



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
HQ – DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi – 110077

F.No.20 (12)/DIICE/DSEU/2023/ 65

Dated: 25/05/2023

OFFICE ORDER

In order to promote the spirit of entrepreneurship among the students, an Entrepreneurship Cell or E-Cell has to be established at every DSEU campus. The Campus Directors are empowered to approve E-Cell at their campus. The detailed procedure of formation of an E-Cell along with a flow chart is attached with the office order.

The Campus Directors have to ensure that E-Cell is being formed at their respective campuses within two weeks of the issuance of this order. The details of the E-Cell must be shared via email with incubation@dseu.ac.in with a copy marked to the Registrar's office at registraroffice@dseu.ac.in.

This is issued with the prior approval of the Competent Authority.


(Ashwani Kumar Kansal)
Registrar, DSEU

F.No.20 (12)/DIICE/DSEU/2023/ 65

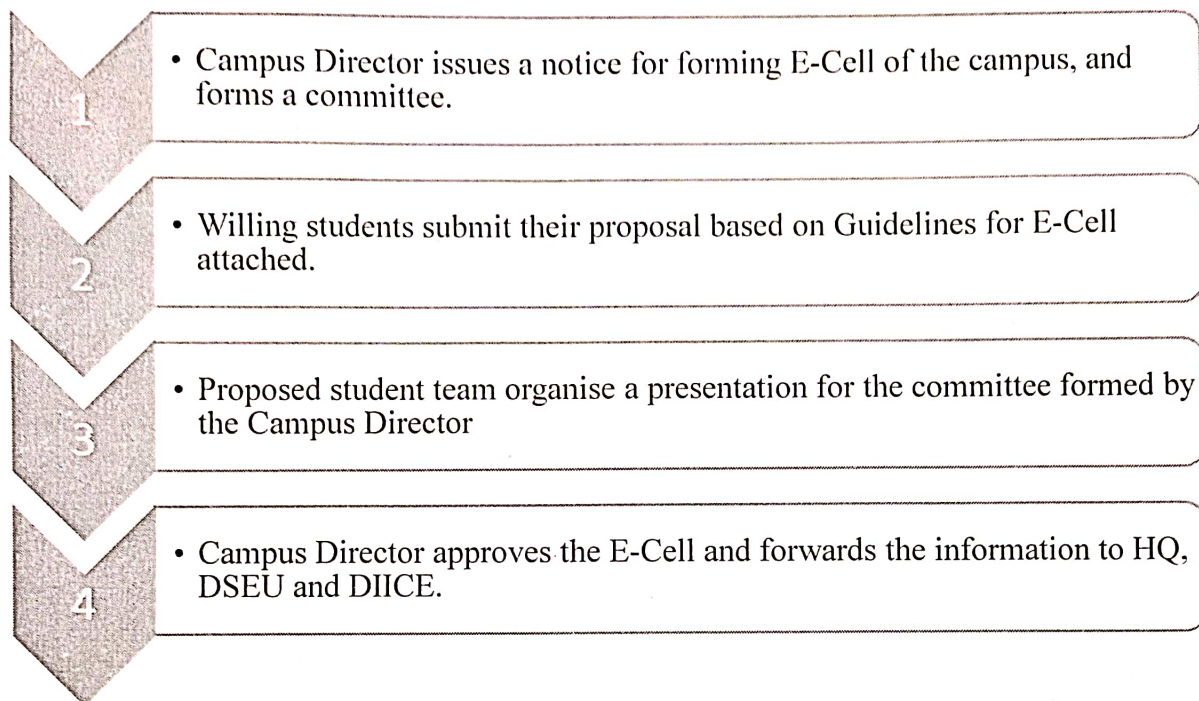
Dated: 25/05/2023

Copy to:

1. Controller of Finance, DSEU
2. All Campus Directors
3. DCA, DSEU
4. CEO, DIICE
5. PS to VC, DSEU
6. PA to Registrar, DSEU
7. Guard File


(Ashwani Kumar Kansal)
Registrar, DSEU

Flow-chart to be followed for E-Cell formation



All the four steps described above are expected to be completed within 2-weeks from approval of the competent authority.



