



**Indira Gandhi Delhi Technical University for Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006

F.No.Reg.Off./63/IGDTUW/Misc. Correspondence/2023-24/ 1131

Dated: - 19/09/2024

**CIRCULAR**

**Sub: Maintaining of Punctuality in office timing**

As we all are aware that new Academic Session has started w.e.f. 5<sup>th</sup> August 2024. For smooth conduct of the academics and functioning of the University it is highly desirable that all Faculty Members/Staff members of the University shall remain punctual.

It has been observed that some Faculty/Staff Members are not adhering to the office timings. The Hon'ble Vice Chancellor has taken serious note on the matter and has directed that the attendance of the faculty and staff will be strictly monitored through Bio-Metric Attendance.

In view of this, all Deans/HoDs/Branch Heads are requested to ensure that all faculty and staff members maintain University timing and mark bio-metric Attendance for both in time and out time without fail.

Further, the Faculty and Staff members are advised to submit leave application (CL/RH/HPL/OD/SCL etc.) well before proceeding on leave (in case of planned leave) or immediately after availing leave (in case of unplanned leave). In case of short leave, due permission from the HoDs/Branch Head be obtained before proceeding on leave.

All the Deans/ HoDs/Branch Heads will ensure that all the faculty/staff members under their jurisdiction shall mark their attendance in Bio-Metric System invariably and also conduct regular monitoring of attendance by making surprise inspections.

The working hours of the University shall be **from 09:00 A.M. to 05:30 P.M.** System Analyst, IGDTUW is directed to submit weekly attendance report of Faculty and Staff members (Department wise/Branch wise) directly to Dy. Registrar (Personnel), IGDTUW.

This issues with the approval of the Competent Authority, IGDTUW.

*Prof. R.K. Singh*  
(Prof. R.K. Singh)  
Registrar, IGDTUW

F.No.Reg.Off./63/IGDTUW/Misc. Correspondence/2023-24/ 1131

Dated: - 19/09/2024

Copy forwarded for information and necessary action to the:

1. PS to VC, IGDTUW
2. PA to Registrar, IGDTUW
3. All Deans (Academic Affairs, Examination Division, IRD and R&C, International Affairs), IGDTUW
4. All HoDs (IT/CSE/ECE/MAE/ASH/AI&DS/A&P/Management), IGDTUW
5. Director (Planning), IGDTUW
6. Chief Hostel Warden, IGDTUW
7. DFO/AFO, IGDTUW
8. Deputy Registrar, (Admn.), IGDTUW
9. Training & Placement Officers (MAE and ICT), IGDTUW.
10. Librarian, IGDTUW.
11. Store In-Charge, IGDTUW
12. Assistant Registrar (GA/Personnel), IGDTUW
13. System Analyst, IGDTUW with a request to upload the circular on the University website