



**NOTIFICATION**

All Chairpersons/Incharges are requested to get the topics of assignments/self study and seminar allotted or to be allotted by their respective teachers to the students. The students may be asked to submit the scanned copy of handwritten document of allotted topic and the concerned teachers will provide their comments for the improvements in these documents. The following Teachers are appointed as central level Coordinators for these tasks:-

<b>Sr.No</b>	<b>Name</b>	<b>Responsibility as Coordinator</b>
1	Dr. Meera Bamba, Department of Commerce	Assignment
2	Dr. Bharti, Department of Management	Self Study
3	Dr. Pooja Vyas, Department of Management	Seminar

The chairpersons are requested to appoint departmental coordinator for these tasks and share the information including Roll No, Name of the student, topic assigned and mentor/teacher allotted to the students and also share the same to central level coordinators. The central level coordinators will upload the same information very systematically on the website of the university. The central level coordinators are also requested to send the action taken report in this regard on the email id [vc@igu.ac.in](mailto:vc@igu.ac.in)

Please ensure the compliance of this notification in letter and spirit.

**-Sd-**

**Dy.Registrar (Academic)**

Endst No/Acad/ 2020/760-791

Dated: 26/03/2020

**Copy of the above is forwarded to the following for information and further necessary action.**

1. Dean Academic Affairs, Indira Gandhi University, Meerpur
2. All Chairpersons of University Teaching Departments, Indira Gandhi University, Meerpur
3. Dr. Meera Bamba, Dr. Bharti and Dr. Pooja Vyas are requested to reach out all the departmental coordinators through the Chairpersons of UTDs
4. OSD to VC, for kind information of the Vice Chancellor
5. PA to Registrar, for kind information of the Registrar
6. Incharge, website with a request to upload the notice on University Website

**-Sd-**

**Dy. Registrar (Academic)**