

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
ACADEMIC BRANCH

F.No. IGDTUW/Acad./Notices(65)/2018/158

1st June 2018

NOTICE

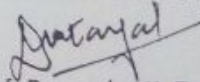
All concerned JRF/SRF of the University, who are engaged in Teaching-cum-Research Fellow at the Indira Gandhi Delhi Technical University for Women, are hereby apprised to submit their Three Months Fellowship Claim Form / Bills alongwith all necessary enclosures, excess leave certificate by 10th of every completion of three months, through their respective HoD(s) to the Dean (Academic Affairs) for processing further. The quarterly cycle will start from 1st August 2018.

The Hon'ble Pro Vice-Chancellor has desired on 31st May 2018 that the Teaching-cum-Research Fellow of the University are also required to maintain the following records.

- (i) To mark their attendance on Bio-metric system regularly
- (ii) Topic of the teaching for each day
- (iii) No. of student(s) attended their classes with signature
- (iv) Weekly Teaching performance/progress report

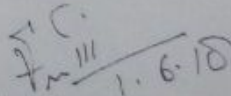
These necessary requirement may also be enclosed alongwith their Three Months Fellowship Claim Forms/Bills within stipulated period on or before up to 10th of the following month.

This issues with the approval of the Competent Authority, Indira Gandhi Delhi Technical University for Women.


(Prof. Devender K. Tayal)
Dean (Academic Affairs)

Copy for information and necessary action to:-

1. Dean (Academic Affairs), IGDTUW
2. All HoD(s) (CSE, IT, ECE, MAE, ASH, B.Arch.), IGDTUW
3. Dy. Dean (Students Welfare), IGDTUW
4. Dy. Dean (R & C), IGDTUW
5. DFO, (Accounts Branch), IGDTUW
6. PS to Hon'ble Vice-Chancellor, IGDTUW
7. Consultant (PA) to Registrar, IGDTUW
8. AR (GA), IGDTUW with the request to allow TRF for marking their attendance by Bio-metric system.
- ✓ 9. Incharge (Web Server) with the request to upload the Notice dated 1.06.2018 on the University website (Students Notice Board) for the information of all concerned.
10. All Notice Boards, IGDTUW
11. All concerned JRF/SRF/TRF through their respective HoD(s).
12. Guard file


(Virendir Singh)
Consultant (DR)

487/12/17
04/06/2018