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Delhi Skill and Entrepreneurship University

Guidelines for E-Cell

Rationale:

Entrepreneurship being an integral component of our University, it is important that every campus must have a dedicated student group to enthuse, nurture and support the spirit of entrepreneurship at the very foundational level. An Entrepreneurship cell or E-Cell at every campus is extremely important as it will boost the entrepreneurial culture across the campus.

This will be a student's led organization dedicated to promoting the spirit of entrepreneurship among students throughout DSEU. E-Cell will be an ideal platform to organize entrepreneurship events, participate in external events and enhance peer-learning at campus and inter-campus level for the students. These E-Cells will even act as a sand-box to test their potent entrepreneurial ideas. E-Cell will also be actively connected to the university's incubator DIICE. E-Cell will follow the below mentioned guidelines.

I. FORMING AN E-CELL

1. Identify the vision & plan of E-Cell
2. Find about 12-15 students who want to be a part of the E-Cell
3. These students should be from the same campus and could be from different programs.
4. The students must find a willing Faculty Advisor (could be a faculty from your campus) who would guide the E-Cell.
5. A staff member may be associated, as a mentor in the E-Cell.
6. Make a proposal and present it to the concerned committee. Following is a list of details to be included in the proposal:
 - a. Details of 12-15 students (Name, Roll No., Program) who would like to be a member of this E-Cell
 - b. Each member signing as an interested member should write 100 words on 'Why they want to be part of the E-Cell'
 - c. Vision & Plan of the E-Cell
 - d. Details of the identified Faculty Advisor.
 - e. List of the activities/events the E-Cell would host/organize during the current academic year
 - f. List of potential sponsors for supporting various events of E-Cell.
 - g. Tentative fund requirement with a detailed breakup of potential expenses during the academic year
 - h. The plan to manage the finances & accounts of the E-Cell
7. Present your proposal to the Faculty Advisor, who will comment and finally approve the E-Cell proposal.

8. Once approved by the Faculty Advisor, the proposal should be submitted by the E-Cell to the committee formed by Campus Director (details of the same can be taken from the office of Campus Director). Only one member of the E-Cell should send the proposal for one E-Cell.
9. A presentation of the proposed E-Cell would be scheduled by the committee formed by the Campus Director. *Details for this shall be shared by the Campus Director.*
10. Campus Director shall send the list of approved E-Cell for processing of kick-start fund for the E-Cell.
11. Sit back and explore activities for your E-Cell. You'll hear back from the scrutiny committee soon.

II. YOUR E-CELL IS APPROVED! WHAT NOW?

It's time to form the governing body of your E-Cell - we will call it the E-CELL COUNCIL.

The E-CELL COUNCIL includes:

- a. President, E-Cell, <Campus Name, DSEU>
- b. General Secretary, E-Cell, <Campus Name, DSEU>
- c. Finance Secretary, E-Cell, <Campus Name, DSEU>
- d. Communication Secretary, E-Cell, <Campus Name, DSEU>
- e. Secretary, E-Cell, <Campus Name, DSEU>

**Refer to E-CELL COUNCIL - Roles & Responsibilities*

2. All students whose names are submitted in the proposal are automatically members of the E-Cell.
3. Any of the members or more (if more students have joined your E-Cell) can nominate themselves for any of the three positions of the E-Cell Council.
4. All nominees will be interviewed by the Faculty Advisor to finalize the E-Cell Council members.
5. Once your E-Cell Council members are announced by the Faculty Advisor, your E-Cell is functional!
6. Send your E-Cell details to the DSEU Media team for getting listed on the official website and social media handles of the University. Fill out this form.
7. Create a Social Media accounts and get it approved by your E-Cell Faculty Advisor. Share updates on various events and activities and build connections.
8. Each E-Cell will be allocated ₹ 5,000 for the first Academic Year to kick-start the functioning based on the proposal presentation. Use it wisely and keep a record in the format given in Annexure I.
9. On utilization of kick-start funds (₹ 5,000 as sanctioned by the University), all relevant bills are to be submitted by the E-Cell President to the Faculty Advisor.

