



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

Dean (Academic Affairs)