DELHI TECHNOLOGICAL UNIVERSITY Established by Govt. of Delhi vide Act 6 of 2009 (FORMERLY DELHI COLLEGE OF ENGINEERING) Shahbad Daulatpur, Bawana Road, Delhi-110042

F. No. DTU/SO/01/2020/Engifest/366

2019-20

Dated: 11:2:2020

#### **CIRCULAR**

As already aware that "The cultural council, DTU" is organizing ENGIFEST- 2020 from 14<sup>th</sup> to 16 February, 2020, so for the smooth functioning of this mega event, the following instructions/guideline should be strictly followed:

- 1. All Faculty members/Staffs/Residents/students and all the stakeholders of the University ar requested to keep their Identity Cards along with them to avoid any inconveniences.
- 2. In view of limited space available inside the University campus, all students are requested to avoi their own vehicles (specially Four wheelers etc.) during this mega event. Please use the publi transport during this time.
- 3. It is advised that all the vehicles should be parked at designated parking place only.
- 4. The speed of the vehicles should be restricted to 20 KMPH inside campus area.
- 5. Use of Alcohol/Liquor or any type of drugs are strictly prohibited, the strict action will be take against the culprits.
- 6. The safety of personal belongings (like Mobile, Laptops, hand bags, ornaments and others valuabl
- items) should be at your own risk.
- 7. Please don't touch any suspicious items and if found please do report to security office.
- 8. Security helpline No's- 011-27299376/9992603712/8506866090/9871224814.
- 9. In case any medical contingency call ambulance (Sh. Mukesh Kumar, Driver M. No 9821081588/9136126190).
- 10. Please Co-operate with security staff's during security checks.

Garb

(Prof. Samsher) Registrar Dated:

F. No. DTU/SO/01/2020/Engifest/366 Copy to:-

1. PA to V.C. for information to Hon'ble Vice Chancellor.

2. Registrar, DTU

- 3. All Deans HoD's and Branch Incharges.
- 4. Control Room (Security) Main Gate, DTU.
- 5. Sh. Mukesh Kumar, Driver
- 6. All Notice Boards and Guard File.

(Dr. Nitin Puri) Security Officer

Delhi Technological University Established under Govt. of Delhi Act 6 of 2009 (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi – 110042

F. No. DTU/Security/01/2020/Circular/3657

and the state of the state of the

Dated: 11: 2: 2020

## <u>CIRCULAR</u>

To ensure the security, safety and to avoid any accidents inside the campus, all Residents/ Employees/Staff Members/Students/Visitors are requested to keep the speed of their respective vehicles upto 20 KMPH and restrict themselves upto 2 personnel at a time on a bike/scooter/two wheelers.

The strict disciplinary action will be taken against defaulters found violating the mentioned rules and regulations.

F. No. DTU/Security/01/2020/Circular/361 Copy to:

- 1. PA to VC for kind information of Hon'ble Vice Chancellor DTU.
- 2. Registrar, DTU.
- 3. All Deans, HoD's and Branch Incharges.
- 4. Head C.C. with request to upload on University website.
- 5. Control Room (Security), Main Gate, DTU.
- 6. Sh. Satpal Singh, Assistant Security Officer(NSSA).
- Sh. A. K. Chauhan, Dy. Security Officer.
   All Notice Board.
- 9. Guard File.

Dar 11/2/2020

(Dr. Nitin Puri) Security Officer

Dated: 11,02,2020

(Prof. Samsher) Registrar

#### **Delhi Technological University** Established under Govt. of Delhi Act 6 of 2009 (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi - 110042

# F. No. DTU/Security/01/2020/Circular/ 364

Dated: 11:02.2020

#### CIRCULAR

All the stakeholders of the University are hereby informed that in case of any security related issues, the following persons may be contacted:-

1. Control Room (Security), Main Gate, DTU

2. Supervisor on duty, 24x7(NSSA)

3. Sh. Satpal Singh, Assistant Security Officer (NSSA)

4. Sh. A.K.Chauhan, Dy. Security Officer, DTU

5. Dr., Nitin Puri, Security Officer, DTU

This information may please be communicated to all the concerned also.

Que (Prof.Samsher) Registrar

: 011-27299376 & Intercom No. 1105

: 9817160668

: 9992603712

: 8506866090

: 9871224814

Dated: 11 - 02: 2020

F. No. DTU/Security/01/2020/Circular/364 Copy to:

1. PA to VC for kind information of Hon'ble Vice Chancellor DTU.

- 2. Registrar, DTU.
- 3. All Deans, HoD's and Branch In-charges.
- 4. Head C.C. with request to upload on University website.
- 5. Control Room (Security), Main Gate, DTU.
- 6. Sh.A. K. Chauhan, Dy. Security Officer.
- 7. Sh.Satpal Singh, Assistant Security Officer(NSSA).
- 8. All Notice Boards.
- 9. Guard File

11/2/2020

(Dr. Nitin Puri) Security Officer

# Delhi Technological University Established under Govt. of Delhi Act 6 of 2009 (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi – 110042

F. No. DTU/Security/01/2020/Circular/ 363

Dated: 10 2 2020

### <u>CIRCULAR</u>

With reference to circular no. DTU/Security/01/2019/Circular/262 dated.07-05-2019, it is again informed that All Residents/Employees/Staff Members/Students are requested to keep their identity cards with them, with a view to effectively monitor the security in the university campus. So, it should be religiously followed by all the stakeholders of the university. It is also mandatory that their vehicles (Car/Scooter & Bikes) should have respective stickers issued from security office. Those who are not having stickers on their vehicles till date are again requested to collect it from security office by given the self attested copies of RC/Driving Licence/Photo Identity Card up to 13<sup>th</sup> Feb. 2020 to avoid any inconvenience.

This is issued to ensure the security in the university during ENGIFEST 2020

Dated: 10/2 2020

(Dr. Nitin K. Puri) Security Officer

F. No. DTU/Security/01/2020/Circular 367 Copy to:

- 1. PA to VC for kind information of Hon'ble Vice Chancellor of DTU.
- 2. Registrar, DTU.
- 3. All Deans, HoDs and Branch Incharges.
- 4. Control Room (Security), Main Gate, DTU.
- 5. Sh.Satpal Singh, Assistant Security Officer (NSSA).
- 6. All Notice Board.
- 7. Guard File

(Dr. Nitin K. Puri) Security Officer

# Delhi Technological University Established under Govt. of Delhi Act 6 of 2009 (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi – 110042

F. No. DTU/Transport/01/2019/Circular/ 32/

# CIRCULAR

All the stakeholders of the University are hereby informed that in case of any requirement of University Ambulance the following persons may be contacted:-

- 1. Sh. Mukesh Kumar, Driver
- 2. Control Room (Security), Main Gate
- 3. Supervisor on duty (24x7)
- 9821081588 & 9136126190 011-27299376 & Intercom No.1105 9817160668

This information may please be communicated to all the concerned also.

.F. No. DTU/Transport/01/2019/Circular/ ദേ Copy to:

- 1. PA to VC for kind information of Hon'ble Vice Chancellor DTU. 2. PA to Pro VC for kind information of Pro Vice Chancellor DTU.
- 3. Registrar, DTU.
- 4. All HOD's and Branch In-charges.
- 5. Head C.C. with request to upload on University website.
- 6. Control Room (Security), Main Gate, DTU.
- 7. Sh.Satpal Singh, Assistant Security Officer.
- 8. Sh. A. K. Chauhan, Transport Consultant.
- 9. All Notice Boards.
- 10. Guard File

Dated: 08 8 19

84)

(Dr. Nitin Puri) Transport Officer

A B

Dated: 08819

(Dr. Nitin Puri) Transport Officer

#### DELHI TECHNOLOGICAL UNIVERSITY Established by Govt. of Delhi vide Act 6 of 2009 (FORMERLY DELHI COLLEGE OF ENGINEERING) Shahbad Daulatpur, Bawana Road, Delhi-110042

F.DTU/TO/Circular/2019/ 35

Dated: 25/10/19

#### Circular

With ref. to the circular No.F.DTU/Reg./Circular/2017-18/118 dated 27-09-2018 regarding the timings of With rel. to the one of the second se

SI.	Particulars	Timings	Remarks
No.	Morning		
01.	1 <sup>st</sup> Trip from Badli to DTU	8:50 am	Students of DTU
02.	2 <sup>nd</sup> Trip from Rithala to DTU	9:20 am	Students/Staff's of DTU
03.	3 <sup>rd</sup> Trip from Badli to DTU	9:50 am	Students of DTU
	Evening		
01.	1 <sup>st</sup> Trip from DTU to Badli	4:00 pm	Students of DTU
02.	2 <sup>nd</sup> . Trip from DTU to Badli	4:30 pm	Students of DTU
03.	3 <sup>rd</sup> Trip from DTU to Badli	5:00 pm	Students of DTU
04.	4 <sup>th</sup> Trip from DTU to Rithala	6:05 pm	Students/Staff's of DTU
05.	5 <sup>th</sup> Trip from DTU to Rithala	9:05 pm	B. Tech. Eve. Students of DTU

In case any adjustment in timing has to be carried out based on experience to cater to commuters to both the metro stations, the same will be notified later.

All student & staff using the bus are requested to maintain decorum and not get in to altercation with bus staff.

(Dr. Nitin Puri) Transport Officer

Dated: 25/10/12

F.DTU/TO/Circular/2019/352 Copy to:

4 5.

- PA to VC for the kind information to the Hon'ble Vice Chancellor. AN 28/15/19 PA to Pro VC for the kind information to the Pro Vice Chancellor.
- All Deans & HODs. Request to display it prominently.

Registrar, DTU Head CC- Request to upload on the University website. Chief Warden/All Hostel Warden- Request to display it prominently.

- Sh.Satpal, ASO (NSSA).
   Sh.Ravinder Kumar, Driver (Mob. 9540499817)
   Sh. Aryan Dahiya, Helper (Mob.9911313805)

(Dr. Nitin Puri) Transport Officer

86/2

Delhi Technological University Established under Govt. of Delhi Act 6 of 2009 (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi – 110042

F. No. DTU/Security/01/2019/Circular/2 62

Dated: 075119.

28/0

## <u>CIRCULAR</u>

In view of forthcoming Lok Sabha General Election 2019 and this University earmarked for Strong Room / Counting Centre of Lok Sabha Constituency No.05 (North West Delhi),

It is informed that All Residents/Employees/Staff Members/Students are requested to keep their valid identity cards with them, with a view to effectively monitor the security in the University campus. So, it should be religiously followed by all the stakeholders of the University. It is also mandatory that their vehicles (Car/Scooter & Bikes) should have respective stickers issued from security office. Those who are not having stickers on their vehicles till date are again requested to collect it from security office by given the self attested copies of RC/Driving Licence/Photo Identity Card up to 9<sup>th</sup> May 2019 to avoid any inconvenience.

This is issued to ensure the security in the University during Lok Sabha General Election-2019

> (Prof. Samsher) Registrar

Dated:

F. No. DTU/Security/01/2019/Circular/262\_ Copy to:

1. PA to VC for kind information of Hon'ble Vice Chancellor of DTU.

2. PA to Pro VC for kind information of Pro Vice Chancellor of DTU.

- 3. Registrar, DTU.
- 4. All HODs and Branch Incharges.
- 5. Head CC with request to upload on University website.
- 5. Control Room (Security), Main Gate, DTU.
- 6. Satpal Singh, Assistant Security Officer.
- 7. A. K. Chauhan, Consultant (Security).
- 8. All Notice Board.

9. Guard File

(Dr. Nitin Puri) Security Officer

Mini Even Staff	stry/Departen 1 যাত্রী মত Car No	T DL	vanspert . II CB.	-   IN. - 2685	KCIAZ)	<sup>(See</sup> लाग LOG	<sub>३१३खिए</sub> बुक BOOK		तारीख Date	मीलमापी / किलाम कै अनुसार गाः कितनी चली Milemeter/Kilor reading	TROL ACCOUNT চিবে জিবা হী উঠাল Diesel/Pet neter (Lift	हुआ गा (सीटर) अर्ग rol drawn es) Init	F (Exp 17) S-263 डी के व्यवस्था बेकारी के नाम के इस्ताकर tials of Officer I/C of Car
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तारीख Date	*		मीलमापी/किलोमीटर के अनुसार गाडी कितनी चली Mile/Kilometers Reading	गाडी कितने मील किलोमीटर चली Mile/Kilometers Covered	खाना दो और तीन में दिखाया गया गाडी के इस्तेमाल का समय (केवल गैर ड्यूटी यात्राओं के लिए) Penod of detention Includes in cols. 2 and 3 of non duty journey's only	दफ्तरी गाड़ी का इस्तेमाल करने वाले अधिकारी का नाम व पद Name and designation of Officer using staff car	जिन स्थानों की यात्रा की गई Places Visited	यात्रा का उ (यदि यात्रा सर तो पूरा विव Purposeof Jk (if official details	कारी हो रण) purney I full	गाडी का उपयोग करने वाले अधिकारी के हस्ताक्षर उसकी टीका टिप्पणी (यदि हो तो) signature of Officer using car his remarks (if any)	काम के नियमित समय के बाद भी रविवार और छुट्टी के दिन गाड़ी इस्तेमाल करने की अवधि No. of hours after norminal duty hours or on Sunday and dosedholidays	गाड़ी की व्यवस्था अधिकारी के नाम उसकी टीका टिप्पणी यदि को हो तो Initials of Officer of vehicles hi Remarks (if ar	त. गाडी चालक ई के हस्ताक rVC Sig.o s Drive
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तारीख Date	से From 2	तक To 3	कितनी बती Mile/Kilometers Reading		Period of detention Includes in cols. 2 and 3 of non duty journey's only	of Officer using staff car		Purpose of Journey (if official full details)	उसकी टीका टिप्पणी (यदि हो तो) signature of Officer using car his remarks (if any)	दिन याड़ी इस्तेमाल करने की अवधि No. of hours after norminal duty hours or on Sunday and closed holidays	टिप्पणी यदि कोई हो तो Initials of Officer I/C of vehicles hia Remarks (If any)	के इस्ताक्षर
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1	Ministry/De	partent	IVansp	ont D	70.		See 312	<b>–</b>	DIES	ल/पैट्रोल का हिसाब EL/PETROL ACCOU	INT
	Statt Car N		01. 10 9	-1-21	ти. • • < н сіту)	लाग LOG	बुक BOOK		तारीख मीलमापी/ के अनुस Date कितनी Milemeter/	गरगाडी पैर घली Diesel	तिया हुआ ा दोल (लीटर) 3 VPetrol drawn (Litres) In
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Ministr दफ्तरी ग Staff C	y/Departer गड़ी सo Car No				(عدمهموان)	अनु ANNEX नियम् (See लाग LOG	बन्ध 1 URE 1 M.F(Exp.17) 31रेकिए बुक BOOK		तारीख Date	DIESEL/PR मीलमापी/किलो के अनुसार ग कितनी चर्ल Milemeter/Kilo reading	াড়ী पैट्रोल ो Diesel/Pe meter (Lit	M-F S gən গাৰী (লীহং) अधिक trol drawn ক res) Initial I/	य-17 -263 (Exp 17 -263 को व्यवस्था को व्यवस्था हस्ताक्षर a of Offic C of Car
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Termineton and	Minist दफ्तरी Staff	ry/Depart गाड़ी सं० Car No	DL	4CN	3- ७१८	(SCORPIO)	लाग LOG	बुक BOOK	2	तारीख Date	मोलनाया/ किल के अनुसार ग कितनी चर्ल Milemeter/Kilo reading	गडी पैट्रोल गे Diesel/Pe pmeter (Li	(लीटर) उ stroi drawn	धिकारी के नाम के हस्ताक्षर itials of Office I/C of Car
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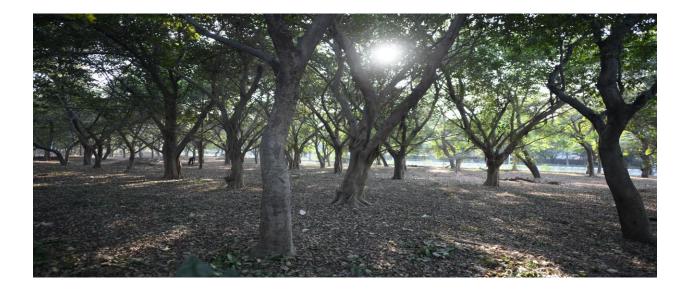
















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# **DELHI TECHNOLOGICAL UNIVERSITY**

# Established by Govt. of Delhi vide Act 6 of 2009

# (FORMERLY DELHI COLLEGE OF ENGINEERING)

# Shahbad Daulatpur, Bawana Road, Delhi-110042

2020-2021

**Security Branch** 

# **Quality Policy**

The security branch is committed to maintain safe and secure environment for work and study, keeping proper record of the visitors with utmost accuracy, prevent unlawful activities within the campus. The activities of the security branch are conducted in accordance with the provisions of the acts, statues, ordinances, rules & regulations of the University and in coordination with the local police and other government bodies.

