

MANUAL 2
Powers and duties of officers
 [Section 4(1)(b)(ii)]

S. No.	Designation of post.	Powers and duties
1	Vice Chancellor	<p>(1) (a) Vice Chancellor shall be <i>ex-officio</i> Chairman of the Academic Council and the Planning Board.</p> <p>(b) The Vice Chancellor shall chair the meetings of the Court, in case Chancellor is unable to do so.</p> <p>(2) The Vice Chancellor shall be entitled to be present at and address meeting of any other authority or any other body of the University but shall not be entitled to vote unless he/she is a member of such authority or body.</p> <p>(3) It shall be the duty of the Vice Chancellor to ensure compliance of directions issued by Chancellor from time to time and to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed. He shall have all the powers to ensure such observance.</p> <p>(4) The Vice Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.</p> <p>(5) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such power to such officer or officers as he may deem fit.</p> <p>(6) The Vice Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangement for the discharge of the functions of such officers during his absence.</p> <p>(7) The Vice Chancellor shall grant leave of absence to any employee of the University in accordance with the Rules and, if so decides, may delegate such power to another officer of the University.</p> <p>(8) The Vice Chancellor shall have the power to convene or cause to be convened the meeting of the</p>

12

		<p>Court, with the approval of the Chancellor, and the meeting of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.</p> <p>(9) The Vice Chancellor shall have the power to make short term appointment, with the approval of Board of Management for a period not exceeding six months of such persons as he may consider necessary for the functioning of the University, under intimation to Chancellor/ Government.</p>
2.	Pro Vice-Chancellors	<p>Every Pro Vice-Chancellor shall exercise such powers and perform such functions, as may be prescribed.</p>
3.	The Deans	<p>(1) There shall be Deans to deal with academics, research, consultancy and student welfare and with such other aspects as the Board of Management deem it necessary.</p> <p>(2) The Dean shall be the head of functional cluster assigned to him and shall be responsible for the conduct and maintenance of the standards of work in the functions assigned to him.</p> <p>(3) The Dean shall perform such other functions as may be prescribed by the Ordinances.</p> <p>(4) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or a committee of the Department/School but shall not have the right to vote there, unless he is a member thereof.</p>
4	Registrar	<p>(1) A Registrar empowered by the Board of Management shall have the power to enter into, and sign agreements and authenticate records on behalf of the University.</p> <p>(2) The Registrar shall act as the custodian of records.</p> <p>(3) A Registrar designated especially on its behalf by the Board of Management shall have the power to take disciplinary action against such employees, excluding teachers, as may be specified by the</p>

	<p>Board of Management by general or special order.</p> <p>(4) The Board of Management shall designate a Registrar to act in one or more of the following capacities, namely:-</p> <ul style="list-style-type: none">(i) Secretary to the Court(ii) Secretary to the Board of Management(iii) Secretary to the Academic Council(iv) Secretary to the Planning Board(v) Member-Secretary to the Finance Committee <p>(5) The Registrar (ex-officio) shall be Member-Secretary of the Finance Committee.</p> <p>(6) A Registrar so designated shall, in relation to the authority concerned –</p> <ul style="list-style-type: none">(a) be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to his charge;(b) issue notices and convene meetings of that authority and the committees appointed by it;(c) keep the minutes of the meetings of that authority and the committees appointed by it;(d) conduct the official proceedings and correspondence; and(e) supply to the Chancellor a copy each of the agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings. <p>(7) Any Registrar may be designated by the Vice Chancellor to represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.</p> <p>(8) The Registrar shall hold and manage the properties of the University, including trust and immovable properties, for fulfilling any of the objects of the University.</p> <p>(9) The Registrar shall ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and the</p>
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04

		<p>institutions maintained by the University.</p> <p>(10) The Registrar shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Board of Management or the Vice Chancellor.</p>
5.	Controller of Finance	<p>(1) The Controller of Finance shall work under the control of Board of Management.</p> <p>(2) The Controller of Finance shall -</p> <ul style="list-style-type: none">(a) exercise general supervision over the funds of the University and advise it as regards to its financial policies; and□ Perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances. <p>Provided that the Controller of Finance shall not incur any expenditure exceeding three lakh rupees or such other amount as may be fixed by the Board of Management, without the prior approval of the Competent Authority.</p> <p>(3) Subject to the control of the Vice Chancellor and the Board of Management, the Controller of Finance shall-</p> <ul style="list-style-type: none">(a) ensure compliance of financial rules and regulations as prescribed by the University;(b) be responsible for proper and timely investment of University funds with the approval of the Vice Chancellor;(c) be responsible for get formats of books of accounts approved by the Finance Committee;(d) be responsible for getting internal and external audit of the books of accounts of the University;(e) □ see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;(f) be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;(g) keep a constant watch on the cash and bank balances and investments;(h) watch the progress of collection of revenues and

