



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



F.No.3(III)52/Admin/Est-III/ Prof of Practice/IGDTUW/2023/127

Date: 5/5/2025

Sub: Offer of engagement as Professor of Practice (full time) on Contractual Basis

On the recommendation of the Selection Committee and subsequently approval of Board of Management, IGDTUW, Delhi in its 26th Meeting held on 09.04.2025 vide agenda item 26.08, the Competent Authority, Indira Gandhi Delhi Technical University for Women, Delhi is pleased to offer engagement as Professor of Practice to **Dr. Vijay Kumar Arora** in the Department of Management, IGDTUW.

The terms and conditions of engagement are as follows:-

- 1. Period of engagement:** The engagement of Professor of Practice (Full Time) on contractual basis shall initially be for a period of one year from the date of joining. However, it may be extended further subject to the satisfactory performance as Professor of Practice based on feedback by the students and Head of the Department. The total period of engagement shall not exceed 3 years and extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.
- 2. Remuneration:** The monthly consolidated remuneration will be Rs 2,10,000/- as per terms mutually agreed during the selection process in view of UGC Guidelines. He shall not be entitled to any allowance & facilities, for example House Rent Allowance, reimbursement of charges of Residential Telephone / Mobile, Transport Facility, Residential Accommodation etc.
- 3. Nature of Duties:** The assignment of workload shall be as per UGC/University guidelines. In addition to academic duties of Professor of Practice for which engagement is made, he can be assigned any other duties / task / job by the Hon'ble Vice Chancellor.
- 4. Service Conditions:** The Terms & Conditions of engagement shall be governed by the Act / Statutes / Ordinances of the University, Conduct Rules and UGC Guidelines in force from time to time.
- 5. Nature of Engagement:** His engagement as Professor of Practice is of Temporary nature and the engagement can be discontinued / cancelled by the University with one month's notice from either side without assigning any reason. He shall not make any claim for regularization of service on the basis of his tenure as Professor of Practice.
- 6. Leave entitlement:** He shall be eligible for 30 days of leave in a year including Casual Leave, Special Casual Leave etc. on the basis of one year service rendered. As such, he shall not draw remuneration in case of his absence beyond 30 days in a year (calculated on pro-rata basis). No leave encashment or carry forward will be permissible on the termination of services or renewal of the term, if renewed. The leave entitlement is privilege given, it is not the matter of right. 9015

Contd page 2

7. He will not be permitted to take up any other assignment during the period of engagement as Professor of Practice.
8. He shall be required to be present in the Department / University throughout the working hours of the University and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
9. If he is a retired employee from Government service /PSU / DRDO etc he is required to submit Vigilance Clearance Report issued at the time of retirement or if he is working in any department/organisation/project, he should submit relieving order at the time of joining.

If the above terms and conditions are acceptable, you should communicate in writing your acceptance within **07 days from the date of issue of this offer letter** in-person/by post/ or through e-mail at dradmin@igdtuw.ac.in and report for joining duty to the Deputy Registrar (HR) along with all necessary documents within 15 days from the date of issue of this offer of engagement letter, failing which it will be presumed that you are not interested to join the University and this offer of appointment shall stand withdrawn and cancelled without any further notice.



(Dr. Prashant Kumar)
Registrar, IGDTUW

Dr. V K Arora
E-10, Sector 72, Noida,
Gautam Buddha Nagar
201301

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Copy forwarded for information and necessary action to:-

- (a) Deputy Finance Officer / Assistant Finance Officer, IGDTUW
- (b) P.S to Hon'ble Vice Chancellor, IGDTUW
- (c) P.A to Registrar, IGDTUW
- (d) HoD, Management
- (e) Guard File



(Sh. Amit Sindhu)
Deputy Registrar,
IGDTUW