



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
KASHMERE GATE, DELHI-110006.

F.No.IGDTUW/Reg.Off./Misc./2021-22/2250

Date: 05.01.2022

**OFFICE ORDER**

In compliance with the Delhi Disaster Management Authority, Govt., of NCT of Delhi Order No.F.60/DDMA/Covid-19/2021/504 dated: 04.01.2022 declaring the permitted/prohibited/ restricted activities and movement in NCT of Delhi have been imposed.

In view of the above order, the following is implemented with immediate effect till further orders: -

1. The University shall be closed for all activities in Physical Mode.
2. All the teaching-learning processes (i.e. classes (theory/practical) and other allied/mandatory academic work/activities of the students) will be conducted through online mode.
3. All the Examination/Admission activities will be conducted as per schedule.
4. All the staff will work from home except for those involved in essential services such as General/Personnel Administration, Accounts Branch, Estate Office, IT Services, Diary/Dispatch, etc. shall be restricted to 50% of the actual strength and the remaining 50% shall work from home.
5. All the Teaching and Non-Teaching staff are advised not to leave the station without prior permission, approval, and sanction of appropriate leave.
6. Those officers/staff who are not attending office and working from home shall be available on telephone/mobile phone and other electronic means of communication at all times.
7. In case of any urgent requirement for the administrative/academic work, the respective Head/In-charge may advise the concerned faculty/staff to attend the office/responsibility physically wherein the presence of the faculty/staff is essential. The said faculty/staff shall attend the University without fail.
8. All the staff is advised to maintain COVID-appropriate behavior as suggested by DDMA, MHA, and MoHFW from time to time.

**STAY SAFE – STAY HEALTHY**

This issues with the approval of Competent Authority.

*hastmal*  
[PROF. R. K. SINGH]  
REGISTRAR

Copy forward to the following for information and necessary compliance: -

- 1) Pro-Vice Chancellor, IGDTUW
- 2) Deans (Academic Affairs/Examination Affairs/Student Welfare/International Affairs/R&C/IRD)
- 3) HoD (IT/CSE/ECE/MAE/DAP/Management)
- 4) Chief Proctor/Chief Hostel Warden/Librarian/Training & Placement Officer(s)
- 5) Additional Registrar (GA/HR)/Dy. Controller of Examinations/Asstt Registrar (Examinations)/ Assistant Registrar (Academics)/ System Analyst
- 6) Assistant Finance Officer/AAO
- 7) Incharge (Personnel)
- 8) Incharge (Web Services) to place the order on the University Website
- 9) PS to Hon'ble Vice-Chancellor
- 10) PA to Registrar
- 11) Guard File

*hastmal*  
[PROF. R. K. SINGH]  
REGISTRAR