		<p>advise in respect of methods of collection employed;</p> <p>(i) <input type="checkbox"/> bring to the notice of the Vice Chancellor any unauthorised expenditure or any other financial irregularity and suggest appropriate action against persons at fault; and</p> <p>(j) call from any office of the University, including colleges maintained by the University, any information or report that he/she may consider necessary for the performance of his functions.</p> <p><input type="checkbox"/> (6) Any receipt given by the Controller of Finance or by the person or persons duly authorised on its behalf by the Board of Management shall be a sufficient discharge for payment of funds to the University.</p>



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi - 110006

F. No (09) /IGDTUW/DAA/2017/1345

Date: 26.09.2017

Charter of Duties for HODs, IGDTUW

1. To ensure that the classes are regularly held in respective departments as per University defined course curriculum and the academic calendar.
2. To ensure that practical classes are also held regularly as per course curriculum prescribed by the University and attendance register, lab manuals and lab equipment is properly maintained by the respective teachers and lab Incharges of the departments.
3. To ensure that mid-term practical examination is also held in addition to minor-I & minor-II (theory examination).
4. To ensure that students are warned before first minor and second minor about shortage of their attendance and given opportunity to make up for their attendance as per University guidelines.
5. To ensure that departmental labs are equipped with state-of the art apparatus, equipments, hardware and software as per course curriculum
6. To ensure that the lab equipment is maintained through AMC or through regular repairs from authorized service centers.
7. To ensure that students do not indulge in any kind of indiscipline or mass bunk which may disrupt academic activity. The HODs may take corrective action or punitive action for any such indiscipline in consultation with Dean (Academic Affairs), IGDTUW.
8. To maintain record of duly signed biometric attendance of the teaching and non-teaching staff in respective departments
9. To constantly engage in ensuring quality delivery of course contents and research and project guidance in their respective department.



10. To convene and conduct meetings of Board of Studies before start of each semester and forward the minutes / agenda items for reporting/ratification/approval of the Academic Council/Finance Committee/BOM as per requirement.
11. To ensure that all the faculty members maintain proper attendance records and evaluate minor answer sheets in a timely manner.
12. To organize seminars, workshops, and short-term courses in emerging technology areas with industry participation / collaboration for widening the perspective of students and faculty members of IGDTUW and other colleges.
13. To encourage students to participate in various extracurricular activities under the clubs and societies of IGDTUW without disturbing the academic calendar.
14. To ensure availability of faculty members during office hours for carrying out teaching learning, project guidance, student interaction and research activities within the department.
15. To mobilize funds and establish specialized labs by getting research grants from various government and external agencies through research proposals and consultancy.
16. To encourage usage of Audio Visual Aids among faculty members for effective delivery of lectures.
17. To engage at least 12 hours of direct teaching per week with minimum two theory subjects along with various administrative duties.
18. To ensure that all the faculty members abide by the leaves rules and avail vacations as per University rules after obtaining necessary approval of Competent Authority.
19. To collect and compile information related to research, innovation, academic development, administrative reforms, events etc. in respect of the department for the University Annual Report.
20. To send detailed information for website updation and newsletter regarding any achievement or event related to department.
21. To contribute toward corporate life of the University by being Chairperson and member of various committees.
22. Any other work assigned by the Competent Authority of IGDTUW.

The above-mentioned duties and responsibilities for HoDs have been approved by the competent authority for adoption and implementation with immediate effect.


(Dr. S.K. Nigam)

Registrar

Copy to:

1. All HoDs
2. In-charge (Web server) for uploading on website
3. P.S. to VC

Dean (Academic Affairs)



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi - 110006

F. No (09) / IGDTUW/DAA/2017/1346

Date 26.09.2017

DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS, IGDTUW

1. The lectures to be delivered in the class should be well prepared and must be interesting/innovative, thought provoking and to the satisfaction of the students. The title of the topic to be taught, and relevant course material and references should be informed to the students.
2. To maintain the Attendance Register of the classes taken by them meticulously.
3. To prepare assignments for each course to be given to the students in each semester. Assignments given to the students must be thought provoking / imaginative and creativity enhancing.
4. To perform various administrative duties along with prescribed work load. As per UGC guidelines the faculty members would engage direct Teaching hours per week given the table below:-

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

5. Every faculty should be involved in the research work and publish the work in the journals/conference of repute.
6. To encourage students to carry out projects in the latest emerging areas.
7. Teachers should be present throughout the lab class to guide the students during their practical class without fail.
8. It is expected that teacher /staff shall follow the academic code of conduct and research ethics issued by UGC and the University from time to time.
9. To be responsible for the preparation of the good quality question papers of mid-term and end-term examinations.
10. To evaluate and show the answer sheets of the mid-term exams within 10 days of the completion of the exam and submit the copy of the marks to the HOD.