In case any grievance/assistance/feedback, following officers may be contacted:-

S. No.	Name & Designation	Contact No.
1.	Sh. Nitin Kumar Puri, Security Officer	9871224814
2.	Sh. A. K. Chauhan, Dy. Security Officer	8506866090
3.	Sh. Shri Pal Singh, Asstt. Security Officer (NSSA)	9992603712
4.	Supervisor, on duty (24x7)	9817160668
5.	Security Control Room, Main Gate DTU	011-27299376

(Dr. Nitin K. Puri) Security Officer

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## **Abbreviations:**

- DGR: Director General of Rehabilitation
- NSSA: Neha Shukla Security Agency
- CCTV: Closed Circuit Television
- DFMD: Door Frame Metal Detector
- DTU: Delhi Technological University
- VIP: Very Important Person
- ➢ SO: Security Officer
- DSO: Dy. Security Officer
- ASO: Assistant Security Officer
- CA: Competent Authority
- ➢ GA: General Administration

### 1. Introduction:

The security branch is the immune system of the University. They are responsible for the security of people and property inside the university campus. It is constituted of an efficient team of dedicated security personnel, and very righteous and decisive Security Officer and Security Consultant. Their indefatigable and vigilant nature ensures the safety & security of all the students, VIPs, teaching & non-teaching staff, guest and visitors within the campus. They also take care of the safety of buildings, equipment, and other infrastructure of the university.

In case of breach of security or violation of security protocols, the individuals involved are strictly dealt with.

Delhi Technological University and East Delhi Campus are committed to provide a safe place for all residents, staff's employee, and students to study, work, live and visit. Each of our campuses has a trained and dedicated team of Security professionals and is able to guide you with general queries and security issues. With guard patrols and CCTV monitoring, this team works actively to solve issues before they become a problem. Safety and Security process is a team effort and needs to be the responsibility for your own safety.

[Security Department]

Revision: Ver. 1.0

Date: 04-04-2018

Doc Number:

Conforms to ISO-9001:2015

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# 2. Amendments:

This is the first document and the amendments if any can be made with the approval of Competent Authority.

**Revision and Approval** 

• [ver. 1.0] – [04-04-2018] – [First draft] – [Security]

# 3. Purpose:

### 3.1 Welcome

The Security Department ensures the safety and security of people and property inside DTU and the East Delhi campus. They provide special security to the VIPs of the university, perform regular patrolling to maintain a safe environment for students and staff members, keep record of the visitors entering and leaving the university, ensure obedience of security protocols, prevent trespassing and smuggling, prevent indulgence of university students or employees in unlawful activities and efficiently coordinate local governing bodies in prosecution of defaulters in case of security breach.

- ➢ Establishment of a security agency.
- > Preparation and assessment of an annual risk factors.
- > Identification of long-term and short-term needs.
- Integration of duties in planning process among administrators, teachers, local police and students.
- > Implementation of strategies for response to identified needs.

### 3.2 Quality Policy

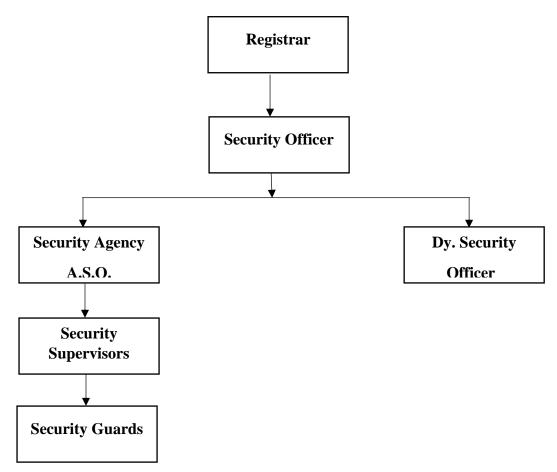
The security branch is committed to maintain a safe and secure environment for work and study, keeping proper record of the visitors with utmost accuracy, prevent unlawful activities within the campus. The activities of the security branch are conducted in accordance with the provisions of the Acts, Statues, Ordinances, and Rules & Regulations of the University, and in coordination with the Local Police and other governing bodies.

## 4. Responsibilities:

- 4.1 Context of the Organization
- 4.1.1 Organization Chart

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# **Organization chart of the Security Department**



## 4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	1. To manage all security activities of the university.	1. Issues Notices, Circulars related to Security.
	2. To monitor and control of the security matters to keep the environment safe and secure in the university.	2. Sanction approvals.

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Security Officer	1. To maintain lawful,	1. Decision making
Security Onicer	and harassment-free environment in the campus.	for issuing Notices and Circulars
	2. To monitor physical safety of buildings by instructing the guards for locking and unlocking the doors.	
	3. To ensure whether the hazardous equipment in laboratories are being handled as per safety instruction.	
	4. To maintain the vigilant patrolling inside the campus to ensure personal, building and equipment security.	
	5. To take stern action in case of breach of security or violation of security protocols.	
	<ul> <li>6. To prevent trespassing or unauthorized entry by a person or group of persons.</li> </ul>	
	7. To prevent smuggling of equipment into or out of the campus.	
	8. To deploy extra security guards in case of special events such as college festivals,	

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	convocation, conferences, etc.	
	9. To provide for sufficient resources and security equipment for efficient implementation of law.	
	10. Conducting surprise checking in order to ensure the sincerity among guards towards the fulfillment of their duties as per directions and protocol.	
	11. To coordinate with police, fire safety department, and paramedics in case of accidents, acts of violence or any instance of infringement of civil law.	
Dy. Security Officer	1. He has the responsibility of ensuring formulation, implementation and maintenance of Security Policies and Procedures.	
	2. His advice is need in planning the security layout during special events such as fests, sports tournaments, cultural events, etc.	

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	3. He is needed for consultation when disciplinary action is to be taken against people responsible for violation security regulations.
ASO, Neha Shukla Security Agency	<ol> <li>Assignment of duties to Security Guards is done by the Security Supervisors during the Morning Shift (6 A.M 2 P.M.), Afternoon Shift (2 P.M. – 10 P.M.) and Night Shift (10 P.M. – 6 A.M.) and a General Shift (9 A.M 5:30 P.M).</li> <li>Process of briefing and de-briefing is followed shift wise by respective Shift supervisors / ASO.</li> <li>Concerned Shift Supervisor checks frequently the deployment of guards.</li> </ol>
Security Supervisor	1. Performs regular patrolling in the campus on foot, on bicycle or in assigned motor vehicle to ensure personal, building, and equipment security.

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2.	Instructs Security Guards	
	to examine doors,	
	windows, and gates to	
	prevent unlawful entry. He	
	is the authorized bearer of	
	the keys to all the locks on	
	campus buildings. He	
	monitors closed buildings	
	for unauthorized persons	
	and suspicious activities.	
3.	Informs and warns	
	violators of rule	
	infractions, such as	
	loitering, smoking, or	
	carrying forbidden articles.	
	In case of violation, takes	
	strict action as directed by	
	•	
1	Security Officer. Provides security escort	
4.	•	
	services for VIPS, visitors,	
	students, staff, and faculty,	
	as necessary; provides	
	other public assistance,	
	such as lockout services,	
	jump-starts, and routine	
_	information.	
5.	Keeps a check on	
	irregularities, such as	
	security breaches, facility	
	and safety hazards, and	
	emergency situations; In	
	case of these happenings,	
	he immediately reports to	
	the Security Officer and	
	contacts emergency	
	responders, such as police,	
	fire, and/or ambulance	
	personnel, as required.	
6.	Performs periodic checks	
	of emergency call boxes	

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1		
	and/or street lights to	
	ensure proper safety in the	
	campus; any malfunction;	
	noticed is immediately	
	reported to the concerned	
	technical staff.	
7	. He also provides safe and	
	efficient transportation	
	facility to university	
	employees and/or visitors,	
	as requested, using an	
	institutional vehicle.	
8	. He maintains security	
	controls for issued	
	university keys; safeguards	
	and controls issued	
	university equipment. In	
	case of any misuse of the	
	keys, he reports to the	
	Security Officer and the	
	local police.	
9	. Assists and advices in the	
	hiring and training of	
	security and other related	
	personnel. Monitors the	
	performance of security	
	employees by surprise	
	checks.	
1	0. Develops work schedules	
-	and makes shift	
	assignments.	
1	1. Prepares routine,	
1	standardized reports.	
1	2. Enforces municipal laws	
*	and administers the	
	Student Code of Conduct	
	as directed by the	
	University security policy.	
1	3. Conducts investigations	
	and writes reports	

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Comercial Comercial	1 Assistant of Astis
Security Guards	1. Assignment of duties
	to Security Guards is
	done by the Security
	Supervisors during the
	Morning Shift (6 A.M.
	- 2 P.M.), Afternoon
	Shift (2 P.M. – 10
	P.M.) and Night Shift
	(10  P.M. - 6  A.M.) and
	a General Shift (9 A.M.
	- 5:30 P.M).
	- 5.50 F.M).
	2. The incoming guard
	arrives at the post at-
	least 15 minutes before
	the start of his/her shift.
	3. Security guards do
	static and physical
	patrol of the premises
	to ensure that
	everything is in order.
	4. Proper checking of
	man & material is done
	by the Security Guards
	at the main gate of
	DTU campus.
	5. Entry and Exit details
	of Outsiders & their
	vehicles are maintained
	by the Security staff.
	by the becamy start.
	6. Monitoring of CCTV
	surveillance is checked
	by the security staff.
	7. Area patrolling is done
	round the clock by
	security guards.
	8. Timely opening and
	closing of the teaching

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classrooms/labs/offices	
etc. by the security	
guards.	
9. At the end of each day	
the guard ensures that	
the building he/she is	
guarding:	
a) All windows are shut.	
b) Lights are switched off	
(except those in	
working state).	
c) Doors are locked.	
d) Check the alarm	
system.	
10. Campus patrols are	
carried out by the	
Security guards for	
ensuring a safe and	
secure environment for	
staff, students, visitors	
and residents.	
11. Guards on patrols do	
the following actions:	
a) Check that security	
lights are ON	
during the night	
and switched OFF	
during the day and	
look for breaches in	
the perimeter	
fence.	
b) Inspect doors and	
windows of Admin	
Building and other	
departments to	
make sure they are	
securely looked.	
c) Turn off all running	
tapes and switch	

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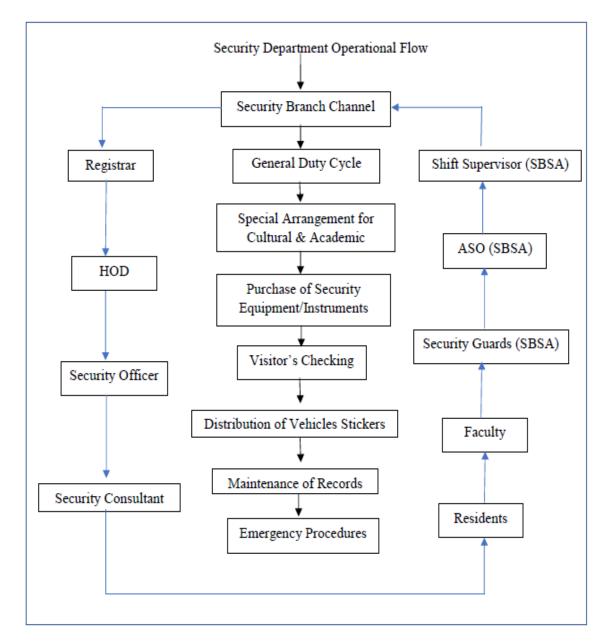
	off non-essential
	lights.
d)	Report
	immediately to the
	Security Control
	Room about any
	anomalies that they
	noticed.
e)	Guards inspect and
	adjust security
	systems &
	equipment to
	ensure operational
	use and to detect
	sign of any
	damage.
f)	Guards answer
	alarms and
	investigate
	disturbances and
	respond to
	emergencies.
g)	Guards write the
27	operational reports
	of daily activities
	and irregularities.
h)	-
	transport
	individuals to
	specified locations.
	specifica focutions.

#### 4.1.3 Work Culture

All activities of the security department are quick and timely. The security department is committed to ensure safety to all persons and structures inside the campus. All the Security officials are committed to the fulfillment of their duties in best possible manner.

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#### 4.1.4 Flow of Processes and Information



#### **4.1.5 Internal Issues**

- Shortage of work-force
- Shortage of space
- Ragging
- Theft
- Vehicles Accidents

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#### 4.1.6 External Issues

- Terrorist Attack
- Un-Authorized Entry
- Un-Authorized activity near surrounding boundary wall

#### 4.1.7 Risks

- Large numbers of people entry for walking during morning & evening time.
- Non availability of sufficient space/holding area for vehicle checking during peak hours.
- Non availability of x-ray machine at main entrance gate for frisking of begs & baggage.
- Non availability of DFMD at main entrance gate.
- Non availability of Reception facility at main entrance gate.
- Non availability of Photo identity cards to all resident family members.
- Parameter wall unsafe due to less height & without concertina wire.
- Non availability of Police verification of temporary workers/ servants/ casual labors etc.

#### 4.1.8 Opportunities

• Security department contributes to maintain the security by adopting modern security methods and conducting vigilant patrolling and surprise checking. For efficient working of the security machinery, the Security department keeps coordination with all other departments of the University.

#### 4.2 Interested Parties

- 4.2.1 Students
- 4.2.2 Parents
- 4.2.3 Faculty
- 4.2.4 Academic and Non-Academic Departments of DTU and East Delhi Campus
- 4.2.5 Govt. of NCT of Delhi and its ministries/departments
- 4.2.6 Govt. of India and its ministries/ departments
- 4.2.7 Employers

#### 5. Scope:

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# "To provide quality security services pertaining to needs of DELHI TECHNOLOGICAL UNIVERSITY& EAST DELHI CAMPUS, Delhi".

#### 5.1 Scope of Quality Management

The branch is responsible for security of all the VIPs, students, teaching & non-teaching staff, guest, visitors, and residents. The details are given in Annexure-I.

#### **5.2 Locations**

5.2.1 Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi 110042

5.2.2 East Delhi Campus, Vivek Vihar, Phase-2, Jhilmil Colony, Delhi, 110042

#### **5.3 Exclusions**

- Boundary Walls should be covered with Concertina Wire and height should be increased.
- > Facility of Watch Towers in all four corners of DTU.
- > Emergency alarming system should be present.
- > Traffic Marshals should be present on accident prone points.
- Intelligence wing should be established.

#### 6. Procedures

6.1 Process Management Methodology

Refer to processes and information flow chart as described at point 4.1.4.

- 6.2 Top Level Processes
- 6.2.1 General Duty Cycle
- 6.2.2 Special Arrangement for Cultural and Academic Activities
- 6.2.3 Purchase of Security Equipment/Instruments
- 6.2.4 Visitor's Checking
- 6.2.5 Distribution of Vehicle's Stickers
- 6.2.6 Maintenance of Record
- 6.2.7 Fire
- 6.2.8 Evacuation
- 6.2.9 Medical
- 6.2.10 Bomb Threat

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## 7. Complete Department Procedures

#### 7.1 General Duty Cycle

7.1.1 Summary

- Division of guards is done by the supervisor into three shifts (i.e., for 8 hours per shift).
- Each shift starts with the briefing process of guards by shift supervisor.
- Deployment checking by the shift supervisor/ ASO/SC/SO.

#### 7.1.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.1.3 Procedure

- Assignment of duties among security guards into three shift is done firstly.
- Maintenance of records of the distribution of duties is recorded in duty register.
- Duty register is checked by shift supervisor and ASO.

Checklist: Copy of Duty Register Timeline: 24 Hrs.

