



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
(ESTABLISHED BY GOVT. OF DELHI VIDE ACT 09 OF 2012)  
KASHMERE GATE, DELHI-110006.**



F.No.Regr.Office/IGDTUW/2022/2534

Date: 06.02.2022

**OFFICE ORDER**

In pursuance of Order No.F.60/DDMA/COVID-19/2021/Vol.II/518 dated 04.02.2022 of Delhi Disaster Management Authority, Govt. of NCT of Delhi and read with DTTE (H.Q) Order F.No.75(36) /2015-16/ADPL/Plg./Misc.-File dated 05.02.2022, the University will be functional in physical mode with 100% staff strength from 07.02.2022. Accordingly, all Teaching and Non-Teaching staff of IGDTUW is required to attend the University in physical mode w.e.f. 07.02.2022.

All the Classes/Practical's/Research Work etc. will be performed by the faculty from the University. All Dean(s)/HoDs/Branch In-Charges shall ensure the 100% availability of the staff for smooth conduct of the official responsibilities.

All the HoDs(CSE/IT/ECE/MAE/DAP/Management/AI&DS/ASH) shall call the students in such numbers and manner, taking into account the available space/infrastructure/facilities of their departments, so as to ensure that COVID Appropriate Behavior (viz. wearing of a mask, maintaining social distancing, regular hand washing and of sanitizer etc.) is complied with at all times in the Campus. The blended/hybrid mode of the teaching-learning process (Online and Offline) should be followed till further order.

Therefore, all the HoDs will have to reframe the Time Table and inform the students and their parents accordingly. Besides they also prepared a complete Departmental Plan for the conduct of blended/hybrid mode classes (theory & practical) from the University itself within two days and submit the same to Dean (Academic Affairs) and to the Undersigned for further appraisal to the Competent Authority.

Further, all HoDs/Branch In-Charges are also directed to send the photocopies of the attendance register and leave application (if any) on the 1st week of every month to Personnel Branch.

In order to ensure safety in the workplace, all the faculty/Staff Members are advised to follow SOPs/Guidelines/ Advisories issued by Government from time to time.

This issues with the approval of Competent Authority.

**(PROF. R. K. SINGH)  
REGISTRAR**

**Copy forwarded to the following for kind information, necessary action and compliance please:-**

1. The Pro-Vice Chancellor, IGDTUW.
2. The PS to Hon'ble Vice-Chancellor, IGDTUW.
3. The PA to Registrar, IGDTUW.
4. All the Deans (AA/EA/SWF/IRD & RC), IGDTUW.

**contd. page 2/-**

**Contd. from pre-page:-**

5. All the Head of Departments (CSE/IT/ECE/MAE/DAP/Management/AI&DS/ASH), IGDTUW.
6. The Chief Proctor, IGDTUW.
7. The Chief Hostel Warden, IGDTUW.
8. All Branch Heads, IGDTUW.
9. The Additional Registrar (General Administration), IGDTUW.
10. The Additional Registrar (HR), IGDTUW.
11. All the staff members, IGDTUW.
12. Guard File



(Prof. R.K. Singh)  
Registrar