11. Faculty should submit the timely proposals for the purchase of equipments/hardware /software as required in the labs and follow them up on regular basis.
12. To ensure that the lab manuals for the allocated course shall be prepared before the commencement of the semester and revised from time to time.
13. All lab in-charge should monitor their labs and ensure upkeep and maintenance of the labs through Technical Assistant/ lab assistant/ lab attendant etc.
14. Faculty In-charge lab should ensure that the consumable and non-consumable registers are maintained for the respective labs.
15. To organize conferences/seminars/workshops FDPs/ short term educational tour/ industrial visit for students and staff.
16. Take initiative in obtaining funds for the development of the labs through various agencies such as UGC/DST/CSIR/Diety and other sponsoring agencies.
17. Maintain active membership of professional bodies and strive to update knowledge constantly by attending refresher courses, FDPs and workshops as per University rules.
18. Encourages students to participate in extension, co-curricular and extra-curricular activities.
19. To ensure their availability in the office as per the working hours of the University.
20. To display the attendance of the students before minor exams and consolidated attendance at the end of the semester.
21. To conduct mid-term practical exam as scheduled by HOD.
22. To perform extra-curricular duties assigned by the HOD, Deans, Admission Officers or University administration.
23. To follow leave rules of the University and apply for leave prior to proceeding on leave in prescribed form well in advance and avail leave after approval of Competent Authority.
24. To attend refresher course/workshop/seminar and conferences/orientation program either during summer/winter vacation and avoid during the session when the teaching is on.
25. To be retained on duty during summer/winter vacation by HOD/Deans/Admission Officers as and when needed.

The above-mentioned charter of duties has been approved by VC, IGDTUW for implementation and adoption by all faculty members of IGDTUW.

35

(Dr. S.K. Naqvi)

Registrar

Copy for information and necessary action to:-

1. All faculty members through HoD's and google group.
2. Incharge Webserver to upload on University website.
3. PS to VC

Dean (Academic Affairs)



34

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

F. No (09) / IGDTUW/DAA/2017/1347

Date 26.09.2017

Charter of Duties for Non-Teaching Staff (Technical)

The Non-teaching technical staff shall perform the following duties:

1. To ensure that lab equipments are in working conditions and computer systems are loaded with latest version of software and quarantined with antivirus software on regular basis.
2. To coordinate with sanitation staff for proper cleaning of labs, classrooms, furniture and equipments installed and placed in respective labs.
3. To coordinate with security staff for ensuring proper safety of equipment and classrooms under their charge.
4. To install LCD projectors and computers in lecture halls and labs being used by faculty members as and when needed
5. To upgrade their knowledge and skills by attending skill development programmes during winter/summer break to keep abreast with latest technology and software.
6. To assist and facilitate the teaching faculty and students in smooth conduct of lab experiment during the lab hours and maintain attendance records, lab manuals and stock registers.
7. To prepare proposals for repair and upgradation of lab equipment through authorized agencies.
8. To assists students and faculty members in car design contests, major projects and placement activities as and when needed.
9. To contribute as member of committees such as condemnation, purchase, repair, stock verification, AMC renewal, etc as and when needed.
10. Any other duties assigned by Lab Incharges, HOD, Deans, Admission officers or Registrar, IGDTUW.

The above-mentioned Charter of Duties and Responsibilities of Non-teaching Technical staff for Sr.TAs, Technical Assistants & Lab Assistants has been approved by Competent Authority, IGDTUW for immediate implementation & adoption.

(Dr. S.K. Naqvi)
Registrar

Copy to:-

1. All HoDs with a request to circulate among all Technical Non-teaching staff of respective departments.
2. Incharge webserver to upload on University website.
3. PS to VC



33

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

No. F.3(1)/Admn/2013/IGDTUW/1952

Dated: 27th Mar, 2018

ORDER

This is in continuation of Office Order No.F.3(1)/Admn/2013/IGDTUW/1832(A) dated 01.03.2018 regarding appointment of Dy. Dean (Industrial Research & Development) at IGDTUW w.e.f. 01.03.2018 for a period of three years. The responsibilities of Dy. Dean (IRD) are as under:

- (i) Execution of all administrative function including planning, budgeting, project monitoring (both technical and financial) budgetary, control, compliance with terms and conditions of agreement/contract between sponsor (s) and the University etc.
- (ii) To manage sponsored Research and Industrial Consultancy Projects as per the norms, Rules and Regulations for Research and Industrial Consultancy.
- (iii) Administration of all the contractual/deputed project personnel and inventory management of stores procured through the PI and HoD.
- (iv) Promotion of University research and consultancy, technology transfer, IPR and Software Marketing etc.
- (v) Liaison with Pis, the University and Sponsors.
- (vi) Utilization and monitoring of various development funds such as RDF and PDF as described.
- (vii) To constitute IRD Advisory Committee for Sponsored Industrial Research Consultancy in accordance with the University Rules.
- (viii) Any other activities that may be assigned from time to time.

