vice-Chancellor on behalf of the Academic Council
- Submission of Dissertation within six weeks of the Notice :
 - Application of submission
 - Dissertation – 4 copies
 - Soft copy of the dissertation
- Thesis is sent to 3 examiners selected by the Vice-Chancellor
- Examinations Branch pursues with examiners for final reports

STATUS : SYSTEM NEEDS A REVIEW & AUTOMATION

ANNEXURE – C: PROCEDURE FOR ENTRANCE EXAMINATION

ENTRANCE EXAMINATIONS

- **Announcement of the date to hold the Entrance Tests for admission to respective Programmes Concerned Faculty/Department**
- **Intimation of the nominated Co-ordinator(s)**
- **Supply of two sets of moderated Camera Ready (Ready to print) manuscripts of the Question Paper to Examinations Branch alongwith the total number of copies of the Test Booklets and series, if any.**
- **Fixing up of Examination Centres**
- **Allotment of Roll Numbers(5-6 Digits), Admit Cards Printing, Attendance Lists, etc.**
- **Design of OMR Answer Sheet**
- **Preparation of Confidential List(Soft as well as Hard Copy) of the Candidates**
- **Printing and packaging of Test Booklets and OMR Sheets as per centre sizes**
- **Delivery of Sealed Packets for Outstation Centres**
- **Delivery of Test Booklets for Delhi/New Delhi Centres**
- **Deposit of OMR Sheets of all candidates, Used and Unused Test Booklets with Examinations Branch**
- **Preparation of Answer Key**
- **Scanning of Response Sheets and Processing of Result for Entrance Examination and declaration of the list of successful candidates to be called for interview by Roll Numbers**
- **Hard Copy and Soft Copy of the result of successful candidates including marks obtained in Entrance Exam**

STATUS : SYSTEM NEEDS A REVIEW & AUTOMATION