7.2 Special Arrangement for Cultural and Academic Activities

#### 7.2.1 Summary

- Special permission is granted from CA through registrar for organizing any cultural & academic activities.
- After approval, work order is send to ASO (NSSA).
- Deployment of security guards is done accordingly ensured by the ASO (NSSA).
- Arrangement of traffic and local police is made by the concerned authorities.
- Payment of bills of extra guard's duty is marked to SO through GA branch.

#### 7.2.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.2.3 Procedure

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- Notification for organizing any cultural and academic event is provided by the respective party to SO.
- Registrar will approve the respective event.
- ASO (NSSA) is informed for the need of security guards.
- Liaison of traffic and local police is done by SO/DSO.
- Claim of bills regarding extra guard's duty is marked to GA branch.

Checklist: Performa to organize any event. Timeline: 15 days prior from event's date.

#### 7.3 Purchase of Security Equipment/Instruments

#### 7.3.1 Summary

- A note is put up for purchase of any security equipment/instruments.
- Issue of work order is done by SO/DSO.
- Bills are maintained in billing register and forward to Accts branch through Registrar.

#### 7.3.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.3.3 Procedure

- Preparation of a note regarding purchase of security equipment/instruments.
- Issuing of work order.
- Bills are marked to Accts branch

Checklist: Copy of Note sheet Timeline: 20 days

#### 7.4 Visitor's Checking

7.4.1 Summary

- To maintain a safe environment in the organization, security personnel are deployed at the main gate during day and night time.
- Checking of visitors is performed always.
- Maintenance of record is done regularly.
- Unregistered visitor's vehicles are not allowed to enter inside campus unless they have some business purpose.

#### 7.4.2 Revision and Approval

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	Pages	
	Signature of authorizer/HOD	

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.4.3 Procedure

- Checking of identity proof of the respective visitor is made by the security guards at the main gate
- Maintenance of record of their personal details and purpose of visit.
- To guide the map of the location for their desired job.

Checklist: Copy of Entry Register Timeline: 24 Hrs.

#### 7.5 Distribution of Vehicle's Stickers

7.5.1 Summary

- Vehicle's stickers are distributed for availing the parking inside the campus in order to avoid inconvenience during daily checking procedure at main gate.
- The documents needed for issuing a sticker are photocopy of RC, driving license and photo ID.

#### 7.5.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.5.3 Procedure

- Vehicle's stickers are distributed among students, teaching and non-teaching staffs.
- Full verification is done during issue process by the concerned authority.
- Finally, stickers are issued after signed by concerned authority.

Checklist: Copy of Issuing Register Timeline: Same day

#### 7.6 Maintenance of Record

7.6.1 Summary

- All the documents related to NSSA are retained in information register.
- 7.6.2 Revision and Approval
  - [ver. 1.0] [04-04-2018] [First Draft] [Security]
- 7.6.3 Procedure

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• The information of Security Guards, Supervisors, ASO are maintained.

Checklist: Copy of Payment Register Timeline: Everyday

#### 7.7 Fire

- Activate the fire alarm and inform about this to the nearby Security guards.
- Dial the emergency contact number of DTU Security Control Room at Main Gate 011-27299376/9817160668.
- Dial the Fire Brigade Emergency Number 102.
- Close the open doors and windows during exit and evacuate the building as soon as possible.

#### 7.8 Evacuation

- All activities (meetings, teaching, etc.) should be stopped immediately.
- Remain calm and follow the instructions given by Security guards.
- Use the Fire exit door or any closest safe exit and don't use lift.
- Don't block the doorways and wait outside until "ALL CLEAR" announcement.

#### 7.9 Medical

- Dial College Ambulance Number- Sh. Mukesh Kumar (Driver)-9136126190
- Dial direct to Ambulance Emergency Number 102.

#### 7.10 Bomb Threat

- ➢ Remain calm.
- > Gather as much information possible from the caller.
- Inform the Local Police.
- ➤ Call 100.

### 8 Overview

#### 8.1 Process Sequence

Refer Flow of Process Flowchart at point 4.1.1.

### 9 Related Document/Forms

	Code:	DTU/SECURITY/001
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	Valid Through	
	Pages	
	Signature of authorizer/HOD	

- 9.1 Copy of Visitors In/Out Register.
- 9.2 Copy of Girls Hostel In/Out Register.
- 9.3 Copy of Dust & Material In/Out Register.
- 9.4 Copy of Labor In/Out Register.
- 9.5 Copy of Shift Duty Register.
- 9.6 Copy of CCTV checking Register.
- 9.7 Copy of Briefing Register.
- 9.8 Copy of Lost & Found Register.
- 9.9 Attendance Register.

#### **10 Related Forms**

10.1 Requisition for deployment of extra Security Guards.

#### **11 References**

Refer to DTU website.

#### **12Attachments**

12.1 Performa annexed as per related documents & forms mentioned at Point 10 & 11.

### Annexure I

## **Scope of Quality Management System**

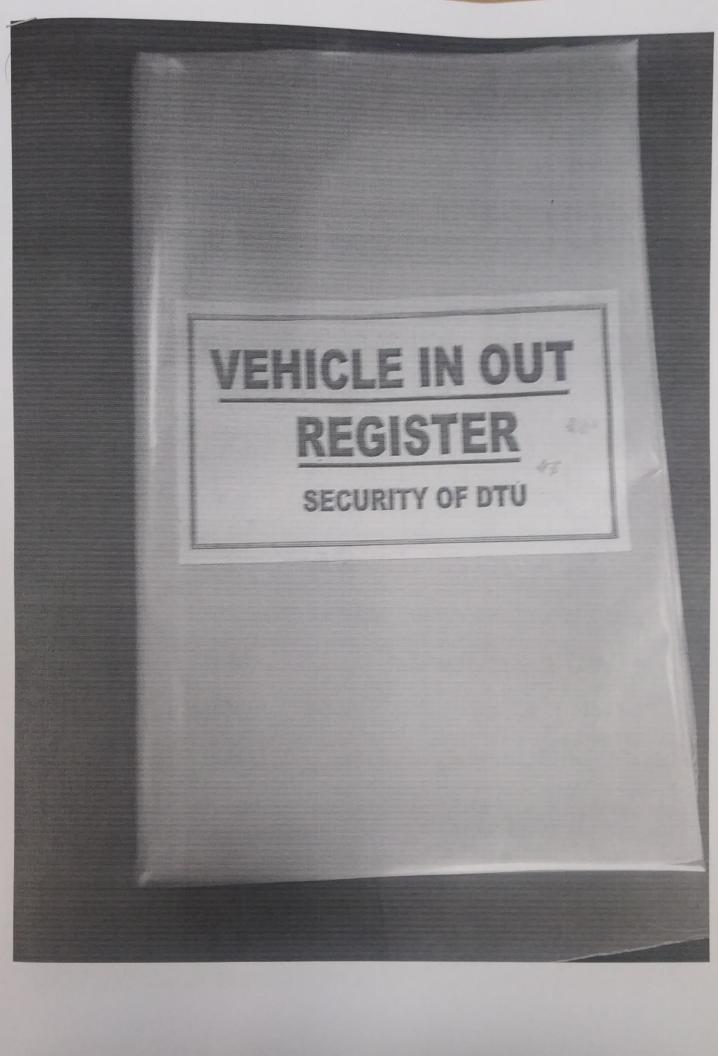
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	Signature of authorizer/HOD	

Sr. No.	Objectives	Targets	Means & time frame	Location	Primary responsibility	Secondary responsibility
1	Protection of Man & Material	100%	As per Service Level Agreement with Sunil Bhagat Security Agency (SBSA)	DTU & East Delhi Campus	Security Officer	ASO (NSSA)
2	Issuing of Pass & Permission	Unauthorized person should not be permitted	Daily	Main gate of DTU & East Campus	Security Control Room of DTU & East Campus	Security Supervisor
3	<u>Surprise</u> <u>Check</u>	To avoid Threats, Thefts, Ragging, Miscreant activity and Natural Disasters	Daily	Admin. Block/Depart- ments of various disciplines/ Hostels /Canteen/ Sports & residential complex / Parking areas, etc.	Security Officer/Dy. Security Officer and ASO	Security Supervisor and Guards
4	InspectionofSecurity'sDocument	100%	Monthly	Security Control Room	Security Officer/Dy. Security Officer	ASO & Security Supervisor

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				& Security Office		
5	Briefing/De-BriefingofSecurityPersonnel	100%	Daily	Security Control Room	Security Officer/Dy. Security Officer	ASO & Security Supervisor
6	Monitoring&Checking ofMenandMaterials	100%	Daily	Main Gate of DTU & East Delhi Campus	Security Officer/Dy. Security Officer and ASO	Security Supervisor & Guards

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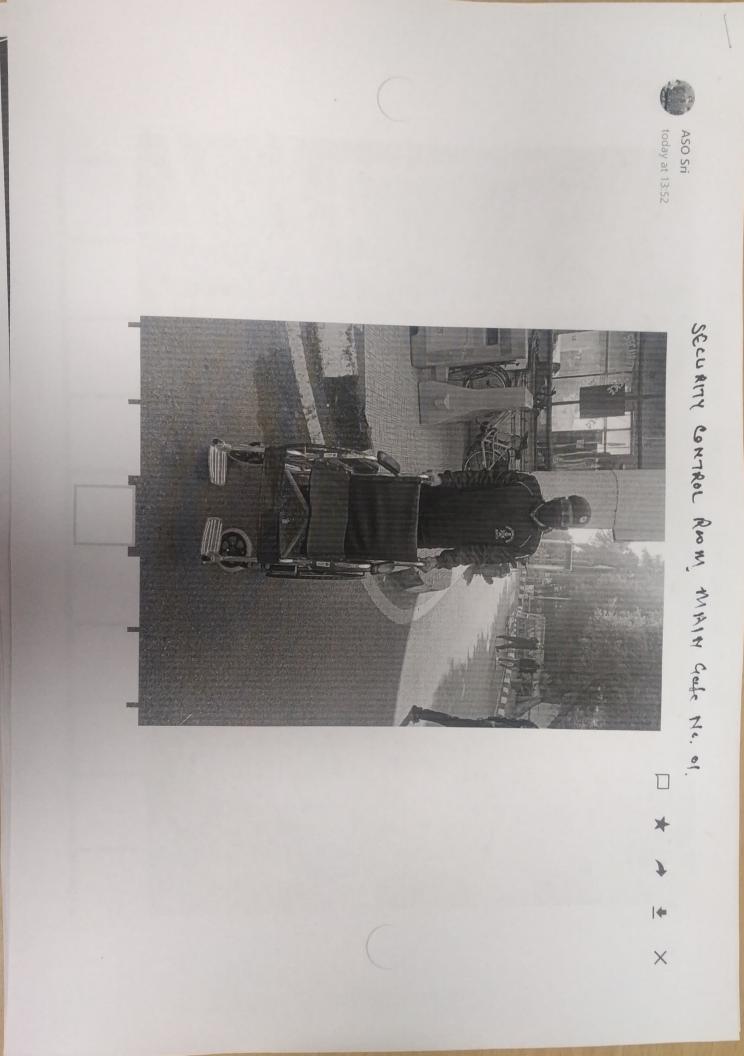
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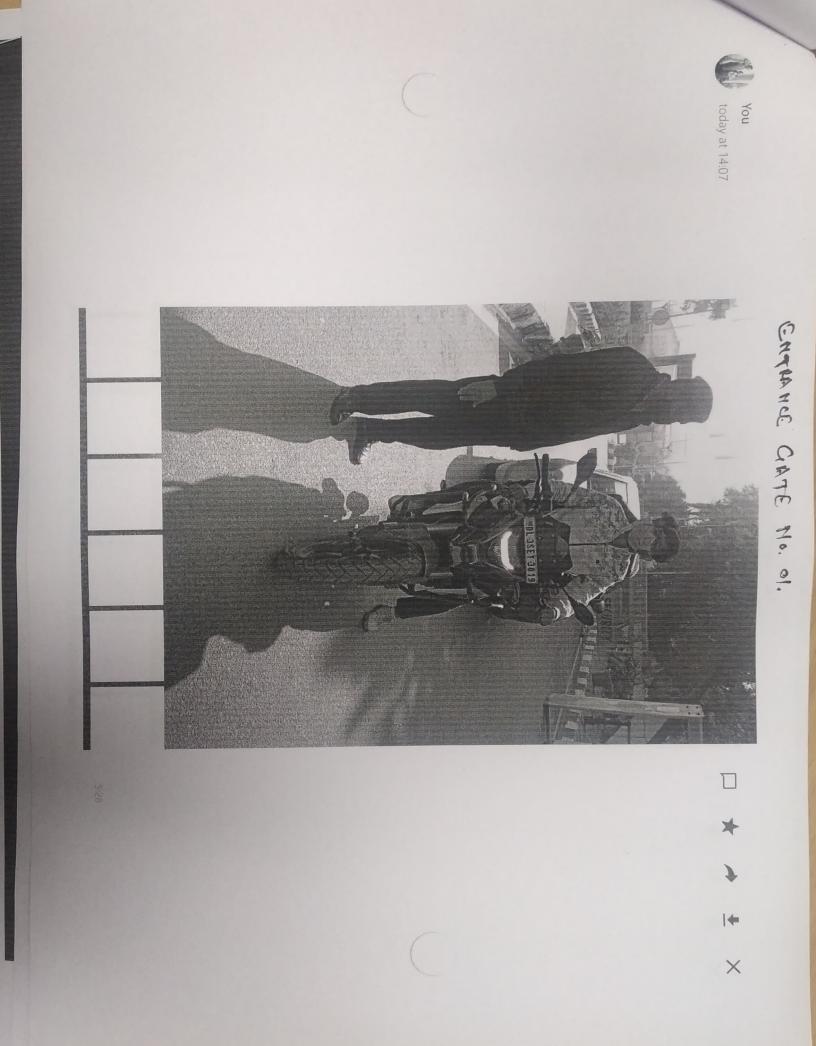
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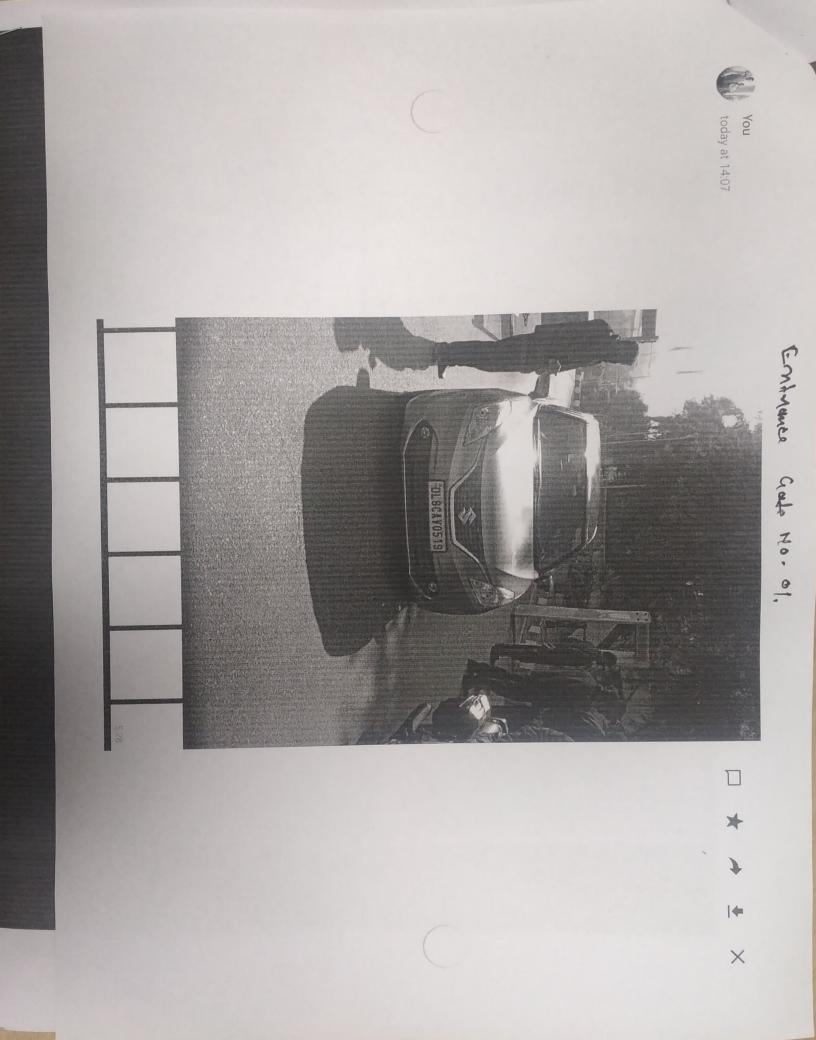