III. GENERAL GUIDELINES FOR THE E-CELL

1. The E-Cell should fulfill and pass the requirements set by the University.
2. There will be common website for all E-Cells across the campuses.
3. This website will flash all the past, in progress and future events.
4. A template of a common format of certificate is annexed in Annexure III.
5. In case the students are unable to find a willing Faculty Advisor, the Campus Director may recommend a faculty.
6. The Campus Director have to open a separate bank account for E-Cell of their campus.
7. The E-Cell should try to get sponsorship for supporting their events.
8. If the budget requirement is more than the sanctioned amount, the E-Cell Council may present a detailed proposal to the Campus Director.
9. If any E-Cell has a requirement of a Visiting Instructor, there must be at least 40 interested students who will benefit from it. The interested students may not be a part of that particular E-Cell but could be from any E-Cell, program, or campus of DSEU. A request letter endorsed by the 40 students, duly verified by the E-Cell Faculty Advisor must be submitted to the Campus Director for seeking approval for the same.

IV. RULE BOOK FOR THE FUNCTIONING OF THE E-CELL

1. Take prior approval for all events/ activities from your E-Cell Faculty Advisor.
2. The E-Cell Council and Faculty Advisor must meet once a month and maintain the minutes of the meeting.
3. Each E-Cell is required to conduct at least 1 inter-campus event and 2 within-campus events each semester.
4. Anything & everything you plan for should be approved by the Faculty Advisor - this includes events, activities, expenditures, social media content, etc.
5. Record of all activities/events needs to be maintained. This may include details of activity/event, details of participants, expenses incurred, etc.
6. E-Cell Council members are to ensure their presence for activities. In case any member of the E-Cell council is not available to undertake their responsibility, prior notice should be given to the Faculty Advisor and fellow council members.
7. E-Cell Council is responsible to identify the strengths and weaknesses of the E-Cell and on basis of it prepare plans and strategies for the betterment of the E-Cell
8. Keep your social media accounts active and updated. All the content that goes on any public platform is required to be approved by the respective Faculty Advisor. No content shall be published on any of the public platforms without prior approvals.
9. Pre-plan events/activities/competitions - invite participation from all students of all campuses.
10. Keep your finance accounts updated.
11. The E-Cell council is required to submit a report to the Faculty Advisor twice: Mid Semester and before the end semester. Format of the report is given in Annexure II.
12. All E-Cell activities should be scheduled outside class timings.
13. All reports of the E-Cell must be signed by the Faculty Advisor.

V. GENERAL GUIDELINES FOR THE E-CELL COUNCIL

The E-Cell Council is responsible to ensure that all guidelines are followed.

2. The E-Cell Council should meet regularly (every 15 days) to discuss the functioning of the E-Cell
3. The E-Cell Council must ensure that all records are maintained in an up-to-date manner.
4. It is the duty of the E-Cell Council to prepare and submit timely reports (twice a semester) to the competent authority
5. The finances of the E-Cell are the responsibility of the Finance Secretary
6. The E-Cell Council must regularly update the Faculty Advisor on the E-Cell functioning.
7. The E-Cell Council should encourage the active participation of all members of the E-Cell in all its activities.
8. The E-Cell Council should encourage other members of the E-Cell to take up different roles for different activities/ events
9. The E-Cell Council is responsible for maintaining contact with similar E-Cells in other campuses of DSEU.
10. The E-Cell Council is responsible for encouraging the participation of its campus students in various events and competitions that are organised at different levels, such as University, Regional/ State, National, and International.
11. The E-Cell Council should ensure a democratic atmosphere in the decision-making process for the E-Cell, to ensure participation & contribution of all members.

VI. ROLES AND RESPONSIBILITIES OF THE E-CELL COUNCIL LEADERS

The roles and responsibilities of the E-Cell members is enlisted below.

President, E-Cell:

- Will be responsible for the overall functioning of the E-Cell
- Will be responsible for leading the E-Cell and act as a liaison among E-Cell members and for external engagements for the E-Cell.
- Will be responsible to mentor new E-Cell/group volunteers and providing opportunities to all members/volunteers.
- Oversees the schedule of events and activities
- Will be responsible to appoint roles to other members of the E-Cells after discussion with the E-Cell Council as and when needed in an event/ activity
- Will be responsible for getting approvals
- Will be responsible for conducting and organizing mandatory meetings of the E-Cell Council with the E-Cell Faculty Advisor
- Will be responsible for all communications that go out from the E-Cell
- Will be responsible to manage all correspondence from email, phone calls, and social media platforms
- Will be the point of contact for maintaining communication with DIICE.
- Will make sure that the tasks and opportunities are well served/completed/implemented by their E-Cell.
- Will be responsible for making and submitting annual report card of the E-Cell and its functioning (*format for this report is given in Annexure II*)