In addition to above (i) to (viii), Dr. Ranu Gadi, Associate Professor shall also be Nodal Officer of the CURIE Grant under Department of Science & Technology (DST).

These issues with the approval of the Competent Authority.


(Prof. R.K. Singh)
Registrar

No. F.3(1)/Admn/2013/IGDTUW/1952

Dated: 27th Mar, 2018

Copy for information and necessary action to the :-

1. All Deans, IGDTUW.
2. All HoDs (MAE/ECE/CSE/IT/BAS and A&P)
3. Dr. Ranu Gadi, Dy. Dean (Industrial Research & Development), IGDTUW.
4. All Dy. Deans, IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. Incharge (Medical Centre), IGDTUW.
7. Incharge (Training & Placement Cell), IGDTUW.
8. Deputy Finance Officer, IGDTUW.
9. In charge, Web Server with the request to upload and update the information on the IGDTUW website.
10. Assistant Registrar (GA), IGDTUW.
11. Librarian, IGDTUW.
12. PS to Hon'ble Vice Chancellor, IGDTUW.
13. PA to Registrar, IGDTUW.
14. Guard File



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

No. F.3 (I)/Admn./2016/IGDTUW/

Dated: May, 2016

ORDER

The Vice Chancellor, Indira Gandhi Delhi Technical University for Women, in exercise of powers conferred upon her under Statute 7(2) of the Indira Gandhi Delhi Technical University for Women Act, 2012 is pleased to designate Dr. Seeja K.R., Associate Professor (CSE) as Dy. Dean, Students Welfare till further orders. She will be responsible for the execution of various welfare related activities pertaining to the students of IGDTUW such as educational tours, cultural fests, technical fests, Project design Competitions etc. through Student Welfare Funds.


(Achla Singh)
Registrar, IGDTUW

No. F.3 (I)/Admn./2016/IGDTUW/ 938

Dated: 18 May, 2016

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW.
2. All HoDs (MAE/ECE/CSE/IT/Architecture/H & A S).
3. Chief Hostel Warden, IGDTUW.
4. Prof. Ashwani Kumar, IGDTUW.
5. Dr. Seeja K.R., Associate Professor, IGDTUW.
6. Incharge, IGDTUW website with the request to upload this order on the website.
7. Incharge, General Admn., IGDTUW
8. Librarian, IGDTUW
9. Finance Officer, IGDTUW
10. PS to Vice Chancellor, IGDTUW.
11. Guard file.


(Achla Singh)
Registrar, IGDTUW



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

No.F3 (1)/Admn/2013/IGDTUW/ 1876

Dated: 06/03/2018

ORDER

The Competent Authority, IGDTUW is pleased to appoint the following Associate Professors as Deputy Deans with immediate effect as per details given below:-

S.No.	Name of the Officer	Name of activity assigned	Period
1.	Dr. Chhaya Ravi Kant, Associate Professor (Humanities & Applied Sciences)	Deputy Dean & Consultancy (Research)	For a period of 03 years with immediate effect.
2.	Dr. Arun Sharma, Associate Professor (IT)	Deputy Dean (Examination Affairs)	With immediate effect, till the time Dy. Controller of Examination joins.

The above responsibilities shall be in addition to her normal duties and no additional remuneration/honorarium shall be paid to them. However, the above officers shall be entitled to the perks & privileges at par with the Head of Depts., IGDTUW.

hbs
(Prof. R.K. Singh)
Registrar

Dated: 06/03/2018

No.F3 (1)/Admn/2013/IGDTUW/ 1876

Copy to the following for kind information and necessary action:-

1. All Deans, IGDTUW.
2. All HODs (MAE/ECE/CSE/IT/Basic & Applied Sciences and Architecture & Planning).
3. Officer Concerned.
4. All Dy. Deans, IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. Incharge (Medical Centre), IGDTUW.
7. Incharge (Training & Placement Cell) IGDTUW.
8. Deputy Finance Officer, IGDTUW.
9. Incharge, Web Server with the request to upload and update the information on the IGDTUW website.
10. Assistant Registrar (GA), IGDTUW.
11. Librarian, IGDTUW.
12. PS to Hon'ble Vice Chancellor, IGDTUW.
13. PA to Registrar, IGDTUW.
14. Guard file.