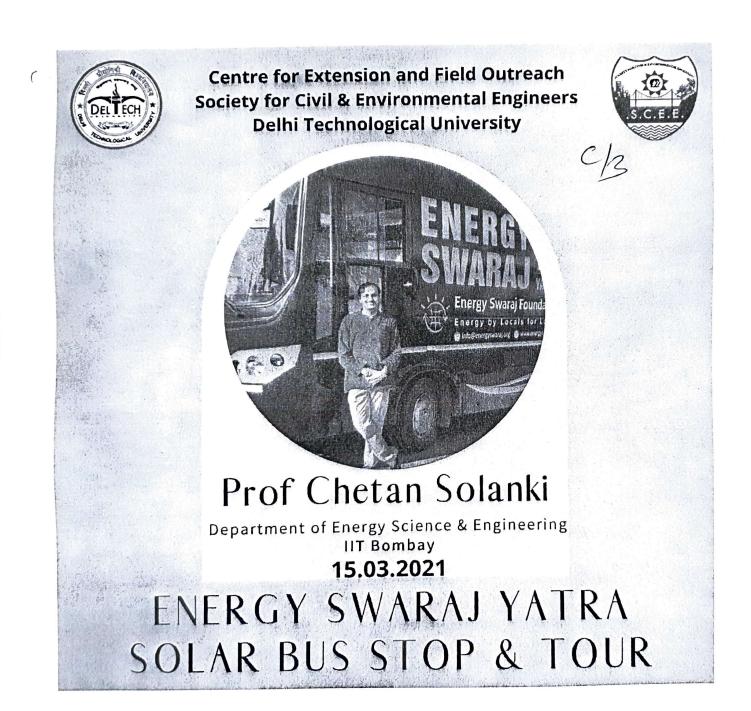
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## 2021-22

## **RESTRICTED ENTRY OF VEHICLES**

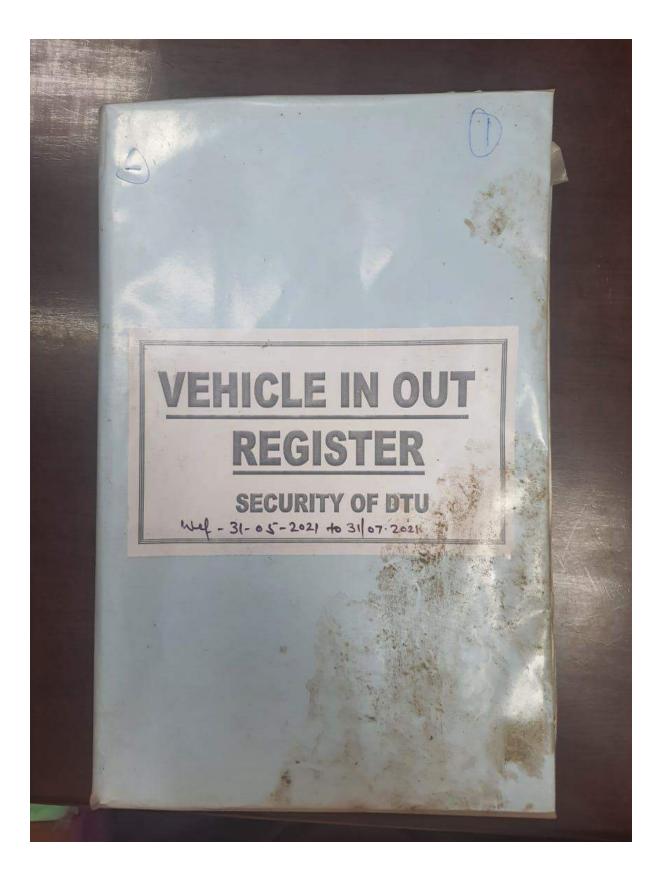










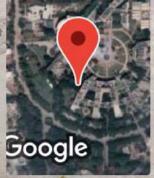


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SJ.No.	Visitor's Name	Address	Véhicle No.	Time of Arrival	To Whom Visitor Intends to	Purpose of Visit	Signature of the Visitor	Time of Leaving	Hernarks	Signature of the Guard
Winter	नाम	पता	पादी का नं	आगे का समय	Moet किससे मिलना	आने का उद्देश्य	आयनुक क हस्लाहर	the Campy परिमार क्षोड्न का मामव		प्रहरी को हरताका
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03	Shomkar Jal	Sec- 03	DL1RV 1749	07:25	Ty/30	veg	12700	0735	9250286587	4
04		Sahabad	cycle	07:55	15/03	milk	-	0805	8595587649	4
05	limesh	S. dairy	-	0800	T5/52	DRIVER			9599125743	
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20		Amyzon Lg Dec-2-	Dellag	1225	13/11	W/M Repuir	1940 Stand - 17		941439682 4	
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30	Manish	Sec-16	DL 85000	1315	+4/25	medicina			9199090156	10

	दिल्ली प्रौद्योगिकी विश्वविद्यालय DELHI TECHNOLOGICAL UNIVERSITY												
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#### PEDESTRIAN-FRIENDLY PATHWAYS



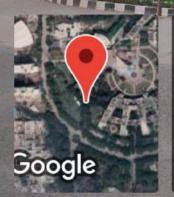


Google

Delhi, Delhi, India P4X8+JQJ, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.749232° Long 77.116728° 20/11/22 11:47 AM GMT +05:30

💽 GPS Map Camera

Delhi, Delhi, India P4W8+3RJ, Pocket 9, Block C, Rohini, Delhi, 110042, India Lat 28.745239° Long 77.117043° 19/11/22 05:37 PM GMT +05:30

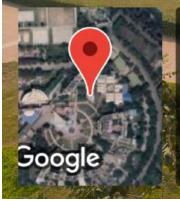


Delhi, Delhi, India

Administrative Block, Delhi Technological University Campus, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.749255° Long 77.116196° 19/11/22 05:30 PM GMT +05:30

## GPS Map Camera

**GPS Map Camera** 



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Delhi, Delhi, India

Q429+766, Western Yamuna Canal Link Road, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.75069° Long 77.117974° 20/11/22 11:18 AM GMT +05:30

## 💽 GPS Map Camera



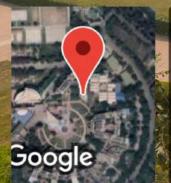
Google

## Delhi, Delhi, India

Ground Floor, P4X9+M4H, near Convocation Hall, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.749188° Long 77.11777° 19/11/22 05:11 PM GMT +05:30

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Delhi, Delhi, India P4X9+P2M, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.74942° Long 77.117523° 19/11/22 05:12 PM GMT +05:30



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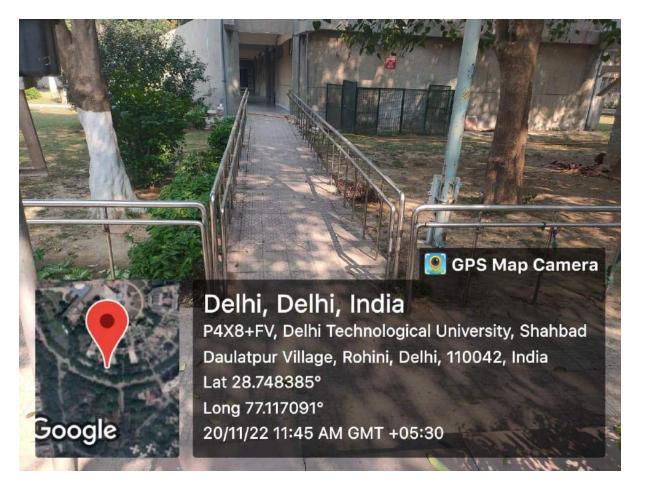
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GPS Map Camera

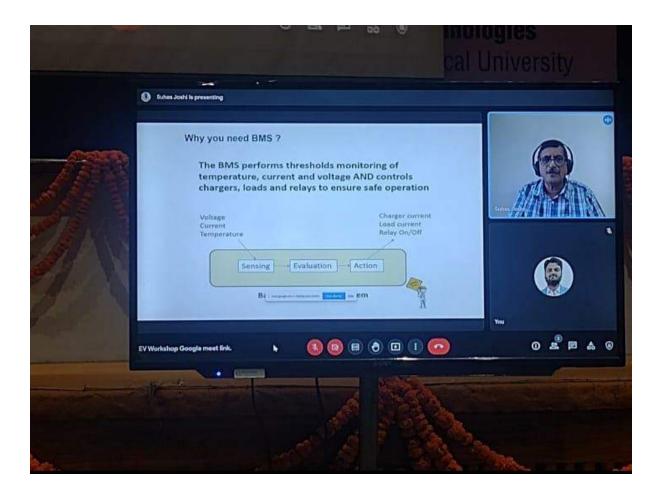
## Delhi, Delhi, India

LW2FF1, Electronics and Communication Department, Bawana Rd, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India Lat 28.748813° Long 77.117535° 19/11/22 05:26 PM GMT +05:30



#### EVENT ON PROMOTION OF BATTERY OPERATED VEHICLES









# CENTRE OF EXCELLENCE FOR ELECTRIC VEHICLE AND RELATED TECHNOLOGIES





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NO.

01. 0 GOVERNMENT OF NCT OF DELHI

# DELHI TECHNOLOGICAL UNIVERSITY

# (General Administration)

Bawana Road, Delhi 110 042

Sweeping/Cleaning 14. and canteen/kitchen/pantry shall be done twice a day. wet mopping of the main hall of

15. Cleaning/dusting of Library Books and Racks.

16. Everyday agency will collect the bio degradable and non-bio degradable garbage's from the source such as residential flats, hotels, academic block, etc. in separate bags and dispose of on the same day to the MCD Khatta.

#### Any other provisions as advised by the university may be incorporated 17. in the agreement. The same shall also be binding on the agency.

The University may also include the items, if any other than prescribed above, in the Duty chart as per their requirement.

#### TABLE-I

S.no.	Description of work	Area covered/unit
1.	Sweeping in covered area	1,16,299 m²
2.	Scrubbing, wet cleaning of floor, passages and different types of floor area provided in different rooms and stair cases of the building	29936 m²
3.	Sweeping open space like roads, courtyards, garage, parking lots, etc.	Road 91,634 m <sup>2</sup> , footpath 38,747 m <sup>2</sup>
4.	Cleaning open space like lawns, play grounds, etc., where necessary.	20.05 acres
5.	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto.	3029.77 m <sup>2</sup>
ò.	Sweeping/cleaning/wet mopping of main hall of canteen/kitchen/pantry	2231.23 m <sup>2</sup>
	Cleaning of mirrors, dressing tables, urinal pots and other articles contained in toilets and bath rooms.	U.P.319 nos. WC 184 pcs, IC 288 pcs, WB 491 pcs Mirrors 491 pcs

F & NUTAN EFFICIENT MANPOWER SOLUTION

8 weeks Summer Interchip ( (OE EVRT)

		Attendance Sh	eet		
	1			Date	: 25/05/2022
S.No	Name of the Candidate	Email Id	Morning (sign)	Evening (sign)	Remark
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5	Anas Ayub	anasayub_2k19ee038@dtu.ac.in	Aring	Ani	
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8	Taiyab Ali	taiyabali ee20a15 32@dtu.ac.in			
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13	Kabir Jain	<u>kabirjain ee20a13 70@dtu.ac.in</u>	Katairs .	Kelv-	
14	Vishnu Sajith	vishnu.sajith3@gmail.com	R	Ru.	
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		Attendance S	Sheet		
				Dat	te:22/07/2022
S.No	Name of the Candidate	Email Id	Morning (sign)	Evening (sign)	Remark
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16	Kartik Chaube	kaartikchaube ep20a5 63@dtu.ac.in	and the second s	NO X	
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18	Shubham kumar verma	shubhamshekhar870@gmail.com	Shubbang	1	
				1	10: 12.

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One day Norkshop on EV Infrastructure

\$ 2th June 2022}

		Attendance Sheet		C			
S.no	Name	Email id	Contact No	Sign	Name In Capital Letter by Participant	Remarks	1
1	AAKASH KUMAR	ak4087@dseu.ac.in	8178391133	Aakash Kumarz	AAKASH KUMAR	117	Autosh Kumas
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One day Workshop on EV Infrastructure \$ 2th June 2022}

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-					Date:02/06/2022 Name In Capital Letter	Demarks	1
S.no	Name	Email id	Contact No	Sign	by Participant	Remarks	
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		Attendance Sheet			Date:02/06/2022		
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		Date:02/06/2022	ι	Attendance Sheet					
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		Attendance Sheet		Date:02/06/2022			
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		Attendance Sheet			Date:02/06/2022	
S.no	Name	Email id	Contact No	Sign	Name In Capital Letter by Participant	Remarks
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312	SUMIT	ss5227@dseu.ac.in	8368388837			

	Att	tendance Sheet		1	Date:02/06/2022	
S.no	Name	Email id	Contact No	Sign	Name In Capital Letter by Participant	Remarks
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378	Yash Maheshcari	Yash Makeshwari 1427 Dgmail. (0)		Pash	YASH MAHESHWAR	255
A 10 1	ninet tumar.	vivekk 6032@gmail.com		A nice br.	VIVEKKUMAR	260
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386	Suchin langod	Sachinloka my d 24 aguail	C Sol792750	Sachin	SACHIN RELAL	284
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38	Shivam Dhiman	Shiyam Dhiman 95 Ogn	a318386263	Shirtin	SHIVAM DHIMAN	290
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	2 Shruh Podyupah'	Shauhi 4704 @gmail+ cam	988085988	1.7	SHRUTI PRAJAPATI	286
39	3 Shepali Painert	Shefelipaineriz 8@ grid.	6398154201	chatio	SHEFALI PAINULI	(

	At	tendance Sheet		Date:02/06/2022		
S.no	Name	Email id	Contact No	Sign	Name In Capital Letter by Participant	Remarks
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397	- Souror kuman	yadar saurar oy Y@genito			SAURAV KUMAR.	121
398	Sakshan Mittal	mittal'saksham. 03 @ graitio	954917736	5 Stephen	SAKSHAM MITTAL	
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# **DELHI TECHNOLOGICAL UNIVERSITY**

Department of Mechanical, Production & Industrial and Automobile Engineering (Centre for Energy & Environment)



**Two-Week Short-Term Training Program (Online)** 

on

# ALTERNATIVE ENERGY SOURCES FOR SUSTAINABLE DEVELOPMENT

January 3 – 14, 2022,

Google Meet joining info Video call link: <u>https://meet.google.com/guy-qrvx-cqf</u> 03.01.2022 – 14.01.2022 (Program Schedule)

- Inauguration: 03.01.2022 (Monday), 03:00 PM to 04:00 PM
- Registration and joining of participants: 02:30 02:50 PM
- ➢ Welcome and Introduction to the Programme: Prof. Amit Pal: 03:00 to 03:10 PM
- > Developments in MED, DTU: Prof. S. K. Garg, HOD: 03:10 to 03:20 PM
- > Address by Guest of Honour: Prof. H.C Lim, Pusan University, S. Korea: 03:20 to 03:30 PM
- > Address by Guest of Honour: Prof. K A Subramanian, DESE, IITD: 03:30 to 03:40 PM
- > Address by Chief Guest: Prof. J.P. Saini: 03:40 to 03:50 PM
- > Vote of thanks: Dr. Anil Kumar: 03:50 PM

