GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
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CIRCULAR

Subject: Guidelines for Administration of the Business Blasters Schemes (Seniors) for GNCTD Universities and ITI's.

The Scheme of Business Blasters (Seniors) is an important intervention conceptualized by the Govt. of NCT of Delhi which seeks to tap into the learning's from the previous Business Blasters Scheme run in Delhi Government schools and expand its scope to GNCTD institutions like the Institute of Technology (formally polytechnics) / ITIs, Technical and Universities under the administrative control of Training & Technical Education and Higher Education.

The objective of the scheme is to facilitate the transformation of innovative ideas into viable business ventures through the establishment of a robust entrepreneurial ecosystem within GNCTD universities. The Government of National Capital Territory of Delhi (GNCTD) identifies the vital role of fostering entrepreneurial spirit and innovation in the higher education sector. The proposed Business Blaster Scheme aims to channelize the vibrant energy of the student community towards entrepreneurship, nurturing their business acumen and encouraging startup initiatives.

The main purpose of the scheme is to identify & nurture approx.100 potential start-ups, in a structured manner. It is expected that such startups will further contribute to the national economy though product development and employment generation.

    i.   **Potential for Growth:** The selected startups are expected to have a high growth potential. This implies that they should be in industries or markets with room for expansion and should have a scalable business model. Their products or services should have the potential to capture a significant share of the market.

    ii.   **Job Creation:** Another key goal is the generation of employment opportunities. Startups chosen under this scheme are expected to not only create jobs for themselves but also have the potential to stimulate job growth in their supply chains or ecosystems. This can contribute significantly to the overall employment landscape.

    iii.   **Problem Solving:** The startups targeted by this scheme are not only expected to be commercially viable but also have a clear focus on solving a specific problem or addressing a need in society or the market. This could range from technological innovations to social or environmental challenges

Expected Outcomes

The scheme is expected to have the following outcomes:

a) **Innovation Surge**: Development of a vibrant entrepreneurial ecosystem within GNCTD universities and ITIs, fostering innovation and creativity.
b) **Startup genesis**: Transformation of novel ideas into successful startups, contributing positively to the regional and national economy.
c) Enhancement of **industry-academia collaboration**,
d) **Skill enrichment**: nurturing a pool of skilled entrepreneurs ready to compete on a global platform.

Scheme Implementation

The scheme shall be implemented under the overall supervision of a State Advisory and Monitoring Committee (SAMC) with the following structure:
  i.   Hon'ble Minister TTE – Chairman
  ii. Secretary TTE/HE – Member
  iii. 3 members from the industry who have experience in startup governance, entrepreneurship or investor community – Member (to be nominated by the Chairman)
  iv. Director TTE/HE – Member Secretary

Program Flow

The total estimated students in the various institutions of GNCTD are around 85,000. The program flow of the scheme will be as under:

  i.   Out of the approx. 85,000 enrolled students across the GNCTD universities, it is expected that about 20-25% students would opt for the scheme and form approximately 2500 - 3000 teams.
  ii. Out of these 3000 teams, 1000 teams shall be provided seed money.
  iii. Out of the 1000 teams, 100 teams shall be selected to participate in the finale and pitch their ideas in front of the investors.
  iv. Maximum number of participants in a team is 5 and minimum is 3.

Timelines

The scheme shall be implemented in the following three phases:

  i. *Phase-1: Excitement Building | 2 weeks*
In this phase, the Directorate of Training and Technical Education shall run a structured awareness generation program to build up excitement about the scheme among the students of the various institutions of GNCTD.

Information, Education and Communication (IEC) activities: A broad Media Plan will be made which will include Radio FM, Print media, Social Media etc with the approval of

SAMC to create awareness about the scheme ensuring maximum participation of students and Investors.

ii. *Phase-2: Screening for Seed Money | 8 weeks*

Out of an estimated 3000 teams, a total of 1000 teams shall be selected in this phase. The student ideas shall be evaluated by a three-member expert jury/committee consisting of members from both government and private sector. The successful student groups shall receive a pre-decided seed money for the development of the idea/prototype/proof of concept (PoC).

The proposed structure of this three-member committee is:
- a) CEO of Incubation Cell
- b) Professor of Entrepreneurship/Management (Nominated by VC/Dean)
- c) Successful entrepreneur

The selected teams shall be provided mentorship and technical assistance from the linked University/Incubation Centre.

iii. *Phase-3: Selection of top 100 Business Ideas | 12 weeks*

From the 1000 teams that were provided seed money above, 100 teams shall be finally selected through a rigorous process.