Komal
(Komal Kumari)
S.O. (Pers.)



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

No. F.3(1)/Admn./2015/IGDTUW/

Dated: March, 2015

ORDER

The Competent Authority, IGDTUW is pleased to appoint the following Associate Professors as Deputy Deans with immediate effect for a period of three years:-

S. No.	Name of Officer	Name of activity assigned
1.	Dr. Arun Sharma, Associate Professor(IT)	Dy. Dean (Examination Affairs)
2.	Dr. Chhaya Ravikant Associate Professor(App. Sciences)	Dy. Dean(Research & Consultancy)

The above responsibilities shall be in addition to their normal duties and no additional remuneration/honorarium shall be paid to them. However, the above officers shall be entitled the perks & privileges at par with the Head of Deptt, IGDTUW.

(S. N. Jha)
Registrar

No.F.3 (1)/Admn./2015/IGDTUW/ 558 7

Dated: 4th March, 2015

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW
2. All HoDs(MAE/ECE/CSE/IT/Applied Sciences).
3. Head, IT Service, IGDTUW with the request to upload this order on the website.
4. Officers concerned.
5. Incharge, General Admn., IGDTUW.
6. Dy. Finance Officer, IGDTUW.
7. Librarian, IGDTUW.
8. PA to Vice Chancellor, IGDTUW.
9. PA to Registrar, IGDTUW.
10. Guard file.

(S. N. Jha)
Registrar



29

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


F.3(99)/Admn/2017/IGDTUW/Part File/Vol.IV/

Dated: 15.06.2018

OFFICE ORDER

Dr. (Mrs.) Amita Dev, Pro-Vice Chancellor, IGDTUW, Delhi, shall also act as Vice Chancellor, Indira Gandhi Delhi Technical University for Women, Delhi and shall perform the functions of the Vice Chancellor, IGDTUW, Delhi until appointment of new Vice Chancellor of the University as per the provisions under section 14 of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act 09 of 2012) and as per the clause 3(B) (7) of the Indira Gandhi Delhi Technical University for Women (First) Statutes, 2012.


This issues in consultation with Directorate of Training & Technical Education (HQ), Govt. of NCT of Delhi, being the Administrative Department and comes into force w.e.f. 01.05.2018.


(Prof. R.K. Singh)
Registrar

Dated: 15.06.2018

F.3(99)/Admn/2017/IGDTUW/Part File/Vol.IV/ 441

1. Principal Secretary to the Hon'ble Lt. Governor/Chancellor, IGDTUW, Raj Niwas Delhi- 110054.
2. Secretary, Directorate of Training & Technical Education, Govt. of NCT of Delhi.
3. Director, Directorate of Training & Technical Education, Govt. of NCT of Delhi, Muni Maya Ram Marg., Pitampura, Delhi
4. Dr. (Mrs.) Amita Dev, Pro -Vice Chancellor, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi.
5. All Deans/Chief Proctor, IGDTUW
6. All Dy. Deans, IGDTUW
7. All HoDs (MAE/ECE/CSE/IT/Applied Sciences/Arch & Plg.), IGDTUW
8. Chief Hostel Warden, IGDTUW
9. Incharge Medical Centre, IGDTUW
10. Incharges (Training and Placement Cell (MAE, ICT), IGDTUW
11. Dy Finance Officer, IGDTUW
12. System Analyst, IGDTUW with a request to upload the Order on the University Website.
13. Assistant Registrar (GA), IGDTUW
14. Librarian, IGDTUW
15. PS to Pro Vice Chancellor, IGDTUW
16. PA to Registrar, IGDTUW
17. Guard File.


(Prof. R.K. Singh)
Registrar



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

F.3(99)/Admn/2017/IGDTUW/Part File/Vol.IV/

Dated: 15.06.2018

OFFICE ORDER

Dr. (Mrs.) Amita Dev, Pro-Vice Chancellor, IGDTUW, Delhi shall also act as Vice Chancellor, Indira Gandhi Delhi Technical University for Women, Delhi and shall perform the functions of the Vice Chancellor, IGDTUW, Delhi until appointment of new Vice Chancellor of the University as per the provisions under section 14 of the Indira Gandhi Delhi Technical University for Women Act, 2012 (Delhi Act 09 of 2012) and as per the clause 3(B) (7) of the Indira Gandhi Delhi Technical University for Women (First) Statutes, 2012.