TIME DATE	02:30 to 4:00 PM	04:00 PM to 05:30 PM	05:30 PM to 06:00 PM	06:00 PM to 07:30 PM
03.01.2022	Inaugural Session	<b>Indian Energy Security</b> <i>Prof. K. A. Subramanian</i> , IIT - Delhi		Biofuels and Sustainability Prof. Amit Pal MED, DTU Delhi
04.01.2022	Development and challenges of HCCI Engine along with Performance Enhancement and Air Conditioning Prof. Rajesh Kumar MED, DTU Delhi	Effect of phase change Materials encapsulation designs on thermo-electric performance of PV panels Prof. Om Prakash Singh, IIT - BHU	Short	Solar Thermal Applications in Industries Dr. Anil Kumar MED, DTU Delhi
05.01.2022	<b>Biodiesel</b> Prof. Shudhakar Jindal MPCTE, Udaipur	<b>CFD and Its Application</b> Dr. M. Zunaid MED, DTU Delhi	Break	<b>Waste to Energy</b> Prof. Avdesh K Sharma DCRUST, Murthal
06.01.2022	Concentrating Solar Collectors (CSC) and Photovoltaic/Thermal (PV/T) Collectors Dr. Afzal Husain Sultan Qaboos University	Thermal comfort in Built Environment: New Directions and Dimensions Dr. Manoj Kumar Singh University of Ljubljana		Solar Energy: An alternative and Sustainable way for various applications <i>Dr. Rahul Dev</i> NIT, Allahabad

07.01.2022	Development of cost effective thermal energy storage system for affordable solar thermal power generation Prof. P. Srinivasan, BITS- Pilani	Promise of Energy Efficiency for Energy Security Dr. Ashok Kumar BEE, India	Nuclear Power: The energy source for sustainable development Prof. Anil Kumar Sharma Jamia Millia Islamia, New Delhi
10.01.2022	Dr. Manjunath MED, DTU Delhi	Integrated renewable energy system for sustainable development. Prof. R.P. Saini Indian Institute of Technology Roorkee	"Bio-energy: A Sustainable Option" Dr. Rajneesh NIT Kurukshetra
11.01.2022	Low Carbon Economy Through Solar Energy Technologies Dr. J. P. Kesari MED, DTU Delhi	Solar Power Plant Schemes Prof. Chandra Shekhar Malvi Madhav Institute of Technology and Science Gwalior	Design and Analysis of Low Cost Refrigerator for Preservation of Fruits and Vegetables Prof. Om Prakash NIT Patna
12.01.2022	Sustainable development of LEDs supply chain solutions Dr. Saurabh Agrawal DSM, DTU Delhi	Biomethanation: A Sustainable Approach Towards Conversion of Green Waste into Clean Energy Prof. Ajay Kalamdhad, IIT- Guwahati	Advances in Solar Distillation System Prof. Manoj Kumar Gaur Madhav Institute of Technology and Science Gwalior
13.01.2022	Macro economy, fiscal policy, energy security and sustainable development Prof. Raj Kumar Singh MED, DTU Delhi	Geothermal Energy provinces of India: Promises and Challenges Prof. Anirbid Sircar Pandit Deendayal Energy University, Gandhinagar	Prof. S. Maji MED, DTU Delhi
14.01.2022	Recent Biotechnological Applications of Waste Cooking Oil Prof. Surendra Kachhwaha PDPU, Gandhinagar	Valedictory Session	Feedback

# Selected interactive participant shall be suitably rewarded.

**Course Coordinator** 

Two-Week Short-Term Training Program (Online) on ALTERNATIVE ENERGY SOURCES FOR SUSTAINABLE DEVELOPMENT January 3 – 14, 2022

5. No.	Full Name	Name of the Institution
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3	Mohammad Afazal	Jamia Millia Islamia, New Delhi
4	Dr. Charu Gaur	Delhi Skill and Entrepreneurship University Okhla II Campus
5	RAJEEV KUMAR MISHRA	Delhi Technological University
6	MUKUL SHARMA	Bennett University
7	Himanshu Pachori	Indian Institute of Information Technology, Design and Manufacturing, Jabalpur
8	Rahul Sharma	IIMT college of engineering
9	MUTNURU SRINIVASA RAO	ARYABHATT DSEU ASHOK VIHAR CAMPUS
10	Lakhan Kumar	Delhi Technological University
11	INAYAT HUSSAIN	SRMS COLLEGE OF ENGINEERING & TECHNOLOGY , BAREILLY. U.P.
12	MD NAZEEM KHAN	D.T.U. Delhi
13	Manish Jain	RJIT, Tekanpur, Gwalior
14	Sanjeev Kumar	Delhi skill and Entrepreneurship University, Delhi
15	VINEET KUMAR VASHISHTHA	KIET Group of Institutions, Ghaziabad
16	Dr. Jyoti Kulkarni	DSEU Rohini Campus (GNDIT)
17	Naveen Kumar Garg	G B Pant Institute of Technology
18	Dr Mayank Pande	DSEU ARYABHATT ASHOKVIHAR CAMPUS
19	VIKAS ATTRI	DCRUST, MURTHAL
20	Riniyo Nani	Aryabhatt DSEU Ashok Vihar Campus
21	Dr DEEPALI ATHEAYA	Bennett University (Times of India Group)
22	Saurabh Agrawal	DTU
23	Dhiraj Kumar Pal	Delhi Technological University
24	PRABHAKAR SHARMA	DCRUST Murthal Haryana
25	Aman Kumar	Guru Nanak Dev ,DSEU, Rohini Campus
26	Manish Kumar	Delhi Technological University
27	Saif Nawaz Ahmad	National Institute of Technology Patna
28	HARWINDER SINGH	Delhi Technological University
29	Laxmi Narayan Meena	ARYABHATT DSEU ASHOK VIHAR CAMPUS DELHI
30	Harijan Das	Delhi
31	Manju Kumari	Aryabhat Institute of Technology (DSEU Ashok Vihar Campus)

32	SAUMYA SHREY	Delhi Technical University
33	Vaibhav Singh	Delhi Technological University
34	Dr Sanjay Kumar	Delhi Technological University, delhi
35	Rajesh Kumar	DTU Delhi
36	PRASHANT KUMAR SHANKER	Delhi Technological University
37	Suraj Thakur	DTU
38	Jatinder Kataria	State Institute of Engineering and Technology Nilokheri
39	Brijesh Dager	DCRUST MURTHAL SONIPAT HARYANA
40	Dr. Ajay chhillar	GND dseu rohini campus
41	RANJAN PRAKASH	Delhi Technological University
42	NANAK RAM	Guru Nanak Dev DSEU Rohini Campus
43	Manoj Kumar Praharaj	Ajay Binay Institute of Technology
44	ARUP SANKAR BHAUMIK	G B Pant DSEU Okhla 3 Campus ( G B Pant Institute of Technology)
45	BALWAN SINGH	Aryabhatt Institute of Technology
46	Rajesh Kumar	Dayalbagh Educational Institute Agra
47	Dr. Roop Lal	Delhi Technological University
48	Dr. Mamata R. Singh	MBIT, DSEU, Delhi

April

(Prof. Amit Pal) Coordinator



# **DELHI TECHNOLOGICAL UNIVERSITY**

Department of Mechanical, Production & Industrial and Automobile Engineering (Centre for Energy & Environment)



**One-week Short Term Training Program (Online)** 

on

# ROLE OF RENEWABLE ENERGY SOURCES IN INDIAN ENERGY SECURITY 05.07.2021 – 10.07.2021 (Program Schedule)

Inauguration: 05.07.2021 About the Programme: 9:30AM to 9:35 AM About the Department initiatives towards Knowledge sharing: 9:40 AM Address by the Guest of Honour Prof. K A Subramanian 9 40 AM Address by the Chief Guest Prof. Yogesh Singh 9: 45 AM to 55 AM Vote of thanks by Prof. Amit Pal: 9:55 AM

TIME DATE	9:30 AM to 11:30 AM	11:30 AM to 12:00 Noon	12:00 Noon to 02:00 PM
05/07/2021	Indian Energy Security Prof. K. A. Subramanian, IIT -Delhi (10: AM to 11:30 AM)	52	Integrated Renewable Energy Systems Prof. Sunil Kumar Singal, IIT-Roorkee
06/07/2021	Auto Fuel Policy 2025 Prof. L. M. Das, IIT-Delhi		Sustainability – Choices or lifestyle Dr. Ashish Shukla Loughborough University, UK
07/07/2021	Energy Environment and Economics Prof. P. Srinivasan, BITS-Pilani Promise of Energy Efficiency for Energy Security Dr. Ashok Kumar, BEE, India	ak	Biomethanation: A Sustainable Approach Towards Conversion of Green Waste into Clean Energy Prof. Ajay Kalamdhad, IIT-Guwahati
08/07/2021	<b>"Thermal Comfort in Passive Building"</b> Dr. Manoj Kumar Singh University of Ljubljana	Short Break	Energy-economy-environment interaction modelling Prof. Atul Kumar, JNU, New Delhi
09/07/2021	Role of Emerging Cavitation Technologies in Sustainable growth of Bioenergy Sector Prof. Surendra Kachhwaha, PDPU, Gandhinagar		Energy from Biomass Prof O.P. Chaurasia, NIT-Patna Renewable and Alternative Fuels for IC Engine to meet Energy demand and Emission Norms Prof. S. Maji, DTU, Delhi
10/07/2021	Modeling Techniques of Wind Potential Assessment Prof. HEECHANG LIM Pusan National University, South Korea		Design of Buildings for Energy Saving Prof. Om Prakash Singh, IIT -BHU
Feedback and Valedictory Session: 10.07.2021, 2:30 PM			

### Feedback and Valedictory Session: 10.07.2021, 2:30 PM

**Course Coordinators** 

Prof. Amit Pal

**DR. Anil Kumar** 

DR. M. Zunaid DR. N. A

DR. N. A. Ansari

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87	Ajay Bangar	RJIT, Gwalior
88	Dr. Jitender Kataria	GEC, Nilokheri, Haryan

The total amount of registration fee received from 88 participants is Rs. 21966, and

the total amount GST received from 88 participants is Rs. 3654.

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(Prof. Amit Pal) Coordinator

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# **DELHI TECHNOLOGICAL UNIVERSITY**

### Established by Govt. of Delhi vide Act 6 of 2009

## (FORMERLY DELHI COLLEGE OF ENGINEERING)

### Shahbad Daulatpur, Bawana Road, Delhi-110042

# **Security Branch**

# **Quality Policy**

The security branch is committed to maintain safe and secure environment for work and study, keeping proper record of the visitors with utmost accuracy, prevent unlawful activities within the campus. The activities of the security branch are conducted in accordance with the provisions of the acts, statues, ordinances, rules & regulations of the University and in coordination with the local police and other government bodies.

In case any grievance/assistance/feedback, following officers may be contacted:-

S. No.	Name & Designation	Contact No.
1.	Sh. Nitin Kumar Puri, Security Officer	9871224814
2.	Sh. A. K. Chauhan, Dy. Security Officer	8506866090
3.	Sh. Shri Pal Singh, Asstt. Security Officer (NSSA)	9992603712
4.	Supervisor, on duty (24x7)	9817160668
5.	Security Control Room, Main Gate DTU	011-27299376

(Dr. Nitin K. Puri) Security Officer

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#### **Abbreviations:**

- DGR: Director General of Rehabilitation
- NSSA: Neha Shukla Security Agency
- CCTV: Closed Circuit Television
- DFMD: Door Frame Metal Detector
- DTU: Delhi Technological University
- VIP: Very Important Person
- ➢ SO: Security Officer
- DSO: Dy. Security Officer
- ASO: Assistant Security Officer
- CA: Competent Authority
- ➢ GA: General Administration

#### 1. Introduction:

The security branch is the immune system of the University. They are responsible for the security of people and property inside the university campus. It is constituted of an efficient team of dedicated security personnel, and very righteous and decisive Security Officer and Security Consultant. Their indefatigable and vigilant nature ensures the safety & security of all the students, VIPs, teaching & non-teaching staff, guest and visitors within the campus. They also take care of the safety of buildings, equipment, and other infrastructure of the university.

In case of breach of security or violation of security protocols, the individuals involved are strictly dealt with.

Delhi Technological University and East Delhi Campus are committed to provide a safe place for all residents, staff's employee, and students to study, work, live and visit. Each of our campuses has a trained and dedicated team of Security professionals and is able to guide you with general queries and security issues. With guard patrols and CCTV monitoring, this team works actively to solve issues before they become a problem. Safety and Security process is a team effort and needs to be the responsibility for your own safety.

[Security Department]

Revision: Ver. 1.0

Date: 04-04-2018

Doc Number:

Conforms to ISO-9001:2015

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## 2. Amendments:

This is the first document and the amendments if any can be made with the approval of Competent Authority.

**Revision and Approval** 

• [ver. 1.0] – [04-04-2018] – [First draft] – [Security]

### 3. Purpose:

#### 3.1 Welcome

The Security Department ensures the safety and security of people and property inside DTU and the East Delhi campus. They provide special security to the VIPs of the university, perform regular patrolling to maintain a safe environment for students and staff members, keep record of the visitors entering and leaving the university, ensure obedience of security protocols, prevent trespassing and smuggling, prevent indulgence of university students or employees in unlawful activities and efficiently coordinate local governing bodies in prosecution of defaulters in case of security breach.

- > Establishment of a security agency.
- > Preparation and assessment of an annual risk factors.
- > Identification of long-term and short-term needs.
- Integration of duties in planning process among administrators, teachers, local police and students.
- > Implementation of strategies for response to identified needs.

#### 3.2 Quality Policy

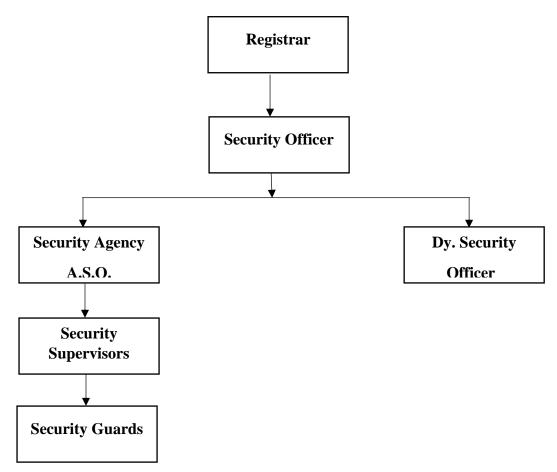
The security branch is committed to maintain a safe and secure environment for work and study, keeping proper record of the visitors with utmost accuracy, prevent unlawful activities within the campus. The activities of the security branch are conducted in accordance with the provisions of the Acts, Statues, Ordinances, and Rules & Regulations of the University, and in coordination with the Local Police and other governing bodies.

#### 4. Responsibilities:

- 4.1 Context of the Organization
- 4.1.1 Organization Chart

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### **Organization chart of the Security Department**



#### 4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	1. To manage all security activities of the university.	1. Issues Notices, Circulars related to Security.
	2. To monitor and control of the security matters to keep the environment safe and secure in the university.	2. Sanction approvals.

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Security Officer	1. To maintain lawful,	1. Decision making
Security Onicer	and harassment-free environment in the campus.	for issuing Notices and Circulars
	2. To monitor physical safety of buildings by instructing the guards for locking and unlocking the doors.	
	3. To ensure whether the hazardous equipment in laboratories are being handled as per safety instruction.	
	4. To maintain the vigilant patrolling inside the campus to ensure personal, building and equipment security.	
	5. To take stern action in case of breach of security or violation of security protocols.	
	<ul> <li>6. To prevent trespassing or unauthorized entry by a person or group of persons.</li> </ul>	
	7. To prevent smuggling of equipment into or out of the campus.	
	8. To deploy extra security guards in case of special events such as college festivals,	

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	convocation, conferences, etc.	
	9. To provide for sufficient resources and security equipment for efficient implementation of law.	
	10. Conducting surprise checking in order to ensure the sincerity among guards towards the fulfillment of their duties as per directions and protocol.	
	11. To coordinate with police, fire safety department, and paramedics in case of accidents, acts of violence or any instance of infringement of civil law.	
Dy. Security Officer	1. He has the responsibility of ensuring formulation, implementation and maintenance of Security Policies and Procedures.	
	2. His advice is need in planning the security layout during special events such as fests, sports tournaments, cultural events, etc.	

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	3. He is needed for consultation when disciplinary action is to be taken against people responsible for violation security regulations.
ASO, Neha Shukla Security Agency	<ol> <li>Assignment of duties to Security Guards is done by the Security Supervisors during the Morning Shift (6 A.M 2 P.M.), Afternoon Shift (2 P.M. – 10 P.M.) and Night Shift (10 P.M. – 6 A.M.) and a General Shift (9 A.M 5:30 P.M).</li> <li>Process of briefing and de-briefing is followed shift wise by respective Shift supervisors / ASO.</li> <li>Concerned Shift Supervisor checks frequently the deployment of guards.</li> </ol>
Security Supervisor	1. Performs regular patrolling in the campus on foot, on bicycle or in assigned motor vehicle to ensure personal, building, and equipment security.