Multiple panels will be formed across Delhi, to which the top 1000 teams will be assigned to present their ideas. The assignment of teams to the panel will be based on their business domain/industry.

The proposed structure of these panels is as follows -
- a. One Entrepreneur
- b. One Investor (To assess the investment worthiness of the idea)
- c. Two Industry experts (with the understanding of market trends, customer behavior and industry-specific challenges)
- d. One Professor of Entrepreneurship/Management

iv. *Phase-4: Grand Finale (Shark-tank style event)*

The 100 selected teams shall get an opportunity to pitch their business ideas along with their prototype/PoC in front of a panel of investors for obtaining funding in a shark-tank style event.

To prevent any disruption to the academic calendar, it is essential that the university/ITI's Business Blaster activities are seamlessly integrated into its operational framework through meticulous planning and coordination. By fostering an environment where innovation and education can coexist harmoniously, the institution can maintain its commitment to academic excellence and entrepreneurial growth. Once the scheme is approved, a tentative calendar for these activities will be shared with the due approval of SAMC ensuring that academic activities may not be disturbed.

Monitoring of the Scheme

The Scheme will be monitored at each level by SAMC at DTTE (HQ) level using the Key performance Indicators. Daily reporting mechanism will be established at PMU for collecting the data from Universities and sending all the members of SAMC.

Key Parameters for Phase 1:

a) Number of Events/activities per University/ITI
b) Number of students reach out
c) Total Enrolled students
d) Total students registered in teams, Team Size
e) Registration (as percentage of enrollment)
f) Total teams formed
g) Total number of Industry reach out

Key Parameters for Phase 2 are:

a) Number of domains each team is working on (variety of ideas)
b) Assessment score on the rubric of all registered teams.
c) No. of teams selected for seed money
d) No. of teams given seed money
e) Amount of seed money given to each team

Key Parameter for Phase 4 are :

a) Out of top 100, how many teams were successful and managed to get investment (checked at the finale stage).
b) Satisfaction level of Investors and Teams using feedback form.

Further after running the scheme successfully for one year, the impact of the program will be measured in a longitudinal study, quantitative in nature, assessing the top 100 ventures on the following indicators:

i. Number of Startups Founded: How many student-led startups were created as a result of the program. This is a tangible indicator of the program's success in fostering entrepreneurship.
ii. Survival Rate: Measure the percentage of startups that continue to operate after a specific period (e.g., one year, three years). A high survival rate indicates the program's ability to support sustainable ventures.
iii. Job Creation: Assess the number of jobs created by the startups emerging from the program. This demonstrates the program's contribution to employment generation.
iv. Revenue and Growth: Monitor the revenue generated by the startups and their growth trajectories. Increasing revenue and growth indicate the program's effectiveness in nurturing successful businesses.

v. Funding Raised: Track the amount of external funding (e.g., venture capital, angel investment) secured by startups from the program. This reflects their potential and attractiveness to investors.

Role and Responsibilities of various agencies

The roles and responsibilities of various agencies will be as follows:
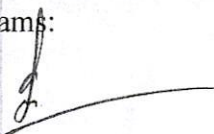A. Department of Training and Technical Education (DTTE)
   a. The department shall be responsible for the overall implementation of the scheme
   b. Organizing the launch event
   c. Allocation of budget for organizing excitement building events to the various institutions
   d. Setting up of a Project Management Unit (PMU) to implement the scheme.
   e. Development of an online platform for the implementation of scheme
   f. Distribution of seed money to the qualifying teams through DBT mode.
   g. Preparation of a rubric for selection of teams qualifying for seed money and thereafter selection of Top-100 teams
   h. Allocation of budget for inter-university selection
   i. Organizing the finale event in a stadium type setting
   j. Ensuring all official guidelines/circulars are being followed by the university.
   k. Monitoring the impact of the scheme
   l. Development of performance metrics to evaluate the success of student startups, including parameters like job creation, revenue generation, and innovation index.
   m. Feedback and Adjustments – Establishment of a feedback system to gather inputs from students, mentors, and industry partners to continually refine and enhance the scheme.
   n. Scheme Documentation: Regular documentation to capture the progress and achievements of the scheme, including case studies of successful startups and best practices.