This issues in consultation with Directorate of Training & Technical Education (HQ), Govt. of NCT of Delhi, being the Administrative Department and comes into force w.e.f. 01.05.2018.

(Prof. R.K. Singh)
Registrar

F.3(99)/Admn/2017/IGDTUW/Part File/Vol.IV/ 44

Dated: 15.06.2018

1. Principal Secretary to the Hon'ble Lt. Governor/Chancellor, IGDTUW, Raj Niwas Delhi- 110054.
2. Secretary, Directorate of Training & Technical Education, Govt. of NCT of Delhi.
3. Director, Directorate of Training & Technical Education, Govt. of NCT of Delhi, Munir Maya Ram Marg, Pitampura, Delhi
4. Dr. (Mrs.) Amita Dev, Pro-Vice Chancellor, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi.
5. All Deans/Chief Proctor, IGDTUW
6. All Dy. Deans, IGDTUW
7. All HoDs (MAE/ECE/CSE/IT/Applied Sciences/Arch & Pkg.), IGDTUW
8. Chief Hostel Warden, IGDTUW
9. Incharge Medical Centre, IGDTUW
10. Incharges (Training and Placement Cell (MAE, ICT), IGDTUW
11. Dy Finance Officer, IGDTUW
12. System Analyst, IGDTUW with a request to upload the Order on the University Website
13. Assistant Registrar (GA), IGDTUW
14. Librarian, IGDTUW
15. PS to Pro Vice Chancellor, IGDTUW
16. PA to Registrar, IGDTUW
17. Guard File.

(Prof. R.K. Singh)
Registrar



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

No. F. 3(1)/Admn./2013/IGDTUW/1190

Dated 03/11/2017

ORDER


The Vice Chancellor, Indira Gandhi Delhi Technical University for Women, in exercise of the powers conferred upon her under Statute 7(2) of the Indira Gandhi Delhi Technical University for Women (First Statutes 2012) is pleased to appoint Prof. R. K. Singh, Professor (Information Technology) as Dean (Planning & Development) for a period of 3 years w. e. f. 03rd November, 2017.

The Dean (Planning & Development) shall be responsible for :-

- (i) Coordinating various planning and development activities of the University
- (ii) Coordinating and conducting various statutory body meetings of the University.
- (iii) Coordinating development of the New Campus of the University and its related activities.
- (iv) Providing I.T. Services including Maintenance & Upgradation of I.T. Infrastructure of University Campus.
- (v) Development and maintenance of the existing campus in coordination with PWD
- (vi) Any other work assigned by the Competent Authority/ Vice-Chancellor, IGDTUW.

This issues with the approval of Vice Chancellor, IGDTUW

Copy to : Prof. R.K. Singh, I.T. Dept, IGDTUW.


(Dr. S. Rahim Naqvi)
Registrar

Dated 03/11/2017

No. F. 3(1)/Admn./2013/IGDTUW/1191

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW.
2. All Dy. Deans, IGDTUW.
3. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg.), IGDTUW.
4. Chief Hostel Warden, IGDTUW.
5. In-Charge (Medical centre), IGDTUW.
6. In-Charge (Training & Placement Cell), IGDTUW.
7. Dy. Finance Officer, IGDTUW.
8. In-Charge (Web Services) with a request to upload the order on the University website.
9. Assistant Registrar (GA), IGDTUW.
10. Librarian, IGDTUW.
11. PS to Vice Chancellor, IGDTUW.
12. PA to Registrar, IGDTUW.
13. Guard File.


(Dr. S. Rahim Naqvi)
Registrar



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

No. F. 3(1)/Admn./2013/IGDTUW/ 1289

Dated: 11/12/2017

ORDER

The Vice Chancellor, Indira Gandhi Delhi Technical University for Women in exercise of the powers conferred upon her under Statute 7(2) of the Indira Gandhi Delhi Technical University for Women (First Statute 2012) is pleased to appoint Prof. Devendra Kumar Taya (Professor (Computer Science & Engineering)) as Dean (Academic Affairs) for a period of 3 years w.e.f. 01st December, 2017.

The Dean (Academic Affairs) shall be responsible for:

- (i) Supervision of Academic Branch and Coordination with Examination Branch for student related matters.
- (ii) Coordination with Regulatory bodies like UGC & AICTE for release of student & GATE qualified candidates for acquiring (D.B) status and for admission of short program offered by IGDTUW, etc.
- (iii) Coordination with MHRD for NIRF ranking and A-S-E.
- (iv) Nodal officer for Accreditation of IGDTUW by NAAC/NSA.
- (v) Device mechanism to ensure quality of teaching at IGDTUW as Chairman, Ex-Officio Quality Assurance Committee (AQAC).
- (vi) Preparation of University Academic Calendar and conduct and compilation of students/faculty feedback.
- (vii) Any other work assigned by the Competent Authority/ Vice-Chancellor, IGDTUW.