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2.	Instructs Security Guards	
	to examine doors,	
	windows, and gates to	
	prevent unlawful entry. He	
	is the authorized bearer of	
	the keys to all the locks on	
	campus buildings. He	
	monitors closed buildings	
	for unauthorized persons	
	and suspicious activities.	
3.	Informs and warns	
	violators of rule	
	infractions, such as	
	loitering, smoking, or	
	carrying forbidden articles.	
	In case of violation, takes	
	strict action as directed by	
	•	
4	Security Officer. Provides security escort	
4.	5	
	services for VIPS, visitors,	
	students, staff, and faculty,	
	as necessary; provides	
	other public assistance,	
	such as lockout services,	
	jump-starts, and routine	
_	information.	
5.	Keeps a check on	
	irregularities, such as	
	security breaches, facility	
	and safety hazards, and	
	emergency situations; In	
	case of these happenings,	
	he immediately reports to	
	the Security Officer and	
	contacts emergency	
	responders, such as police,	
	fire, and/or ambulance	
	personnel, as required.	
6.	Performs periodic checks	
	of emergency call boxes	

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	and/or street lights to	
	ensure proper safety in the	
	campus; any malfunction;	
	noticed is immediately	
	reported to the concerned	
	technical staff.	
7	He also provides safe and	
	efficient transportation	
	facility to university	
	employees and/or visitors,	
	as requested, using an	
	institutional vehicle.	
8	He maintains security	
	controls for issued	
	university keys; safeguards	
	and controls issued	
	university equipment. In	
	case of any misuse of the	
	keys, he reports to the	
	Security Officer and the	
	local police.	
9	Assists and advices in the	
	hiring and training of	
	security and other related	
	personnel. Monitors the	
	performance of security	
	employees by surprise	
	checks.	
1	0. Develops work schedules	
-	and makes shift	
	assignments.	
1	1. Prepares routine,	
	standardized reports.	
1	2. Enforces municipal laws	
*	and administers the	
	Student Code of Conduct	
	as directed by the	
	University security policy.	
1	3. Conducts investigations	
	and writes reports	

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Comercial Comercial	1 Assistant of Astis
Security Guards	1. Assignment of duties
	to Security Guards is
	done by the Security
	Supervisors during the
	Morning Shift (6 A.M.
	- 2 P.M.), Afternoon
	Shift (2 P.M. – 10
	P.M.) and Night Shift
	(10  P.M. - 6  A.M.) and
	a General Shift (9 A.M.
	- 5:30 P.M).
	- 5.50 F.M).
	2. The incoming guard
	arrives at the post at-
	least 15 minutes before
	the start of his/her shift.
	3. Security guards do
	static and physical
	patrol of the premises
	to ensure that
	everything is in order.
	4. Proper checking of
	man & material is done
	by the Security Guards
	at the main gate of
	DTU campus.
	5. Entry and Exit details
	of Outsiders & their
	vehicles are maintained
	by the Security staff.
	by the becamy start.
	6. Monitoring of CCTV
	surveillance is checked
	by the security staff.
	7. Area patrolling is done
	round the clock by
	security guards.
	8. Timely opening and
	closing of the teaching

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classrooms/labs/offices	
etc. by the security	
guards.	
9. At the end of each day	
the guard ensures that	
the building he/she is	
guarding:	
a) All windows are shut.	
b) Lights are switched off	
(except those in	
working state).	
c) Doors are locked.	
d) Check the alarm	
system.	
10. Campus patrols are	
carried out by the	
Security guards for	
ensuring a safe and	
secure environment for	
staff, students, visitors	
and residents.	
11. Guards on patrols do	
the following actions:	
a) Check that security	
lights are ON	
during the night	
and switched OFF	
during the day and	
look for breaches in	
the perimeter	
fence.	
b) Inspect doors and	
windows of Admin	
Building and other	
departments to	
make sure they are	
securely looked.	
c) Turn off all running	
tapes and switch	

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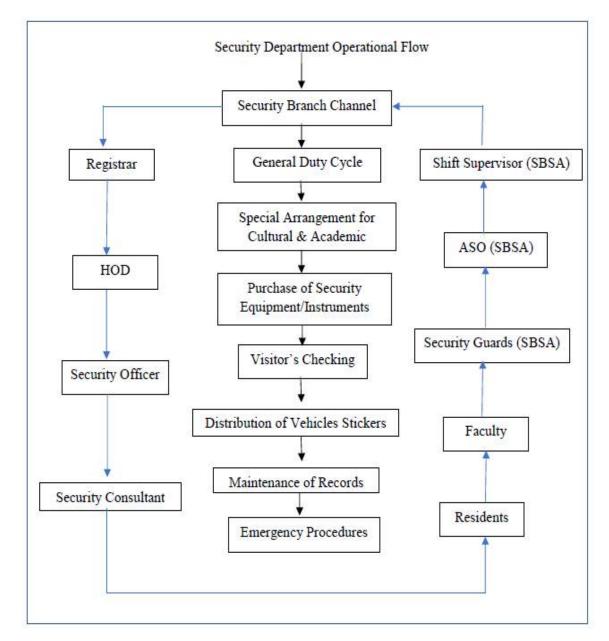
	off non-essential
	lights.
d)	Report
	immediately to the
	Security Control
	Room about any
	anomalies that they
	noticed.
e)	Guards inspect and
	adjust security
	systems &
	equipment to
	ensure operational
	use and to detect
	sign of any
	damage.
f)	Guards answer
	alarms and
	investigate
	disturbances and
	respond to
	emergencies.
g)	Guards write the
27	operational reports
	of daily activities
	and irregularities.
h)	-
	transport
	individuals to
	specified locations.
	specifica focutions.

#### 4.1.3 Work Culture

All activities of the security department are quick and timely. The security department is committed to ensure safety to all persons and structures inside the campus. All the Security officials are committed to the fulfillment of their duties in best possible manner.

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#### 4.1.4 Flow of Processes and Information



#### **4.1.5 Internal Issues**

- Shortage of work-force
- Shortage of space
- Ragging
- Theft
- Vehicles Accidents

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#### 4.1.6 External Issues

- Terrorist Attack
- Un-Authorized Entry
- Un-Authorized activity near surrounding boundary wall

#### 4.1.7 Risks

- Large numbers of people entry for walking during morning & evening time.
- Non availability of sufficient space/holding area for vehicle checking during peak hours.
- Non availability of x-ray machine at main entrance gate for frisking of begs & baggage.
- Non availability of DFMD at main entrance gate.
- Non availability of Reception facility at main entrance gate.
- Non availability of Photo identity cards to all resident family members.
- Parameter wall unsafe due to less height & without concertina wire.
- Non availability of Police verification of temporary workers/ servants/ casual labors etc.

#### 4.1.8 Opportunities

• Security department contributes to maintain the security by adopting modern security methods and conducting vigilant patrolling and surprise checking. For efficient working of the security machinery, the Security department keeps coordination with all other departments of the University.

#### 4.2 Interested Parties

- 4.2.1 Students
- 4.2.2 Parents
- 4.2.3 Faculty
- 4.2.4 Academic and Non-Academic Departments of DTU and East Delhi Campus
- 4.2.5 Govt. of NCT of Delhi and its ministries/departments
- 4.2.6 Govt. of India and its ministries/ departments
- 4.2.7 Employers

#### 5. Scope:

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# "To provide quality security services pertaining to needs of DELHI TECHNOLOGICAL UNIVERSITY& EAST DELHI CAMPUS, Delhi".

#### 5.1 Scope of Quality Management

The branch is responsible for security of all the VIPs, students, teaching & non-teaching staff, guest, visitors, and residents. The details are given in Annexure-I.

#### **5.2 Locations**

5.2.1 Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi 110042

5.2.2 East Delhi Campus, Vivek Vihar, Phase-2, Jhilmil Colony, Delhi, 110042

#### **5.3 Exclusions**

- Boundary Walls should be covered with Concertina Wire and height should be increased.
- > Facility of Watch Towers in all four corners of DTU.
- > Emergency alarming system should be present.
- > Traffic Marshals should be present on accident prone points.
- Intelligence wing should be established.

#### 6. Procedures

6.1 Process Management Methodology

Refer to processes and information flow chart as described at point 4.1.4.

- 6.2 Top Level Processes
- 6.2.1 General Duty Cycle
- 6.2.2 Special Arrangement for Cultural and Academic Activities
- 6.2.3 Purchase of Security Equipment/Instruments
- 6.2.4 Visitor's Checking
- 6.2.5 Distribution of Vehicle's Stickers
- 6.2.6 Maintenance of Record
- 6.2.7 Fire
- 6.2.8 Evacuation
- 6.2.9 Medical
- 6.2.10 Bomb Threat

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#### 7. Complete Department Procedures

#### 7.1 General Duty Cycle

7.1.1 Summary

- Division of guards is done by the supervisor into three shifts (i.e., for 8 hours per shift).
- Each shift starts with the briefing process of guards by shift supervisor.
- Deployment checking by the shift supervisor/ ASO/SC/SO.

#### 7.1.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.1.3 Procedure

- Assignment of duties among security guards into three shift is done firstly.
- Maintenance of records of the distribution of duties is recorded in duty register.
- Duty register is checked by shift supervisor and ASO.

Checklist: Copy of Duty Register Timeline: 24 Hrs.

7.2 Special Arrangement for Cultural and Academic Activities

#### 7.2.1 Summary

- Special permission is granted from CA through registrar for organizing any cultural & academic activities.
- After approval, work order is send to ASO (NSSA).
- Deployment of security guards is done accordingly ensured by the ASO (NSSA).
- Arrangement of traffic and local police is made by the concerned authorities.
- Payment of bills of extra guard's duty is marked to SO through GA branch.

#### 7.2.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.2.3 Procedure

	Code:	DTU/SECURITY/001
DTU-Dept. SECURITY	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

- Notification for organizing any cultural and academic event is provided by the respective party to SO.
- Registrar will approve the respective event.
- ASO (NSSA) is informed for the need of security guards.
- Liaison of traffic and local police is done by SO/DSO.
- Claim of bills regarding extra guard's duty is marked to GA branch.

Checklist: Performa to organize any event. Timeline: 15 days prior from event's date.

#### 7.3 Purchase of Security Equipment/Instruments

#### 7.3.1 Summary

- A note is put up for purchase of any security equipment/instruments.
- Issue of work order is done by SO/DSO.
- Bills are maintained in billing register and forward to Accts branch through Registrar.

#### 7.3.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.3.3 Procedure

- Preparation of a note regarding purchase of security equipment/instruments.
- Issuing of work order.
- Bills are marked to Accts branch

Checklist: Copy of Note sheet Timeline: 20 days

#### 7.4 Visitor's Checking

7.4.1 Summary

- To maintain a safe environment in the organization, security personnel are deployed at the main gate during day and night time.
- Checking of visitors is performed always.
- Maintenance of record is done regularly.
- Unregistered visitor's vehicles are not allowed to enter inside campus unless they have some business purpose.

#### 7.4.2 Revision and Approval

	Code:	DTU/SECURITY/001
DTU-Dept. SECURITY	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.4.3 Procedure

- Checking of identity proof of the respective visitor is made by the security guards at the main gate
- Maintenance of record of their personal details and purpose of visit.
- To guide the map of the location for their desired job.

Checklist: Copy of Entry Register Timeline: 24 Hrs.

#### 7.5 Distribution of Vehicle's Stickers

7.5.1 Summary

- Vehicle's stickers are distributed for availing the parking inside the campus in order to avoid inconvenience during daily checking procedure at main gate.
- The documents needed for issuing a sticker are photocopy of RC, driving license and photo ID.

#### 7.5.2 Revision and Approval

• [ver. 1.0] – [04-04-2018] – [First Draft] – [Security]

#### 7.5.3 Procedure

- Vehicle's stickers are distributed among students, teaching and non-teaching staffs.
- Full verification is done during issue process by the concerned authority.
- Finally, stickers are issued after signed by concerned authority.

Checklist: Copy of Issuing Register Timeline: Same day

#### 7.6 Maintenance of Record

7.6.1 Summary

- All the documents related to NSSA are retained in information register.
- 7.6.2 Revision and Approval
  - [ver. 1.0] [04-04-2018] [First Draft] [Security]
- 7.6.3 Procedure

	Code:	DTU/SECURITY/001
DTU-Dept. SECURITY	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

• The information of Security Guards, Supervisors, ASO are maintained.

Checklist: Copy of Payment Register Timeline: Everyday

#### 7.7 Fire

- Activate the fire alarm and inform about this to the nearby Security guards.
- Dial the emergency contact number of DTU Security Control Room at Main Gate 011-27299376/9817160668.
- Dial the Fire Brigade Emergency Number 102.
- Close the open doors and windows during exit and evacuate the building as soon as possible.

#### 7.8 Evacuation

- All activities (meetings, teaching, etc.) should be stopped immediately.
- Remain calm and follow the instructions given by Security guards.
- Use the Fire exit door or any closest safe exit and don't use lift.
- Don't block the doorways and wait outside until "ALL CLEAR" announcement.

#### 7.9 Medical

- Dial College Ambulance Number- Sh. Mukesh Kumar (Driver)-9136126190
- Dial direct to Ambulance Emergency Number 102.

#### 7.10 Bomb Threat

- ➢ Remain calm.
- > Gather as much information possible from the caller.
- Inform the Local Police.
- ➤ Call 100.

#### 8 Overview

#### 8.1 Process Sequence

Refer Flow of Process Flowchart at point 4.1.1.

#### 9 Related Document/Forms

	Code:	DTU/SECURITY/001
DTU-Dept. SECURITY	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

- 9.1 Copy of Visitors In/Out Register.
- 9.2 Copy of Girls Hostel In/Out Register.
- 9.3 Copy of Dust & Material In/Out Register.
- 9.4 Copy of Labor In/Out Register.
- 9.5 Copy of Shift Duty Register.
- 9.6 Copy of CCTV checking Register.
- 9.7 Copy of Briefing Register.
- 9.8 Copy of Lost & Found Register.
- 9.9 Attendance Register.

#### **10 Related Forms**

10.1 Requisition for deployment of extra Security Guards.

#### **11 References**

Refer to DTU website.

#### **12Attachments**

12.1 Performa annexed as per related documents & forms mentioned at Point 10 & 11.

#### Annexure I

#### **Scope of Quality Management System**

	Code:	DTU/SECURITY/001
<b>DTU-Dept. SECURITY</b>	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

Sr. No.	Objectives	Targets	time frameresponsibilityresponsibilityAsperDTU & EastSecurity OfficerASO (NSSAServiceDelhi CampusSecurity OfficerASO (NSSALevelAgreementSecuritySecuritySecurityAgreementSecuritySecuritySecurityAgencyMain gate ofSecurity ControlSecurityDailyMain gate ofSecuritySecurityDailyAdmin.SecuritySupervisorDailyAdmin.SecuritySupervisorBlock/Depart- mentsOfficer/Dy. Security Officer and ASOSecuritySportsKresidentialSecurity Officer 	Secondary responsibility		
No.	Protection of Man & Material	100%	Service Level Agreement with Sunil Bhagat Security Agency		Security Officer	ASO (NSSA)
2	Issuing of Pass & Permission	Unauthorized person should not be permitted	Daily	DTU & East	Room of DTU	-
3	<u>Surprise</u> <u>Check</u>	To avoid Threats, Thefts, Ragging, Miscreant activity and Natural Disasters	Daily	Block/Depart- ments of various disciplines/ Hostels /Canteen/ Sports &	Officer/Dy. Security Officer	Supervisor and
4	InspectionofSecurity'sDocument	100%	Monthly	Security Control Room	Security Officer/Dy. Security Officer	ASO & Security Supervisor

	Code:	DTU/SECURITY/001
DTU-Dept. SECURITY	Version:	1.0
	Effective From	
	Valid Through	
	Pages	
	Signature of authorizer/HOD	

				& Security Office		
5	Briefing/De-BriefingofSecurityPersonnel	100%	Daily	Security Control Room	Security Officer/Dy. Security Officer	ASO & Security Supervisor
6	Monitoring&Checking ofMenandMaterials	100%	Daily	Main Gate of DTU & East Delhi Campus	Security Officer/Dy. Security Officer and ASO	Security Supervisor & Guards

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# 2022-23

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### AQAR for AY 2022-23

Criteria	Description	Paragraphs for AQAR 2022-23
7.1.5	The institutional	The university maintains stringent security protocols with an
	initiatives for	in/out vehicle register overseen by dedicated security
	greening the campus	personnel. Strengthening surveillance measures, CCTV
	are as follows:	cameras meticulously track vehicular movements across the
	1. Restricted entry	campus premises. Encouraging sustainable transportation
	of automobiles	alternatives, the university facilitates battery-powered vehicle,
	2. Use of bicycles/	exemplified by the provision of a battery-powered golf cart for
	Battery-powered	efficient inter-departmental to university gate transport. The
	vehicles	campus infrastructure prioritizes pedestrian inclusivity using
	3. Pedestrian-	raised pathways and strategically placed ramps, ensuring
	friendly	seamless mobility for pedestrians and individuals with
	pathways	disabilities. DTU actively advocates against the use of single-
	4. Ban on the use of	use plastics within its premises, promoting waste segregation
	plastic	through designated, color-coded bins. Additionally, DTU
	5. Landscaping	invites aspiring students interested in Electric Vehicles and
		Intelligent Transport Systems for specialized summer
		internships. These internship opportunities encompass projects
		involving the refurbishment of the golf cart and the
		development of a green corridor simulation utilizing SIDRA
		intersection software. These initiatives present the University's
		commitment towards sustainable mobility solutions and
		advancements in electric vehicles and Intelligent transport
		systems.

