



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

Ref. No. 06(16)2015-IGDTUW-Exam

Dated: 18.11.2019

CIRCULAR

It has been observed that, many faculties, who are taking classes in 2nd, 3rd, 4th and 5th year batches of the respective departments (CSE, IT, MAE, ECE, Applied Science and Arch & plg) have not registered themselves on examination portal till now. The 2nd minor/ Mid-Term examination has already been completed. Still many faculties of the department have not uploaded the minor1 marks on Examination portal till date. It will be a serious issue for the purpose of evaluation and result declaration. This matter has already been brought to your notice by earlier circular dated 15.10.2019.

By not registering the current semester subject papers on the portal, the result declaration of students will be delayed. Therefore it is requested that all HOD's of the concerned departments to direct their teaching faculties to register themselves on examination portal so that the results can be declared on time as per academic calendar.

Note that:-----This is only for those faculties, who is taking classes for the batches admitted up to 2018.

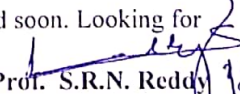
The portal for Faculty registration (Including Visiting Faculty) has been opened from **05th Aug 2019 onwards**. After Subject Registration faculty will be able to download List of students from their respective accounts.

It is requested that all HoDs and Concerned faculty for timely complete the registration process for smooth conduction of forthcoming examination latest by **21.11.2019 5:00 P.M.** Please treat date as **HARD DEAD LINE** otherwise examination division won't be able to publish the result on time and strict action will be imposed on the faculty, who has not adhered the deadline as per norms of the university.

The complete schedule is as follows:--

Action	Start Date	New Revised End Date
Faculty Paper Registration for the batches admitted up to 2018	05-08-2019	21-11-2019
View Faculty Homepage	05-08-2019	31-12-2019
Faculty Profile Edit	05-08-2019	31-12-2019
Faculty View Registered Papers	05-08-2019	31-12-2019
New Faculty Registration	05-08-2019	21-11-2019
Enter Minor1 marks by Faculty	05-08-2019	25-11-2019
Enter Minor2 Marks by Faculty	11-11-2019	25-11-2019
Enter Faculty Assessment by Faculty	11-11-2019	25-11-2019

Regarding schedule faculty registration for the batches admitted in 2019 session will be intimated soon. Looking for your kind co-operation.


Prof. S.R.N. Reddy 18/11/19
Dean (Examination Affairs)

Copy forwarded to the following for further necessary action at their end please:

1. HOD (CSE, IT, MAE, ECE, Applied sciences, Mgmt and Arch & plg).
2. System Analyst with request to upload on the university website.
3. PS to Hon'ble Vice – Chancellor
4. PS to Registrar
5. Guard File