B. University/ Incubation Centre:
   a. Organizing various events during the excitement-building phase
   b. Registering teams who opt into the program on the online platform
   c. Selection of teams qualifying for seed money
   d. Updating details of selected teams on the online platform
   e. Assigning mentors to teams
   f. Checking on progress and utilization of seed money by the teams
   g. Incubate the successful ventures

Selection of teams and seed money distribution:

A three member committee consist of following will evaluate the business ideas and select 1000 teams total estimate 3000 teams:

a). CEO of incubation cell

b). Professor of entrepreneurship/ Management (Nominated by VC/Dean).

c). Successful entrepreneur

Standard Operating Procedure (SOP) for selection of teams (Selection of the top 1000 teams)

a. Developing the Idea and Prepare Presentation

Teams explore the opportunity and their business idea in depth. They talk to their target group, and take advice from their teachers to get more clarity. Before the presentation, they should answer questions like the following in more detail now:

1. Part 1: Understanding the opportunity
   a. Who is the target group?
   b. What is their need, or problem?
   c. Why is it important to fulfill this need, or solve this problem?
   d. How big is the target group?
2. Part 2: Defining the solution which should have the following characteristics -
   a. Useful
   b. Practical
   c. Profit or social impact
   d. Growth Possible

Once they have developed the idea, covering all the above points, the teams have to collect their thoughts and prepare to present them to the three member committee.

1. Teams should decide beforehand which team members will make the presentation.
2. Teams should be encouraged to get at least two different students to present.
3. The presentation can be using PPT's, verbal, using the blackboard or a chart paper. Students are free to use their creativity to make their presentations interesting
4. Teams should be encouraged to rehearse their presentation (pitches) amongst themselves, and practice -
   a. Speaking clearly and fluently
   b. Making eye contact
5. Each team should get 5 mins for presentation and 5 mins for question/answer.

b. Presentation and Feedback

Once the teams have developed their business idea and prepared their presentations, they will present their business idea to the committee.

Presentation Format:

- Teams are given a specific time to present their business ideas, prototypes, or proof of concepts.
- Encourage visual aids, demonstrations, or prototypes during the presentation.

Individual Scoring:

- Each committee member individually scores the presenting team on the established criteria.

Deliberation:
- After individual scoring, the committee members engage in a discussion to ensure a comprehensive evaluation.
- Resolve any discrepancies in scores through consensus.
- The committee will provide feedback to the presenting teams, which should have
  - Two positives - good things about the presentation
  - One area of improvement

Results Announcement
- The committee communicates the results of the evaluation process to all presenting teams promptly.
- Provide feedback to disqualified teams for continuous improvement.

(Standard Operating Procedure (SOP) for the Selection of the Top 100 Teams in Business Blasters Scheme:

From the 1000 teams will be finally selected through rigorous process for which multiple panel will be from across Delhi.

The propose structure of these panels is as follows-
  a. One Entrepreneur
  b. One Investor (To assess the investment worthiness of the idea)
  c. Two Industry experts (with the understanding of market trends, customer behavior and industry-specific challenges.
  d. One Professor of Entrepreneurship/Management

1. Objective:
- The purpose of this SOP is to establish a clear and equitable process for the selection of the top 100 teams in the Business Blasters Scheme, ensuring a thorough evaluation based on predetermined criteria.

2. Presentation Sessions:
a. Team Assignment:
- Assign teams to different panels based on their business domain/industry for focused evaluation.

b. Evaluation Criteria:
- Utilize predefined criteria, including Innovation in any aspect, Usefulness to Target Group, Practicality of Implementation, Profit or Social Impact, and Team Effort and Presentation.

c. Presentation Format:
- Allocate specific time slots for teams to present their business ideas, prototypes, or proof of concepts to the panel.
- Encourage visual aids, demonstrations, or prototypes during the presentation.

3. Evaluation Process:
a. Individual Scoring:

- Each panel member independently scores the presenting team on the established criteria.

b. Deliberation:
- After individual scoring, the panel members engage in a thorough discussion to ensure a comprehensive evaluation.
- Resolve any discrepancies in scores through consensus.

c. Feedback Session:
- Provide constructive feedback to presenting teams, highlighting strengths and areas for improvement.