ENGINEERING CELL DELHI TECHNOLOGICAL UNIVERSITY Shahbad Daulatpur, Main Bawana Road, Delhi-110042 (e-mail:- aksrivastava@dce.ac.in)

File No. DIU/Engg.Cell 003147/2021-22/3840-47

Dated: 1/2/023

To.

M/s Jagjeet Singh. Flat No. B-104, Plot No.24, Classic Apartment Sector-12, Dwarka, New Delhi-110078

#### Name of work: Horticulture maintenance works at DTU main campus. Sub-Head Complete Maintenance of Landscape and Horticulture features for two years in DTU Main Campus.

Sir.

Your tender for the above mentioned work has been accepted on behalf of Delhi Technological University as per terms and condition as given below:

1.	Estimated Cost	Rs. 4,81,83,105/- (Rs. Four Crore Eighty One Lakh Eighty Three Thousand One Hundred and Five only)
2.	Quoted/accepted percentage rate (Tender Amount)	Rs. 4,09,70,094/- (Rs, Four Crore Nine Lakh Seventy Thousand and Ninety Four Only)
3.	Accepted percentage rate under clause-12	14.97% (Fourteen Decimal Nighty Seven percent) below the Estimated Cost.
4.	Time allowed	730 Days (02 Years)

1. Performance gurantee of Rs.12.29,103/- (Rs. Twelve Lakh Twenty Nine Thousand One Hundred and Three Only) through F.D.R. no. U26083894378 dated 04.02.2023 issued by Axis Bank, Branch: Ground Floor Sai International Plot No.37 Sector 12 B, Dwarka Delhi-110078 for the above work has been recived in this office. The FDR is valid upto 19.03.2025.

2. You are requested to submit a non-judical stamp paper worth Rs. 100/- (Rs. One Hundred only) within Three days (if not submitted) from the date of issue of this letter along with labour license duly issued by Labour Commissioner. Govt. of NCT of Delhi for signing as agreement failing which the acceptance of the work shall be withdrawn and the entire amount of Performance Gurantee shall be forfeited.

3. Please note that the time allowed for carrying out the work shall be reckoned from the 7<sup>th</sup> day after the date of issue of the letter of acceptance.

4. You are requested to contact the undersigned to start the work at once.

Encls.: Schedule of work

(Prof. Amit Kumar Srivastava) Chief project Officer,DTU

Dated: 6/2/023

File No. DTU/Engg.Cell/003147/2021-22/3840-47

Copy to:-

- 1. P.S. to V.C for kind information to Hon'ble Vice Chancellor, DTU.
- 2. Registrar. DTU
- 3 Controller of Finance. DTH

- 5. All committee Concerened members
- 6. A.E. (Civil)/J.E. (Civil). DTU
- 7. Guard File

Assistant Engineer (Civil), DTU

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## 💽 GPS Map Camera



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Long 77.115856° 25/10/23 12:05 PM GMT +05:30

## 💽 GPS Map Camera



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## 🛯 GPS Map Camera

### New Delhi, Delhi, India

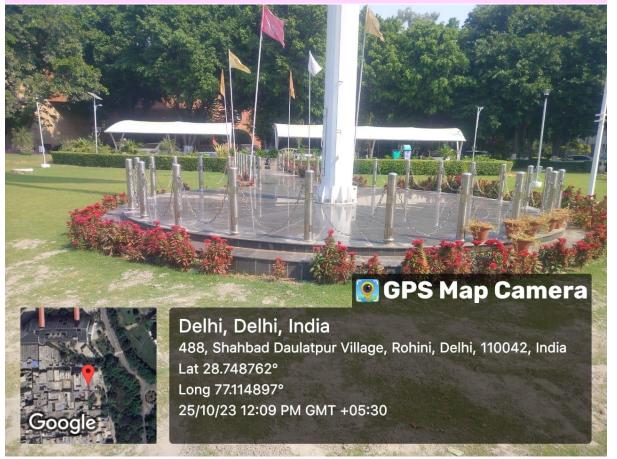
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## 💽 GPS Map Camera

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### DEPARTMENT OF ELECTRICAL ENGINEERING DELHI TECHNOLOGICAL UNIVERSITY (Formerly Delhi College of Engineering) Govt. of NCT of Delhi

Shahbad Daulatpur, Bawana road, Delhi-110042

EED/Notice/2023/408

Date: 19.05.2023

#### **NOTICE**

Student's desirous of working in the field of Electric Vehicles and Intelligent Transport Systems are invited for summer internship. Following projects are available:

- 1. Repair & refurnishing of Golf Cart
- 2. Green corridor and simulation using SIDRA intersection software (Hardware+ Software project-Embedded Systems + ITS).

Students willing to work on above topics may submit their application to <u>ashishkulkarni@dtu.ac.in</u> latest by 24<sup>th</sup> May 2023. Internship will start from 29<sup>th</sup> May 2023

Attutfall

(Ashish R. Kulkarni) Lab Incharge (EV & ITS Lab) Electrical Engineering Department

Copy to:

- 1. Registrar, DTU
- 2. Head, EED
- 3. Circular file

2023-24









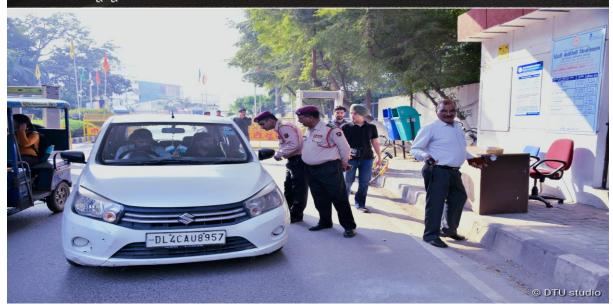


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Longitude 77.11704316° Altitude 225 meters Monday, 30.10.2023





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Latitude 28.74567346° Local 02:33:28 PM GMT 09:03:28 AM

Note : © डीटीयू स्टूडियो

Longitude 77.1170498° Altitude 225 meters Monday, 30.<u>10.2023</u>



P4W8+8XV, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India

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77.11710141°

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Local 02:27:42 PM GMT 08:57:42 AM Altitude 225 meters Monday, 30.10.2023

Note : © डीटीयू स्टूडियो



P4W8+8XV, Delhi Technological University, Shahbad Daulatpur Village, Rohini, Delhi, 110042, India

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#### दिल्ली प्रौद्योगिकी विश्वविद्यालय, बवाना रोड, दिल्ली - 110 042 DELHITECHNOLOGICAL UNIVERSITY, BAWANA ROAD, DELHI-110042 (SECURITY)

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## दिल्ली प्रौद्योगिकी विश्वविद्यालय, बवाना रोड, दिल्ली - 110 042 DELHITECHNOLOGICAL UNIVERSITY, BAWANA ROAD, DELHI-110042 (SECURITY)



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## दिल्ली प्रौद्योगिकी विश्वविद्यालय DELHI TECHNOLOGICAL UNIVERSITY



(Formerly Delhi College of Engineering)

#### F No. DTU/CoE for EVRT/2024/216

Dated: 28.03.2024

To,

The Manager, State Bank of India, DCE Branch, Delhi – 110042.

Subject: Letter of appreciation for donating 8 Seater Golf-Carts under the CSR activity.

Dear Sir,

I, on behalf of Delhi Technological University express my deepest thanks for your recent donation to our University located at Shahbad Daulatpur, Bawana Road, Delhi. DTU has established a Centre of Excellence for Electric Vehicle and Related Technologies to promote research & training in the field of e-mobility. The Centre is committed to promote Green Transport or Green E-mobility inside the campus to reduce environmental pollution and provide easy mobility of students & residents.

Your support will play a key role in our university to promote green transport inside campus and also support to persons with disability, elderly and needy people.

We look forward to a continuing partnership with you in promoting green mobility in DTU campus.

With regards,

(Prof. Madhusudan Singh) Registrar

Copy to:

1. PA to VC for the kind information of the Hon'ble Vice Chancellor

ć

2. Co-Coordinator, CoE for EVRT

	1		
			STATE BANK OF INDIA
/		CDI	DELHI COLLEGE OF ENGINEERING 10446
			SHAHBAD DAULATPUR
		JILI	MAIN BAWANA ROAD
			NEW DELHI-110042
	Tel: 011- 27293149	Fax: 27293152	E-mail: sbi,10446@sbi.co.in
Į	Tel: 011- 27293149	Fax: 27293152	E-mall: <u>sbl.10446@sbi.co.in</u>

#### Ref: BR/DCE/2023-24/96

To,

DATE: 11.03.2024

The Registrar

Delhi Technological University

Delhi

### CSR ACTIVITY : HANDING OVER 2 ELECTRIC GOLF CARTS TO DTU

Dear Sir,

With reference to the above we herewith, We are handing over 2 Electric Golf Cart through CSR activity. As per details mentioned below:-

#### Item & Decription

TE-A6+2(AQUILA EV battery operated vehicles for off-road applications with Lithium Battery)

1. Serial No.-001545 Chasis No.-LT-A0177261

2.Serial No.001546, Chasis No.LT-A0178454

Enclosed : Original TRI ELECTRIC PRIVATE LIMITED TAX Invoice No.TEPL/23-24/0935(Mentioning Warranty Terms, Charger, KIT as received from TRI.

