



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

No.F.3 (01)/Admn./ 2013/IGDTUW/Vol.II/ 1340

Dated: 27/1/21

**ORDER**

The Academic Session in the University is going on in full swing mostly in an online mode. In order to ensure regular conduct of classes and quality teaching, the Chief Proctor, IGDTUW shall inspect classes, conduct meeting with class representative (CRs) and resolve problems faced by the class, if any. The Chief Proctor, IGDTUW shall also submit fortnightly/monthly report regularly to and for perusal of Vice Chancellor, IGDTUW.

All the staff members Teaching & Non Teaching both including contractual, outsourced and part time persons shall submit their leave applications to the concerned Head of Department/ Branch Officers whenever they attend office after availing leave if they have not submitted leave application before proceeding on leave. The Head of Department/ Branch Officers shall ensure that necessary leave applications have been obtained by them from the staff working under them and forward the same to the Personal Branch, IGDTUW through higher authorities for taking further necessary action in the matter.

Whenever a regular staff member (Teaching and Non Teaching both) joins duty after availing Maternity/Paternity /Child Care Leave/ Earned Leave/Half Pay Leave etc., he/she shall submit joining report in person in office nevertheless he/she is taking classes on online basis. The concern Head of Department/Branch Officer shall ensure that the joining report has been submitted in person in office and forwarded the same to the Personnel Branch, IGDTUW through higher authorities for taking further necessary action in the matter.

This issues with the approval of the Competent Authority, IGDTUW.

*Ashwani K*

(Prof. Ashwani Kumar)  
Registrar

No.F.3 (01)/Admn./ 2013/IGDTUW/Vol.II/ 1341-1353

Dated: 27/1/21

Copy forwarded for information and necessary action to the:-

1. All the Deans (Examination Affairs/Academics affairs/Student Welfare/International Affairs/IRD & RC)), IGDTUW.
2. Chief Proctor, IGDTUW
3. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg./Management/AI & DS), IGDTUW.
4. In-Charge (Medical Centre), IGDTUW.
5. Additional Registrar (HR), IGDTUW.
6. Additional Registrar (GA), IGDTUW.
7. Chief Hostel Warden, IGDTUW.
8. Dy. Finance Officer/Assistant Finance Officer, IGDTUW.
9. In-Charge Personnel, IGDTUW.
10. System Analyst, IGDTUW with the request to upload this order on the website of the University.
11. P.S. to Vice Chancellor, IGDTUW.
12. PA to Registrar, IGDTUW.
13. Guard File.

*Ashwani K*

(Prof. Ashwani Kumar)  
Registrar