4. Selection of Top 100 Teams:
a. Aggregated Scores:
- Aggregate the individual scores to determine the overall scores for each team.

b. Rank Ordering:
- Rank-order the teams based on their aggregated scores, identifying the top 100 teams.

c. Results Announcement:
- Announce the results of the top 100 teams promptly after the completion of the evaluation process.
- Maintain transparency in the selection outcomes.

5. Panel Review Format
a. Each team will get 10-15 minutes in front of a panel
  - 2-5 minutes for orally pitching their business
  - 8-10 minutes for Q&A pertaining to their business.

b. The suggested points to be covered in the 2-5 minute pitch are as follows:
  - Reasons for selecting the business idea
  - Important highlights of their product/service (demonstrate if applicable)
  - Use of seed money and present status of the business.
  - Roles and responsibilities of team members

c. Other things to keep in mind
  - The teams will need to bring their product samples. It is not mandatory to have PPT presentations or files.
  - The whole team will be present for the pitch. To avoid multiple students answering at the same time, it is suggested that team members may decide beforehand about who will answer on different aspects of the business.
  - The team should prepare and practice their business pitch and responses to questions with their professors..

6. Responsibilities of the venue coordinator will be as follows.
a. Ensure there is a suitable room for the purpose of the pitching event
b. Ensure there is a multipurpose hall for the teams waiting for their turn to pitch.

c. Ensure there are refreshments arranged for all students, the teachers accompanying them, observers and the panel lists.
d. Ensure the IT and technical person is available on both days to upload the rubric scores for each team.
e. The hard copy of the result, signed by all the panel lists will need to be submitted by the venue coordinator to DTTE headquarter
f. Ensure there are printouts of the rubric, score sheets and stationary (including a notepad and pens) for all the panel lists
g. Coordinator of the university/ITI has to ensure attendance of students of all participating teams

Standard Operating Procedure (SOP) for Distribution of Seed Money to Top 1000 Teams of Business Blasters Seniors:

The objective of this SOP is to establish a systematic and transparent process for the distribution of seed money to the top 1000 teams participating in the Business Blasters Seniors program. This aims to provide financial support to encourage entrepreneurship and the development of innovative business ideas.

1. Preliminary Assessment:

- The Business Blasters Seniors program coordinator at the university level shall review the final performance evaluations and rankings of all participating teams, as given by the three member committee.
- The top 1000 teams will be identified based on predetermined evaluation criteria, including innovation, feasibility, and presentation quality.

2. Verification of Eligibility:

- Teams identified for seed money distribution must undergo a thorough eligibility verification process.
- The verification will include confirming team details, ensuring compliance with program guidelines, and validating the authenticity of the business idea.

3. Seed Money Allocation:

- The total seed money fund will be predetermined and communicated to the selected teams.
- The amount allocated to each team will be based on a fair and equitable distribution, considering the nature and scale of their business proposals.

4. Documentation:

- Each selected team will be required to complete necessary documentation, including acceptance of the seed money, terms and conditions, and a brief outline of how the funds will be utilized.
- Teams must submit valid bank account details for fund transfer.

5. Fund Transfer:

- Upon completion of documentation, the seed money will be transferred directly to the bank accounts of the selected teams.
- A confirmation email will be sent to each team, acknowledging the successful transfer of seed money.

6. Monitoring and Reporting:

- Teams are encouraged to provide periodic updates on the progress of their business ventures.
- Program coordinators will monitor the utilization of seed money and ensure it aligns with the initially proposed business plan.

7. Compliance Review:

- Periodic compliance reviews will be conducted to ensure that the teams are adhering to the terms and conditions specified for seed money utilization.
- Non-compliance may result in the initiation of recovery procedures or disqualification from future funding opportunities.

8. Impact Assessment:

- An impact assessment will be conducted to evaluate the overall success and impact of the seed money distribution on the participating teams.
- Success stories and lessons learned will be documented for program improvement.

9. Continuous Improvement:

- Feedback from the teams and program coordinators will be collected to identify areas for improvement in the seed money distribution process.
- Necessary adjustments will be made to enhance the effectiveness and efficiency of future distributions.

This SOP is designed to ensure a fair, transparent, and accountable process for the distribution of seed money to the top 1000 teams participating in the Business Blasters Seniors program. All

stakeholders involved are expected to adhere to these guidelines for a successful implementation of the seed funding initiative.

Roles and Responsibilities for the State Advisory and Monitoring Committee (SAMC):

Chairperson (Hon'ble Minister TTE):
- Provide overall leadership and direction to the SAMC.
- Chair SAMC meetings, ensuring efficient and effective decision-making.
- Represent the SAMC to the Council of Ministers and other relevant authorities.
- Ensure the scheme aligns with the government's vision and goals.