THANKS AND REGAR **BRANCH MANAGER** 

Novice Date         : Mail dated 17.Jan.2024           :0.#         : 531614628149           Ship To         Delhi Technological University           State Bank of India         Delhi Tiological University           State Bank of India         Delhi Tiological University           Delhi         Delhi           India         Traxable         India           Item & Description         Qty         Rate         Taxable         India           I         TE - A6+2         No         AQUIA EV battery operated vehicles for off-road applications with Lithium Battery         No         Feature         G25,000.00         1,250,000.00         5%         62,500.00         I,312,500.00           I         TE - A6+2         No         No         Feature         G4 Mont         Transport off for ad applications with Lithium Battery         Serial No - 001545         G4 Mont         Transp								
PLOT NO 5-5 SIFECT INDUSTRIAL COMPLEX, GUMMDIPCOND, THRUMALUR DISTINCT 601201 India STM- 33AACTOB05C12W PAN - AACTOB05C12W PAN - AACTOB05C12W		CTDIC PRIVATE	IMITE	)				
Construction of the state of t								
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moles     : TEPL/23-240335     Place Or Suppy       moles     : Head 20035     Place Or Suppy       moles     : Mail dated 17 Jan. 2024     Dehi Technological University       sum to balance     Ship To       Dehi Technological University     State Bank of India       Dehi Technological University     Dehi Technological University       State Bank of India     Dehi Technological University       Item & Description     Qty     Rate       Techo?     Tasable     Tasable       Applications with Unium Battery     Poles       Serial No - 001545     Torsiti No       Controller No - 23080202     Dehi Technological University       Controller No - 230912016     Battery No - 230603711       Controller No - 230912016     Sub Total       State No - 1FAN172844     Poles       Ar motor No - 230912016     No       Statery No - CEPUN542023100254     Poles       Statery No - CEPUN542023100254     Poles       Statery No - CEPUN542023100254     Poles    <	PAN - AAF	CT0809C		015	anlı	: Delhi (0	7)	
Bill To     Ship To       Pehl Technological University Stabibad Daulatpur, Adm Bawana Road, two Delhi     Delhi Technological University Stabi Bank of India Delhi Ottowersity Stabi Bank of India Delhi India       Image: Image	nvoice# nvoice Date p.O.#	: February 20, 2024 : Mail dated 17.Jan.202	4	Place Or Su	эріу			
Participated Duality (         Main Bawana Road,         Name Bawana Road,         Very Delhi         Delhi         Delhi         Delhi         Delhi         Delhi         Item & Description         Quita KV battery operated vehicles for off-road         Applications with Lithium Battery         Serial No- 001545         Chassis Nucl-Tr-A0172261         A converter - 2309102022         Battery No - 12F0X57         Charger No - 12F0X57				Ship To				
See Delhi       New Delhi         Doth       10042         10042       Delhi         India       10042         Image: Second	Delhi Technological Univer	sity		State Bank Delhi Colleg Shahabad I	of India ze of Engineering			
Item & Description         Qty         Rate         Taxable         4         Amt         Total           1         TE-A642         No         6         625,000.00         1,250,000.00         5%         62,500.00         1,312,5500.00         0           AQUIA EV battery operated vehicles for off-road applications with Lithium Battery         No         6         625,000.00         1,250,000.00         5%         62,500.00         1,312,5500.00         0           Serial No - 001545         Chassito No - 230802202         Converter - 230914020         Image: Converter - 230914016         Im	New Delhi Delhi India 110042			New Delhi 110042 Delhi				
Item & Description         Qty         Rate         Taxable         4         Amt         Total           1         TE-A642         No         6         625,000.00         1,250,000.00         5%         62,500.00         1,312,5500.00         0           AQUIA EV battery operated vehicles for off-road applications with Lithium Battery         No         6         625,000.00         1,250,000.00         5%         62,500.00         1,312,5500.00         0           Serial No - 001545         Chassito No - 230802202         Converter - 230914020         Image: Converter - 230914016         Im	- -					165	T	
Item & Description         CO         622         625,000.00         1,250,000.00         5%         Current         0           1         TE-A6+2 AQUIA EV battery operated vehicles for off-road applications with Lithium Battery         No         625,000.00         1,250,000.00         5%         Current         0           Serial No -001545 Chasis No -1T-A017261 A cross No - 32002202 Controller No - 320002702 Charger No - GC-48120-24/22 Charger No - 1LFLNS42023100253         131 mm           2         Transport and delivery charges sAC: 996793         2         62,500.00         125,000.00         14/ 500.00         14/ 500.00           2         Transport and delivery charges sAC: 996793         No         2         62,500.00         125,000.00         14/ 500.00         14/ 500.00           2         Transport and delivery charges sAC: 996793         No         Sub Total         1.375,000.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00         14/ 500.00							Amt	
1       TE - A6-22 AQUIA EV battery operated vehicles for off-road applications with Lithium Battery       No       No         2       Serial No - 001545 Chassis No - LTA0177251 Ac motor No - 23003392 Converter - 23093392 Converter - 23093392 Converter - 23093392 Converter - 230934016 Battery No - GC 48120-24/28 Charger No - LEPLN542023100253       Image: Converter - 2309368 Converter - 23093585 Converter - 23093585 Converter - 23093585 Converter - 23093585 Converter - 23093585 Converter - 230936971 Controller No - 23093585 Converter - 230936971 Converter - 230936971 Converter - 23093695 Converter - 230936971 Converter - 23093697       Image: Converter - 23093697 Converter - 23093697 Converter - 23093697 Converter - 23093695 Converter - 23093697 Converter - 23093695 Converter - 23093697 Converter - 23093697 Sub Total 1,375,000.00       Image: Converter - 23093697 Converter - 23093697	# Item & Description			-		5%	62,500.00	1,312,500.0 0
Chassis No - LT-A0177261         Ar motor No - 2300802002         Converter - 230914002         Battery No - GC-48120-24/22         Charger No - LEPLN542023100253         Serial No - 001546         Converter - 230914016         Battery No - GC-48120-24/18         Converter - 230914016         Battery No - GC-48120-24/18         Converter - 230914016         Battery No - GC-48120-24/18         Charger No - LEPLN542023100254         HSN: 87031010         2         SAC: 996793         Sub Total         1,375,000.00         147,500.00         1460,000         SAC: 996793         Sub Total         1,375,000.00         Sacrosories included: Reverse Buzzer, Side mirrors with Horn, Lighting Kits for front and rear, battery level indicator, fire extinguisher, basic tool kit.         Waranty Terms: 1 year on manufacturing defects         3 Years Warranty for Libhium Battery.         Delivery Terms: S0% with purchase order, balance before dispatch.         Payment Terms: S0% with purchase order, balance before dispatch.         Payment Terms: S0% with purchase order, balance before dispatch.         Payment Terms: S0% with purchase order, balance before dispatch.         Payment Terms: S0% with purchase order, balance before d	1 TE - A6+2 AQUILA EV battery operat applications with Lithium	ed vehicles for off-road Battery		625,000.00				
Converter - 230914020         Battery No - 6C-48120-24/22         Charger No - LEPLN542023100253         Serial No - 001546         Chassis No - LT-A0178454         A cmotor No - 23093585         Controller No - 23093585         Controller No - 23093685         Converter - 230914020         Battery No - 6C-48120-24/18         Charger No - LEPLN542023100254         HSN: 87031010         2       Transport and delivery charges         SAC: 996793       Sub Total         1,375,000.00       143/52,000.00         10       1,375,000.00         2       Transport and delivery charges         SAC: 996793       Sub Total         1,375,000.00       85,000.00         147.52.50.600       1460,000.00         10       85,000.00         1.375,000.00       85,000.00         1.360,000.00       1460,000.00         1.375,000.00       85,000.00         1.360,000.00       1460,000.00         1.375,000.00       85,000.00         1.360,000.00       1460,000.00	Chassis No - LT-A017726 Ac motor No - 230802202 Controller No -23093392							
Chassis No - LT-A0178434 Ar motor No - 23093585 Converter - 23093585 Converter - 230914016 Battery No - 62C4210-24/18 Charger No - LEPLN542023100254 HSN: 87031010       Image: Converter - 230914016 Battery No - 62C4210-24/18 Charger No - LEPLN542023100254 HSN: 87031010       Image: Converter - 230914016 Battery No - 62C4210-24/18 Charger No - LEPLN542023100254 HSN: 87031010       Image: Converter - 230914016 Battery No - 62C4210-24/18 Charger No - LEPLN542023100254 HSN: 87031010       Image: Converter - 230914016 Battery LEPLN542023100254 HSN: 8703100       Image: Converter - 230914016 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN542023100254 Battery LEPLN54203100254 Battery LEPLN54203100254 Battery LEPLN54203100 Battery LEPLN54	Converter - 230914020 Battery No - GC-48120-2 Charger No - LEPLN5420	4/22 23100253						
HSN: 87031010       2       62,500.00       125,000.00       125,000.00       147.375.5         2       Transport and delivery charges       No       62,500.00       125,000.00       147.375.5         SAC: 996793       Sub Total       1,375,000.00       85,000.00       1466,000.         Total In Words       INR Fourteen Lakh Sixty Thousand Only       Sub Total       1,375,000.00       85,000.00       1466,000.         Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting kits for front and rear, battery level indicator, fire extinguisher, basic tool kit.       Sub Total       1,375,000.00       Sub Total       Authorized Signatory         Volume Terms: Vision 4 weeks from date of order.       Parament Terms: 50% with purchase order, balance before dispatch.       For Tri Electric Private Limited         A/c Name - TRI ELECTRIC PRIVATE LIMITED ACC Number - 100 88 66 90 66       For Tri Electric Private Limited       Manager         Bank - IDFC FIRST BANK       Branch - T Nagar, Chennai       If S. COLL       Manager         If SC - IDFB0080108       For Tri Electric Private Limited       Manager	Chassis No - LT-A017845 Ac motor No - 23060577 Controller No -23093585	1						17.000
HSN: 87031010       2       62,500.00       125,000.00       125,000.00       147.375.5         2       Transport and delivery charges       No       62,500.00       125,000.00       147.375.5         SAC: 996793       Sub Total       1,375,000.00       85,000.00       1466,000.         Total In Words       INR Fourteen Lakh Sixty Thousand Only       Sub Total       1,375,000.00       85,000.00       1466,000.         Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting kits for front and rear, battery level indicator, fire extinguisher, basic tool kit.       Sub Total       1,375,000.00       Sub Total       Authorized Signatory         Volume Terms: Vision 4 weeks from date of order.       Parament Terms: 50% with purchase order, balance before dispatch.       For Tri Electric Private Limited         A/c Name - TRI ELECTRIC PRIVATE LIMITED ACC Number - 100 88 66 90 66       For Tri Electric Private Limited       Manager         Bank - IDFC FIRST BANK       Branch - T Nagar, Chennai       If S. COLL       Manager         If SC - IDFB0080108       For Tri Electric Private Limited       Manager		4/18			·	r./	6250	13/15-
Inst. 6700/000       Pisk. 6700/000         2       Transport and delivery charges       2         No       No       0,0,000         SAC: 996793       Sub Total       1,375,000.00         Total In Words INR Fourteen Lakh Sixty Thousand Only       Sub Total       1,375,000.00       85,000.00         Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting kits for front and rear, battery level indicator, fire extinguisher, basic tool kit.       Solution       Solution         Warranty Terms: 1 year on manufacturing defects 3 Years Warranty for Lithium Battery.       Delivery Terms: So% with purchase order, balance before dispatch.       Authorized Signature         A/c Name - TRI ELECTRIC PRIVATE LIMITED A/c Number - 100 88 66 90 66 Bank - IDFE FIRST BANK Branch - T Nagar, Chennai IFSC - IDFB0080108       For Tri Electric Private Limited Control of the control of	Charger No - LEPLN5420	23100254		62 500 00	125.000.00	18%	22,500.00	147,500.00
SAC: 996793       Sub Total       1,375,000.00       X00 + 3 - 3 - 3 - 5 - 000.00       14664000.00         Total In Words INR Fourteen Lakh Sixty Thousand Only       Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting kits for front and rear, battery level indicator, fire extinguisher, basic tool kit.       For Tri Electric Private Limited Authorized Signatory         Warranty Terms: 1 year on manufacturing defects 3 Years Warranty for Lithium Battery. Delivery Terms: S0% with purchase order, balance before dispatch.       Authorized Signature         A/c Name - TRI ELECTRIC PRIVATE LIMITED A/c Number - 100 88 66 90 66 Bank - IDFC FIRST BANK Branch - T Nagar, Chennai IFSC - IDFB0080108       For Tri Electric Private Limited Guillen Control of Con	2 Transport and delivery c	harges		62,500.00			(and	44375
Total In Words INR Fourteen Lakh Sixty Thousand Only Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting Rits for front and rear, battery level indicator, fire extinguisher, basic tool kit. Warranty Terms: 1 year on manufacturing defects 3 Years Warranty for Lithium Battery. Delivery Terms: Solw with purchase order, balance before dispatch. Payment Terms: 50% with purchase order, balance before dispatch. Acc Name - TRI ELECTRIC PRIVATE LIMITED Acc Name - TN BLELECTRIC PRIVATE LIMITED Acc Name - TN BLECTRIC PRIVATE LIMITED Acc Name - TN Barch - TN Agar, Chennai IFSC - IDFB0080108			-		1 375 000.00		85,000.00	1,460,000.0
NR Fourteen Lakh Sixty Thousand Only         INR Fourteen Lakh Sixty Thousand Only         Accessories included: Reverse Buzzer, Side mirrors with Horn, Lighting         kits for front and rear, battery level indicator, fire extinguisher, basic         tool kit.         Warranty Terms: 1 year on manufacturing defects         3 Years Warranty for Lithium Battery.         Delivery Terms: So% with purchase order, balance before dispatch.         Payment Terms: 50% with purchase order, balance before dispatch.         Acc Name - TRI ELECTRIC PRIVATE LIMITED         A/c Name - TRI ELECTRIC PRIVATE LIMITED         A/c Number - 100 88 66 90 66         Bank - IDFC FIRST BANK         Branch - T Nagar, Chennai         IFSC - IDFB0080108				SUB TOTAL	1,575,668			
kits for front and rear, battery level monotories tool kit. Warranty Terms: 1 year on manufacturing defects 3 Years Warranty for Lithium Battery. Delivery Terms: Within 4 weeks from date of order. Payment Terms: 50% with purchase order, balance before dispatch. Payment Terms: 50% with purchase order, balance before dispatch. For Tri Electric Private Limited A/c Number - 100 88 66 90 66 Bank - IDFC FIRST BANK Branch - T Nagar, Chennai IFSC - IDFB0080108	INR Fourteen Lakh Sixty Ind	at the missours with	Horn, Ligh	ting		Private Sincorte	S. Illian	JAK
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A/c Number - 100 88 66 90 66 Bank - IDFC FIRST BANK Branch - T Nagar, Chennai IFSC - IDFB0080108	Delivery Terms: Within 4 wee Payment Terms: 50% with pu	rchase order, balance bef	ore dispatch	n. Iectric Priv		Authorized S	ngnature .	
IFSC - IDFB0080108	A/c Number - 100 88 66 90 60 Bank - IDFC FIRST BANK		D-5, SIPCO	CONTRACTOR OF	Manager			
A DESCRIPTION OF A DESC	IFSC - IDFB0080108		601201	5		NATURE		

SAC Summary:		IGST	Total T Amou
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/SAC	125,000.00	\$1, 18% 675 22,500.00	
3	1,250,000.00	5% 62,500.00	85,000
1010	1,375,000.00	85,000.00	687

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## DELHI TECHNOLOGICAL UNIVERSITY

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110 042 www.dtu.ac.in ,E-mail: ga@dtu.ac.in Tel: + 91-11-2729 4673

REMINDER-I

F. No. DTU/Gen. Admn./153/2018-19/1077/P/1534-45

Dated: 20.03.2024

#### CIRCULAR

All the HoDs/Branch In-Charges/Centre In-Charges are requested to make sure that no plastic water bottles will be used in official meetings. The instructions may be issued to the respective MTS of your branch/department to ensure the same.

In case, no glass bottles are available with your good office, the same may get it issued/arranged from the office of Assistant Registrar (S&P).

Note: It is the sole responsibility of the MTS/Attendant of the concerned department to adhere to the above mentioned instructions. In case of any discrepancy strict actions will be taken against the concerned MTS/Attendant.

नोटः उपरोक्त उल्लिखित निर्देशों का पालन करना संबंधित विभाग के एमटीएस/अटेंडेंट की एकमात्र जिम्मेदारी है। किसी भी विसंगति के मामले में संबंधित एमटीएस/अटेंडेंट के खिलाफ सख्त कार्रवाई की जाएगी।

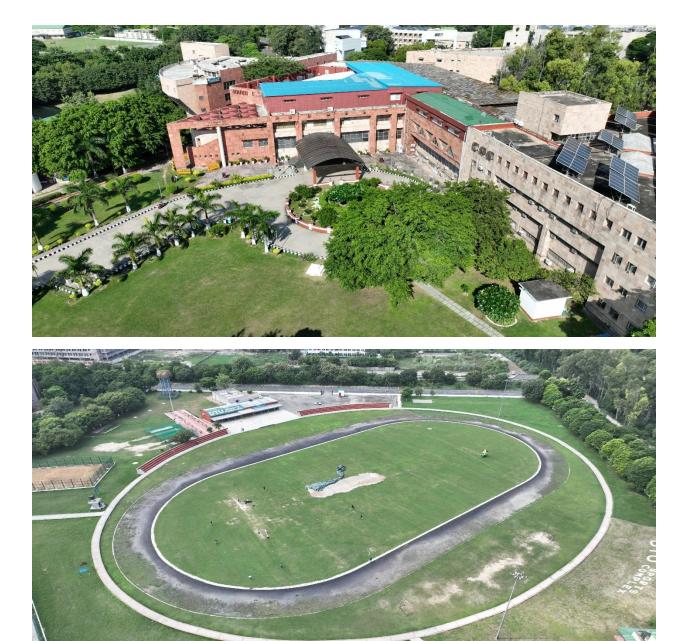
And Kans

Dr. Anil Kumar Dy. Registrar (Gen. Admn.)

Copy to the following with a request for compliance: -

- 1. PA to VC.
- 2. PA to Registrar.
- 3. All Deans/HoDs/Branch In-Charges/Centre In-Charges.
- 4. All Deputy Registrar/Assistant Registrar, DTU.
- 5. Controller of Examination, DTU.
- 6. Controller of Finance, DTU.
- 7. Security Officer, DTU
- 8. Director, EDC, DTU.
- 9. Librarian
- 10. All Notice Boards
- 11. Guard file









#### DELHI TECHNOLOGICAL UNIVERSITY (Formerly Delhi College of Engineering) Shahbad Daulatpur, Bawana Road, Delhi-110042



#### WORK - ORDER

STATE: DELHI Engineering Cell: Project & Estate Officer

BRANCH: Engg. Cell

## Work order no: DTU/Engg.Cell/0072/2024-25/Horti./

DATED: 30.07.2024

<u>Name of work: Supply of plants, manure for trees plantation surrounding area of sports complex & different locations in DTU Campus.</u>

Order of work described below given to M/s. Amrender Tiwari, House No. 249, Kotla Village, Mayur Vihar Phase-1, Delhi-110091 to be executed as per conditions attached and at the rates mentioned in the schedule.

S.No.	Description of item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1.	Providing and stacking of Nauclea cadamba (Kadam) of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge	Each	80.00	65.00	5,200.00
2.	Providing and stacking of Delonix regia (Gulmohar) of height 150-165 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge	Each	100.00	60.00	6,000.00
3.	Providing and stacking of Cassia fistula (Amaltash) of height 120-135 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge.	Each	100.00	65.00	6,500.00
4.	Providing and stacking of Bael Patra of height 120-135 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge.	Each	30.00	85.00	2,550.00
5.	Providing and stacking of Laburnum of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge.	Each	50.00	95.00	4,750.00
6.	Providing and stacking of Moulmein rosewood of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge.	Each	50.00	105.00	5,250.00
7.	Providing and stacking of Jarul of height 120- 135 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge.	Each	50.00	105.00	5,250.00
8.	Providing and stacking of Floss-silk of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge.	Each	50.00	105.00	5,250.00
9.	Providing and stacking of Pink trumpet of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge.	Each	50.00	105.00	5,250.00
10.	Providing and stacking of Banana of height 150-165 cm. in big poly bag of size 25 cm as per direction of the officer-in-charge.	Each	50.00	105.00	5,250.00

#### SCHEDULE OF WORK

AZ ABLY

11.	Supplying, stacking of Vermi-compost (Size of 50 Kg) at site from approved source, including carriage as per direction of Engineer-in-charge.	Each	50.00	800.00	40,000.00
12.	Supplying, stacking of Neem Khali (Size of 40 Kg) at site from approved source, including carriage as per direction of Engineer-in-charge.	Each	40.00	1,800.00	72,000.00
13.	Supplying, stacking of DAP (Size of 45 Kg) at site from approved source, including carriage as per direction of Engineer-in-charge.	Each	30.00	2,200.00	66,000.00 <b>2,29,250</b> /
				Total	-4585/-

### TERMS & CONDITIONS

- The work shall be executed as per specifications and direction of Engineer-In-Charge.
   The work shall be executed as per specifications and direction of Engineer-In-Charge.
- 2. The work is to be completed within 02 (Two) days.
- 3. No T&P shall be issued by department to agency.

(Prof. Amit Shri va) Chief Project Officer

Chief Project Officer Delhi Technological University Bawana Road, Delhi-42

Copy to:-

- 1. Registrar, DTU
- 2. Controller of Finance, DTU
- 3. Sr. A.O.-II/DDO, DTU
- 4. J.E. (Civil), DTU
- 5. Guard File

AE, Civil (CDC)