This issues with the approval of Vice-Chancellor, IGDTUW.

Handwritten initials/signature

Handwritten signature

No. F. 3(1)/Admn./2013/IGDTUW/ 1289

Dated: 11/12/2017

- Copy to the following for information and necessary action:
1. Prof. Devendra Kumar Taya, Dean (Academic Affairs)
 2. All Deans, IGDTUW
 3. All Dy. Deans, IGDTUW
 4. All HoDs (MAE/ECE/CSE/IT/Applied Science-Arch & Pkg), IGDTUW
 5. Chief Hostel Warden, IGDTUW
 6. In-Charge (Medical centre), IGDTUW
 7. In-Charge (Training & Placement Cell), IGDTUW
 8. Dy. Finance Officer, IGDTUW
 9. In-Charge (Web Services) with a request to upload the order on the university website
 10. Assistant Registrar (GA), IGDTUW
 11. Librarian, IGDTUW
 12. PS to Vice Chancellor, IGDTUW
 13. PA to Registrar, IGDTUW
 14. Guard File



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

No. F. 3(1)/Admn./2013/IGDTUW/ 12-36

Dated 15.11.2017

ORDER

The Vice-Chancellor, Indira Gandhi Delhi Technical University for Women, in exercise of the powers conferred upon her under Statue 7(2) of the Indira Gandhi Delhi Technical University for Women (First Statues 2012) is pleased to appoint Prof. S. R. N. Reddy, Professor (Computer Science & Engineering) as Dean (Examination Affairs) for a period of three years with immediate effect.

This issues with the approval of Vice Chancellor, IGDTUW.

R.K.S.
[Prof. R. K. Singh]
Registrar

Dated 15.11.2017

No. F. 3(1)/Admn./2013/IGDTUW/ 12-36

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW.
2. Chief Proctor, IGDTUW.
3. Prof. S. R. N. Reddy, Professor (CSE), IGDTUW.
4. All Dy. Deans, IGDTUW.
5. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg.), IGDTUW.
6. Chief Hostel Warden, IGDTUW.
7. In-Charge (Medical centre), IGDTUW.
8. In-Charge (Training & Placement Cell), IGDTUW.
9. Dy. Finance Officer, IGDTUW.
- ✓ 10. In-Charge (Web Services) with a request to upload the order on the University website.
11. In-Charge (Personnel), IGDTUW.
12. Assistant Registrar (GA), IGDTUW.
13. Librarian, IGDTUW.
14. PS to Vice Chancellor, IGDTUW.
15. In-charge (Store), IGDTUW.
16. PA to Registrar, IGDTUW.
17. Guard File.

R.K.S.
[Prof. R. K. Singh]
Registrar

24



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

No.F3 (1)/Admn/2013/IGDTUW/ 1832(A)

Dated: 01/03/2018

ORDER

The Competent Authority, IGDTUW is pleased to appoint Dr. Ranu Gadi, Associate Professor, Applied Sciences & Humanities, IGDTUW as Dy. Dean (Industrial Research & Development) at IGDTUW w.e.f. 01/03/2018 for a period of three years.

The above responsibilities shall be in addition to her normal duties and no additional remuneration/honorarium shall be paid to her. However, the above officer shall be entitled to the perks & privileges at par with the Head of Deptt., IGDTUW.

(Handwritten signature)
(Prof. R.K. Singh)
Registrar

No.F3 (1)/Admn/2013/IGDTUW/1832(A)

Dated: 1/3/18

Copy to the following for kind information and necessary action:-

1. All Deans, IGDTUW.
2. All HODs (MAE/ECE/CSE/IT/Basic & Applied Sciences and Architecture & Planning).
3. Dr. Ranu Gadi, Associate Professor, Applied Sciences & Humanities, IGDTUW.
4. All Dy. Deans, IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. Incharge (Medical Centre), IGDTUW.
7. Incharge (Training & Placement Cell) IGDTUW.
8. Deputy Finance Officer, IGDTUW.
9. Incharge, Web Server with the request to upload and update the information on the IGDTUW website.
10. Assistant Registrar (GA), IGDTUW.
11. Librarian, IGDTUW.
12. PS to Hon'ble Vice Chancellor, IGDTUW.
13. PA to Registrar, IGDTUW.
14. Guard file.

the duties and responsibilities of Dy Dean (IRD) be defined.