Member (Secretary TTE):
- Assist the Chairperson in overseeing the implementation of the scheme.
- Provide insights and recommendations based on the technical education perspective.
- Ensure coordination between the Department of Training and Technical Education (DTTE) and Higher Education (HE) departments.

Member (Secretary HE):
- Provide inputs from the higher education sector and align the scheme with university standards.
- Ensure collaboration between universities and technical institutions under the scheme.

Members from the Industry (nominated by Chairman):
- Bring industry expertise to assess the feasibility and market potential of student-led ventures.
- Offer guidance on startup governance, entrepreneurship, and investment.

Member Secretary (Director TTE/HE):
- Coordinate the day-to-day functioning of PMC & SAMC.
- Ensure the implementation of decisions taken during SAMC meetings.
- Liaise with universities, ITIs, and other stakeholders involved in the scheme.

Standard Operating Procedure (SOP) for the Project Management Unit (PMU) in the Implementation of the Business Blasters Scheme (Seniors)

1. Objective:
- The PMU will ensure the effective planning, execution, and monitoring of the Business Blasters Scheme (Seniors) under the Department of Training and Technical Education (DTTE) in the Government of National Capital Territory of Delhi (GNCTD). It will -
  - Ensure quality participation for most students
  - Demonstrate measurable impact of Business Blasters on student mindsets and achievement
  - Evaluate, continuously improve and document implementation process

2. Composition of PMU:

- The PMU will consist of a dedicated team with the following roles:
  - Director (TTE/HE)   - Chairman
  - Dy. Director (IT)   - Member
  - Dy. Director (Plg.)   - Member
  - Assistant Director (Plg.)   - Member
  - Section Officer (SB)   - Member

3. Roles and Responsibilities:

a. Director (TTE/HE):

- Provide overall leadership and direction to the PMU.
- Develop detailed project plans and timelines.
- Coordinate with stakeholders and ensure alignment with the program's objectives.
- Monitor the progress of program activities and address challenges.
- Facilitate regular meetings with the PMU team to review progress and discuss action items.

b. Dy. Director (IT):

- Develop and maintain an online platform for the scheme.
- Ensure the platform is user-friendly and accessible to all stakeholders.
- Oversee data management, including team registrations, evaluations, and progress tracking.
- Troubleshoot technical issues and coordinate for relevant IT support.

c. Dy. Director (Plg):

- Develop a comprehensive communication strategy for the program.
- Content creation
  - FAQ docs, videos for students, teachers, universities, ITI's
- Liaise with universities, ITIs, and other stakeholders for effective collaboration.
- Organize awareness-building events and campaigns.
- Manage public relations and media interactions if any

d. Assistant Director (Plg.) & Section Officer (SB):

- Establish Key Performance Indicators (KPIs) for monitoring the program.
- Develop and implement a monitoring and evaluation framework.
- Analyze/process data from the online platform and identify universities/ITIs with problems (lagging behind - teams not formed, peer review not done, seed money disbursal not done, coaches not assigned)
- Reach out to these universities, visit if necessary, understand and solve their problems.
- Regularly assess the impact of the program and provide insights for improvement.
- Collect and analysis feedback from students, mentors, and industry partners.
- Prepare periodic reports on program performance.

4. Program Implementation Workflow:

- Develop a detailed workflow for the implementation of each phase of the program, ensuring seamless coordination between the PMU, universities, ITIs, and other stakeholders.

- Clearly define roles and responsibilities for each phase, specifying deadlines and deliverables.

5. Communication Protocol:
- Establish a communication protocol for internal and external stakeholders.
- Define channels for regular updates, feedback collection, and issue resolution.
- Ensure timely dissemination of information through official channels.

6. Documentation and Reporting:
- Maintain comprehensive documentation of all program activities, including minutes of meetings, financial records, and progress reports.
- Prepare regular reports for the SAMC and other relevant authorities.
- Document success stories, challenges faced, and lessons learned for future reference.

7. Adaptability and Continuous Improvement:
- Adapt and refine the program based on feedback and changing requirements.
- Conduct periodic reviews

8. Conclusion:
- The PMU plays a crucial role in the successful implementation of the Business Blasters Scheme (Seniors). This SOP provides a structured framework for the team to follow, ensuring efficiency, transparency, and accountability throughout the program. Continuous communication and feedback mechanisms will contribute to the ongoing success of the program.

