



University School of Information, Communication & Technology
Guru Gobind Singh Indraprastha University
Sector -16 C, Dwarka, New Delhi-110078

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OFFICE ORDER

It has been observed that full time Ph.D. Research Scholars of USIC&T are not marking the attendance regularly and some of the scholars are marking incoming and outgoing attendance at one point of time. Further as per norms, the incoming and outgoing attendance is to be marked at their arrival and departure respective.

In this connection, all full time Ph.D. Research Scholars are hereby directed strictly to mark the attendance at 9.00 A.M. in morning and after 5.30 P.M. in the office of Dean, USIC&T Room No.-EFC-206. Further, in case a scholar is required to visit outside the University related to research work etc, the said information in writing duly forwarded by the respective supervisor about visiting outside the University may also be given to the office of Dean, USIC&T.

Arvinder Kaur

(Prof. Arvinder Kaur)
Dean, USICT

Copy to:

1. All supervisors of USIC&T through e-mail.
2. Head UITS with the request to upload the same on the notice/circular of School.
3. All Full Time Research Scholars of USIC&T through e-mail.
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