



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

Ref. No. 06(16)2015-IGDTUW-Exam/638

Dated: 26.02.2020

CIRCULAR

Subject: -----Regarding Faculty Registration and entering marks schedule for current semester(who are taking classes for students of batches admitted up to 2018).

Faculty registration for Subject as well as New Faculty Registration for Visiting Faculty will be opened from 2nd, March 2020.

After Subject Registration faculty will be able to download List of students from their respective accounts.

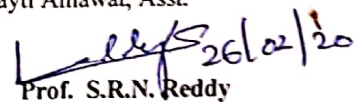
It is requested to all Concerned faculty to finish the registration process on Examination Portal for smooth conduction of forthcoming examination latest by 11th, March,2020 5:00 P.M. HoDs of concerned Department is requested to inform their visiting faculties to also adhere the same deadline. As per Academic Calendar the End term Theory examination is scheduled from 27th, April, 2020.

By not registering the current semester subject papers on the portal, the result declaration of students will be delayed and strict action will be imposed on the faculty, who has not adhered the deadline as per norms of the university. 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.

The complete schedule is as follows:--

Action	Start Date	End Date
Faculty Paper Registration for the batches admitted up to 2018	02-03-2020	11-03-2020
View Faculty Homepage	26-02-2020	31-05-2020
Faculty Profile Edit	26-02-2020	31-05-2020
Faculty View Registered Papers	02-03-2020	30-04-2020
New Faculty Registration	02-03-2020	11-03-2020
Enter Minor1 marks by Faculty	02-03-2020	23.03.2020
Enter Minor2 Marks by Faculty	03-04-2020	24-04-2020 (Including Minor-3)
Enter Faculty Assessment by Faculty	22-04-2020	24-04-2020
PLEASE SUBMIT COMPLETE SIGNED HARDCOPY OF AWARD SHEET DULY SIGNED BY DEPARTMENT HOD TO EXAMINATION DIVISION LATEST BY 28.04.2020(HARD DEADLINE)		

For any technical help, please feel free to contact Mr. Sagar Goel , System Analyst or Ms. Khayti Ahlawat, Asst. Professor, CSE .Looking for your kind co-operation.


Prof. S.R.N. Reddy
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