



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

F.No.3 (176)/Admn./Office Order(Teaching)/IGDTUW/2018/ 1567

Date: 4/2/2021

OFFICE ORDER

In compliance to Department of Training & Technical Education, Govt. of NCT of Delhi Circular No.F.161(2)/Acad. Activities & Examination/DTTE/ 2021/216-22 dated 03.02.2021, the University will reopen w.e.f.05.02.2021 for all Academic and other activities, accordingly all the staff members (Teaching and Non Teaching Staff) is hereby directed to attend the University on Regular Basis subject to observance of Standard Operating Procedure (SOP), besides complying the instructions/guidelines issued by the Ministry of Home Affairs, Govt. of India as well as Delhi Disaster Management Authority, Govt. of NCT of Delhi from time to time.

Further, all Head of Departments are advised to ensure the following:-

1. In order to provide necessary support to the students for examination purposes and for overall academic and professional growth, a monthly plan for classes/project/assessment/ research work/practical work etc. for all the programmes of the department to be prepared in the interest of students and smooth functioning of the department.
2. Specific time table for academic activities as per capacity/occupancy limit of class rooms/labs shall be planned.
3. All teaching activities (Online/Offline) shall be conducted by the faculty from the IGDTUW Campus only.
4. HoDs will ensure that the students are called in the University with the consent of their parents.
5. Students may be guided not to share books, copies, stationery items etc.
6. No social events/extracurricular or physical outdoor activities shall be conducted.
7. Students must wear a mask in the proper way while they are in the University premises and maintain a safe physical distance.
8. No symptomatic student shall be allowed in the IGDTUW Campus.
9. Record of students coming to the University be maintained but same should not be used for mandatory attendance requirement.

Ashwani K
(PROF. ASHWANI KUMAR)
REGISTRAR

F.No.3 (176)/Admn./Office Order(Teaching)/IGDTUW/2018/ 1568-84

Date: 4/2/2021

Copy to:-

1. The Deputy Director (ACAD), DTTE, Headquarter, Delhi.
2. The PS to Vice Chancellor, IGDTUW, Delhi.
3. The PA to Registrar, IGDTUW, Delhi.
4. All the Deans, IGDTUW, Delhi - for kind information and necessary action at their end.
5. The Chief Proctor, IGDTUW, Delhi - with advice to monitor and take progress report in the matter from for the concerned HoDs and submit before the Competent Authority for necessary perusal on fortnightly basis.

Contd... Pg. 02/P. FD.

6. All HoDs, IGDTUW, Delhi - for kind information and necessary compliance & action.
7. In-Charge (Medical Centre), IGDTUW, Delhi - for kind information and necessary action at her end.
8. The Chief Hostel Warden, IGDTUW - for kind information and necessary action at her end.
9. The Additional Registrar (HR), IGDTUW, Delhi - for kind information and necessary action at his end.
10. The Additional Registrar (GA), IGDTUW, Delhi - for kind information and necessary action at her end.
11. The Librarian, IGDTUW, Delhi – for kind information and necessary action at his end.
12. In-Charge Personnel, IGDTUW, Delhi - for kind information and necessary action at his end.
13. The AFO/AAO, IGDTUW, Delhi.
14. All the Staff Members (Teaching & Non Teaching, IGDTUW)/Outsourced Contract/ Part-Time) IGDTUW, Delhi - for information and necessary compliance.
15. System Analyst, IGDTUW with the request to upload this order on the website of the University.
16. Notice Board (Admn. Block/HoDs/Section/Branch etc.), IGDTUW, Delhi.
17. Guard File.

Ashwani K
(PROF. ASHWANI KUMAR)
REGISTRAR