Roles and Responsibilities of the Project Management Unit (PMU) for the Business Blasters Scheme:

1. Program Management:
- Develop and execute detailed project plans, ensuring alignment with the overall objectives of the Business Blasters Scheme.
- Monitor progress, identify challenges, and implement corrective actions to keep the program on track.
- Coordinate with stakeholders, including universities, ITIs, and industry partners, to facilitate seamless program implementation.

2. Financial Management:
- Develop and manage the program budget, ensuring efficient allocation of funds for various activities.
- Monitor financial transactions, maintain accurate records, and prepare regular financial reports for internal and external stakeholders.

3. IT and Database Management:
- Develop, maintain, and continuously improve the online platform for the Business Blasters Scheme.
- Ensure the platform is user-friendly, secure, and accessible to all stakeholders.
- Oversee data management, including team registrations, evaluations, and progress tracking.

- Address technical issues promptly and coordinate with IT support for resolution.

4. Communication and Outreach:
- Develop and implement a comprehensive communication strategy for the program.
- Liaise with universities, ITIs, and other stakeholders to foster effective collaboration.
- Organise and oversee awareness-building events and campaigns.
- Manage public relations, media interactions, and official communications with stakeholders.

5. Monitoring and Evaluation:
- Establish Key Performance Indicators (KPIs) for monitoring the program's success.
- Develop and implement a robust monitoring and evaluation framework.
- Regularly assess the impact of the program and provide insights for continuous improvement.
- Collect and analysis feedback from students, mentors, and industry partners.

6. Workflow Implementation:
- Develop a detailed workflow for the implementation of each phase of the Business Blasters Scheme.
- Define roles and responsibilities for each phase, specifying deadlines and deliverables.
- Ensure seamless coordination between the PMU, universities, ITIs, and other stakeholders.

7. Documentation and Reporting:
- Maintain comprehensive documentation of all program activities, including meeting minutes, financial records, and progress reports.
- Prepare regular reports for the State Advisory and Monitoring Committee (SAMC), and other relevant authorities.
- Document success stories, challenges faced, and lessons learned for future reference.

8. Continuous Improvement:
- Adapt and refine the program based on feedback and changing requirements.
- Conduct periodic reviews

9. Stakeholder Coordination:
- Facilitate effective coordination and collaboration between the PMU and various stakeholders involved in the program.
- Act as a liaison between the PMU and universities, ITIs, industry partners, and government departments.

10. Public Impact Assessment:
- Evaluate the public impact of the Business Blasters Scheme by assessing the success stories, financial stability provided to participating teams, and the positive social status impact on their families and communities.
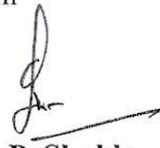
The PMU will play a critical role in ensuring the success of the Business Blasters Scheme by managing all aspects of the program effectively, fostering collaboration, and continually enhancing its processes. While Executing the Schemes, the provision of GFR, Delegation of

financial power and other statutory rules applicable to GNCT of Delhi shall be followed by the PMU.

The all concerned institutes shall also ensure compliance of all codal formalities as per GFR, 2017, DFPR, FD's OM dated 07.08.2019 regarding delegation of financial powers to HODs/Administrative Secretaries, relevant guidelines of GOI/GNCTD in this regard, Manual for procurement of Goods, Manual for procurement of Consultancy & Other Services and other statutory provisions, etc.

This issues with the prior approval of Hon'ble Chief Minister, GNCT of Delhi

Dr. O.P. Shukla
Joint Director

To,
1. Vice-Chancellor-All Universities under DTTE/DHE
2. Head of Institutes- Colleges & ITI's under DTTE/DHE.

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Copy to:-

1. Pr. Secretary to Hon'ble Lt. Governor, GNCT of Delhi
2. Secretary to Hon'ble Chief Minister, GNCT of Delhi
3. SO to Chief Secretary, GNCT of Delhi
4. PPS to Secretary, Training & Technical Education & Higher Education, GNCT of Delhi
5. PS to Director, Training & Technical Education & Higher Education, GNCT of Delhi
6. Dy. Director, Higher Education, GNCT of Delhi.
7. System Analyst, DTTE for uploading on portal.
7. Guard File.

Dr. Ramesh N
Dy. Director