Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 27.03.26

Name of the applicant (in full with capital letters) : Dr. Mandira Gupta. Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Principal Nature of appointment: Regular

Period of Leave applied for : From 30.03.26

: To —

: Total Days 01

Nature of Leave applied for :

Casual	☐	Maternity Leave	☐
SCL	☑	Earned Leave	☐
Duty Leave	☐	Medical Leave	☐
RH	☐	EOL/LWP	☐
		Vacation (Summer/Winter)	☐

Ground/purpose on which the leave is applied: To attend the National Conference at KIRAS

Total No. of days already availed (in case of SCL/DL): —

Permission for station leave required (yes/No): —

Contact during leave:
Postal address : —

E-Mail: —

Telephone/Mob. 9953308574

Signature of Employee

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

Paytm

Payment Successful

₹300

To: Anil Mehrotra

UPI ID: 8448244700@ibl

Paid in 2.9 Seconds

From: Anuradha Daheriya

ICICI Bank - 6087

16 Mar, 02:39 PM | Ref. No: 202035117217

Paytm | Powered by UPI | YES BANK

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3227
27/3/26

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 23-03-2026

Name of the applicant (in full with capital letters) : Ms. ANURADHA DAHERIYA Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Assistant Professor Nature of appointment: Regular

Period of Leave applied for : From 30-03-2026

: To 30-03-2026

: Total Days 01

Nature of Leave applied for :

Casual	☐	Maternity Leave	☐
SCL	☑	Earned Leave	☐
Duty Leave	☐	Medical Leave	☐
RH	☐	EOL/LWP	☐
		Vacation (Summer/Winter)	☐

Ground/purpose on which the leave is applied: To attend the National Conference at KIRAS (GGSIPU), New Delhi

Total No. of days already availed (in case of SCL/DL): –

Permission for station leave required (yes/No): ✓

Contact during leave:
Postal address : 3227, Sector-D Pocket-3, Vasant Kunj, New Delhi Pin – 110070

E-Mail: anuddaheriya2021@gmail.com

Telephone/Mob. 9871322865

Anuradha Daheriya
Signature of Employee

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. -------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

Paytm

Payment Successful

₹300

To: Anil Mehrotra

UPI ID: 8448244700@ibl

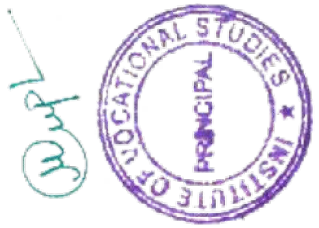
Paid in 3 Seconds

From: Anuradha Daheriya

ICICI Bank - XX87

16 Mar, 02:36 PM | Ref. No: 607547529770

Paytm | Powered by UPI | AXIS BANK



3426
23/3/26

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 23/3/26

Name of the applicant
(in full with capital letters) : NAHID RAEES Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Astt. Professor Nature of appointment: Regular

Period of Leave applied for : From 24/3/26
: To 24/3/26
: Total Days 1 Days

Nature of Leave applied for

Casual	☐	Maternity Leave	☐
SCL	☑	Earned Leave	☐
Duty Leave	☐	Medical Leave	☐
RH	☐	EOL/LWP	☐
		Vacation (Summer/Winter)	☐

Ground/purpose on which the leave is applied: to attend colloquium at DIET R.K PURAM

Total No. of days already availed (in case of SCL/DL): —

Permission for station leave required (yes/No): —

Contact during leave:
Postal address : —

E-Mail: —

Telephone/Mob. 9810640544

23.03.26.

Signature of Employee

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES PRINCIPAL

Invitation to attend one day Colloquium on 24th March 2026

Summarize

---------- Forwarded message ---------

From: <coescert@gmail.com>

Date: Fri, Mar 20, 2026 at 12:00 PM

Subject: Request to depute concerned faculty for confidential work at evaluation center

To: <dietdaryaganj@yahoo.com>

-

With Regards

Dr. Mukesh Yadav
Controller of Exams,
SCERT, Delhi

Ghumenhera Diet<dietghumenhera@yahoo.com>
+41 others
Dear Sir/ Madam ,
DIET Ghumenhera is organizing a one-day **Research Colloquium** on the themes:
"Artificial Intelligence in School and Teacher Education: Navigating Opportunities, Challenges, and the Path Forward"
&
"Action Research"
on **24th March 2026** at **DIET R.K. Puram** from **09:00 a.m. to 5:00 p.m.**
You are kindly requested to **please attend the same with 2-3 faculty from your institution** as per the attached schedule.
Your valuable presence and will greatly enrich the deliberations.
We look forward to your kind acceptance

PRINCIPAL
DIET GHUMANHERA
DELHI 110073
Email: - dietghumenhera@yahoo.com
Website - https://dgmh.delhi.gov.in/



5720
5/2/26

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 5/3/2026.

