



Indira Gandhi Delhi Technical University For Women  
ACADEMIC BRANCH

No. F. IGDTUW/Acad./48/2017

19<sup>th</sup> December 2017

NOTICE

In continuation of earlier Notice dated 12<sup>th</sup> December 2017, the Hon'ble Vice – Chancellor of the University is pleased to increase the students dealing timings.

This is again for information to all concerned student(s) of the Indira Gandhi Delhi Technical University for Women.

Enclosed please find Common Performa(s) for the convenience of the University students, as follows:-

**NOTE:** (1). PART 'A' for Common Performa - for issuance of Character Certificate, Bonafide, Migration, Drop Out Certificates ONLY

PART 'B' for Common Performa - for issuance of Provisional Degree, Transcript, Rank Certificate, Marksheet(s) ONLY

The student must fill up the Common Performa for issuance of above certificate(s). The certificate(s) would be issued within five days from the submission in the Academic Branch by the student(s) or her authorized representative (with ID proof).

(2). The revised students dealing timing by the Academic Branch will be kept, as follows:-

**(Monday to Friday) = 12:00 noon to 1:00 pm & 3:00 pm to 4:30 pm** on all working days. The students may apply on University Common Performa, which is available on the University website (Student Notice Board).

(3). For further queries/information, please contact with the following numbers:

(a). **Academic Branch**

Room No: 117, Ground Floor, Admn. Block, IGDTUW.  
011-23900188

(b). **Consultant (Dy. Registrar)**

Room No. 204, First Floor, Admn. Block, IGDTUW.  
011-23900202

(c). In case of any difficulty in issuance of certificate or any other grievance related to it, the students may approach

**Prof. Devendra Kumar Tayal**

Dean (AA) & Chairman (AQAC)

deanacademics@igdtuw.ac.in

Room No. E-101, Deptt. of CSE, IGDTUW, Kashmere Gate, Delhi

86/DR/Acad/IGDTUW  
18/12/2017

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18.12.17