(Handwritten signature)
27/3

PL update - see status

225
27/3/18

23



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

No.F3 (1)/Admn/2013/IGDTU/ 1876

Date: 26/03/2018

ORDER

The Competent Authority, IGDTUW is pleased to appoint the following Associate Professors as Deputy Deans with immediate effect as per details given below:

S.No.	Name of the Officer	Name of activity assigned	Period
1.	Dr. Chhaya Ravi Kant, Associate Professor (Humanities & Applied Sciences)	Deputy (Research Consultancy)	Dean For a period of 03 & years with immediate effect
2.	Dr. Arun Sharma, Associate Professor (IT)	Deputy (Examination Affairs)	Dean With immediate effect, till the time Dy. Controller of Examination signs

The above responsibilities shall be in addition to her normal duties and no additional remuneration/honorarium shall be paid to them. However, the above officers shall be entitled to the perks & privileges at par with the Head of Deptt., IGDTUW.

(Prof. R.K. Singh)
Registrar

Date: 26/03/2018

No F3 (1)/Admn/2013/IGDTU/ 1876

Copy to the following for kind information and necessary action:

- All Deans, IGDTUW.
- All HODs (MAE/ECE/CSE/IT/Basic & Applied Sciences and Architecture & Planning)
- Officer Concerned.
- All Dy. Deans, IGDTUW.
- Chief Hostel Warden, IGDTUW.
- Incharge (Medical Centre), IGDTUW.
- Incharge (Training & Placement Cell), IGDTUW.
- Deputy Finance Officer, IGDTUW.
- Incharge, Web Server with the request to upload and update the information on the IGDTUW website.
- Assistant Registrar (GAL), IGDTUW.
- Librarian, IGDTUW.
- PS to Hon'ble Vice Chancellor, IGDTUW.
- PA to Registrar, IGDTUW.
- Guard file.

(Komal Kumari)
S.O. (Pers.)



22


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

No. F.3 (1)/Admn./2016/IGDTUW/

Dated: May, 2016

ORDER

The Vice Chancellor, Indira Gandhi Delhi Technical University for Women, in exercise of powers conferred upon her under Statute 7(2) of the Indira Gandhi Delhi Technical University for Women Act, 2012 is pleased to designate Dr. Seeja K.R., Associate Professor (CSE) as Dy. Dean, Students Welfare till further orders. She will be responsible for the execution of various welfare related activities pertaining to the students of IGDTUW such as educational tours, cultural fests, technical fests, Project design Competitions etc. through Student Welfare Funds.



(Achla Singh)
Registrar, IGDTUW

No. F.3 (1)/Admn./2016/IGDTUW/ 938

Dated: 18 May, 2016

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW.
2. All HoDs (MAE/ECE/CSE/IT/Architecture/H & A S).
3. Chief Hostel Warden, IGDTUW.
4. Prof. Ashwani Kumar, IGDTUW.
5. Dr. Seeja K.R., Associate Professor, IGDTUW.
6. Incharge, IGDTUW website with the request to upload this order on the website.
7. Incharge, General Admn., IGDTUW
8. Librarian, IGDTUW
9. Finance Officer, IGDTUW
10. PS to Vice Chancellor, IGDTUW.
11. Guard file.


(Achla Singh)
Registrar, IGDTUW



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

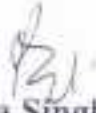
Kashmere Gate, Delhi-110006

No. F.3 (1)/Admn./2016/IGDTUW/

Dated: May, 20

ORDER

The Vice Chancellor, Indira Gandhi Delhi Technical University for Women, in exercise powers conferred upon her under Statute 7(2) of the Indira Gandhi Delhi Technical University for Women Act, 2012 is pleased to designate Dr. Seeja K.R., Associate Professor (CSE) as Dy. Dea Students Welfare till further orders. She will be responsible for the execution of various welfare related activities pertaining to the students of IGDTUW such as educational tours, cultural festivals, technical fests, Project design Competitions etc. through Student Welfare Funds.



(Achla Singh)
Registrar, IGDTUW

No. F.3 (1)/Admn./2016/IGDTUW/ 938

Dated: 18 May, 20

Copy to the following for information and necessary action:-

1. All Deans, IGDTUW.
- ✓ 2. All HoDs (MAE/ECE/CSE/IT/Architecture/H & A S).
3. Chief Hostel Warden, IGDTUW.
4. Prof. Ashwani Kumar, IGDTUW.
5. Dr. Seeja K.R., Associate Professor, IGDTUW.
6. Incharge, IGDTUW website with the request to upload this order on the website.
7. Incharge, General Admn., IGDTUW
8. Librarian, IGDTUW
9. Finance Officer, IGDTUW
10. PS to Vice Chancellor, IGDTUW.
11. Guard file.


(Achla Singh)
Registrar, IGDTU