



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A State University established by the Govt. of NCT of Delhi"

Sec. 16-C, Dwarka, New Delhi



F.No.1(1)(26)/2022/Estt./ 1053

Dated: 06/05/2025

## CIRCULAR

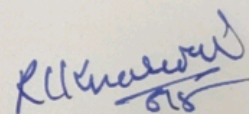
**Subject : Instruction on photograph used for various University's form(s).**

It has been observed that in some cases photograph used by Faculty / Employees on various form(s) is not in accordance with the prescribed specification & in proper manner. It has been found that the photo clicked on their Family Function, Picnic, Public Venues & during Leisure Period and in some cases old Photographs are being used which does not match with the age of family members.

Hence, all the Faculty / Employees of the University are hereby advised to use only recent Photograph (not older than six months) with white background & face looking at the camera. The photograph should also be of specified size and on glossy / photo paper only.

All Deans/ Directors / Branch Heads are also advised to ensure above guidelines, before forwarding the form(s) of the Faculty / Employees.

This issues with the approval of the Competent Authority.

  
(R. C. Kesarwani)  
Deputy Registrar (Estt.-T)

F.No.1(1)(26)/2022/Estt./

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### **Copy forwarded to the following for information and necessary action :-**

1. All Deans/Directors, GGSIP University – *"with a request to circulate this circular in their respective department."*
2. Controller of Finance, GGSIP University
3. Controller of Examinations, GGSIP University
4. OSD to the Hon'ble VC, GGSIP University
5. Librarian, In-Charge, UIRC, GGSIP University
6. Deputy Registrar (Non-Teaching), GGSIP University.
7. All Deputy Registrars/Branch Heads & PRO.
8. Assistant Registrar to VC, GGSIP University.
9. Assistant Registrar to Registrar, GGSIP University
10. Project In-Charge, UITs Cell – for uploading the same on the University Website
11. Guard File

  
(Hirdesh Gorh)  
Assistant Registrar (Estt.-T)