General Secretary, E-Cell:

- Will be responsible for the smooth and effective functioning of the E-Cell
- Will be responsible for conducting and organizing mandatory meetings of the E-Cell Council with the E-Cell Faculty Advisor
- Will be responsible for communicating all key decisions taken by the E-Cell Faculty Advisor and the E-Cell Council to the members of the E-Cell
- Will be responsible for keeping a record of all activities and events by the E-Cell
- Will be responsible to keep a record of attendance from each of the events, activities, and regular E-Cell meetings
- Will be responsible to preserve archive documents of the E-Cell from previous years
- Will be responsible to maintain Minutes of Meetings from meetings with Faculty Advisors, Campus Directors, other members of the University Administration and meetings with the E-Cell members.
- Will be responsible for conducting meetings of the E-Cell Council with the members of the E-Cell
- Will be responsible for arranging and keeping all stationery, gifts for guests and other items for the E-Cell as per requirement
- Record keeping of all activities of the E-Cell in consultation with the President.
- Will be the Acting President in absence of the E-Cell P President and will be responsible for their Roles and Responsibilities

Finance Secretary, E-Cell:

- Will be responsible to prepare and get the approval of the annual budget and its proposed expenditure
- Will be responsible for keeping a record of all financial transactions, sponsorships, and expenditures
- Will be responsible for getting prior approval of each expenditure of more than Rs. 1000 from the E-Cell Faculty Advisor
- Will be given the annual budget sanction for the E-Cell and will be responsible for its expenditure and record-keeping
- Will be responsible for maintaining the accounts of the E-Cell
- Will be responsible for arranging fundraising activities and getting sponsors for the events and activities of the E-Cell
- Will be responsible to pay all dues and clearing them in a timely manner from time to time with the prior approval of the E-Cell Faculty Advisor and in consent with the President and General Secretary

Communication Secretary, E-Cell:

- Communication Secretary will be responsible for overall offline and online communication of all the events including, programs, contests, hackathons, workshops, expert lecture, external visits and others.
- Communication Secretary has to start and upkeep the social media accounts of E-Cell of the campus active and updated.

- All the content that goes on any public platform is required to be approved by the respective Faculty Advisor. No content shall be published on any of the public platforms without prior approvals.
- Communication Secretary must establish a strong communication network of students for fast dissemination of information.
- Facilitate smooth vertical and horizontal communication within and outside the Campus.

Secretary, E-Cell

- Will oversee operations of all events at the E-Cell from the participant's point of view.
- Will make best use of design thinking principle to plan and execute events aligning with the E-Cell members.
- The Secretary must create positive experiences for participating DSEU/ Non-DSEU students and staff in all the events organised by the E-Cell of the respective campus.
- Secretary will work closely with President and General Secretary for ensuring uniqueness in activities carried out by the E-Cell.
- Secretary has to keep a track of student attendance and involvement in activities of E-Cell within their campus.

Annexure I

Name of the E-Cell				
Name of the Campus				
S. No.	Date	Details of Expenditure		Expenditure Incurred (in Rupees)
		Nature of Expenditure	Bill No.	
			TOTAL	

Note: This document should be signed by all members of E-Cell Council and Faculty Advisor

Name of the E-Cell
Name of the Campus

E-Cell Council:

PRESIDENT-
GENERAL SECRETARY -
FINANCE SECRETARY -
COMMUNICATION SECRETARY-
SECRETARY-

Date: _____

- I. List of Activities/Events Conducted:
- II. Details of all events/activities listed in Point I.
 - a. Name
 - b. Number & Details of participants
 - c. Event details
 - d. Follow up activities
 - e. Expenditure Incurred

Mention activities planned moving forward.

- I.
- II.

Annexure III

Name of the E-Cell
Name of the Campus,
DSEU

Name of the Event

This is to certify that <Name of student> from <Name of the Campus> has <participated/ won> in the <Name of the Event> organised on <Date of the event>.

<Signature>
E-Cell President

<Signature>
E-Cell Secretary