Name of the applicant
(in full with capital letters) : DR. M. ZAINUL ABEDIN SHAMSI Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : ASSISTANT PROFESSOR Nature of appointment: CONTRACTUAL

Period of Leave applied for
: From 16/3/2026.
: To 20/3/2026.
: Total Days 5 DAYS.

Nature of Leave applied for :

Casual ⇨ ☐		Maternity Leave ⇨ ☐	
SCL ⇨ ☑		Earned Leave ⇨ ☐	
Duty Leave ⇨ ☐		Medical Leave ⇨ ☐	
RH ⇨ ☐		EOL/LWP ⇨ ☐	
		Vacation (Summer/Winter) ⇨ ☐	

Ground/purpose on which the leave is applied: FDP

I HAVE REGISTERED FOR THIS FDP & THEREFORE REQUEST YOU TO ALLOW ME TO ATTEND THE SAME.

Total No. of days already availed (in case of SCL/DL): -

Permission for station leave required (yes/No): -

Contact during leave:
Postal address : A-233 NFC NDELHI-25

E-Mail: zain.705@gmail.com.

Telephone/Mob. 9810565694

His name has been nominated. Kindly Consider.

05.03.26

Forwarded / recommended.

Signature of Employee

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

Invitation for Nomination – 06 Days Residential Training Programme on Integration of IKS into Curriculum.

Summarize

From: University School Education <useoffice@ipu.ac.in>
Sent: Monday, March 2, 2026 2:38 PM

Subject: Invitation for Nomination – 06 Days Residential Training Programme on Integration of IKS into Curriculum.

Dear Principal/Director,

Please find attached the letter regarding the 06 Days Residential Basic Training Programme on "Integration of IKS into Curriculum" scheduled from 15–20 March 2026 at MMTTC, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.
You are requested to kindly nominate two faculty members from your institution for the said programme and to Register on the UGC MMTTP Portal at the earliest by 04.03.2026 as registration is on a first-come, first-served basis.
The steps for registration are given on the Brochure attached.

With regards,

Dean,
University School of Education
Guru Gobind Singh Indraprastha University
New Delhi



MALAVIYA MISSION SCHEME
TEACHER'S
TRAINING PROGRAMME

विश्वविद्यालय अनुदान आयोग
University Grants Commission
Quality higher education for all

विकसित भारत
अभियान
1947 2047

Shri Lal Bahadur Shastri National Sanskrit University

(Central University), B-4, Qutub Institutional Area, New Delhi- 110016

Malaviya Mission Teacher Training Centre

UGC, Ministry of Education, Government of India

A++ NAAC

UGC in collaboration with IKS Division, MOE, GoI

06 Days Residential Basic Training Programme

Integration of IKS into Curriculum

Free Registration

From 15th to 20th March 2026

Physical Mode

Venue: University Seminar Hall, SLBSNSU, B-4 Qutub Institutional Area, N. Delhi

About Us

Shri Lal Bahadur Shastri National Sanskrit University, New Delhi is a premier institution of Higher Education established in1962 for learning of traditional disciplines and was conferred a status of Central University by Act of Parliament in the year 2020. It offers various programmes at UG, PG & doctorate levels in traditional disciplines. The University has been accredited **A++ by NAAC** and placed under **category-I university by UGC**.

Malaviya Mission Teacher Training Centre (MMTTC) of SLBSNU under **UGC, Ministry of Education, Govt. of India** *(formerly Teaching Learning Centre (TLC) under Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching (PMMMNMTT) scheme)* was inaugurated by **Hon'ble Chairman of UGC Prof. M. Jagdesh Kumar**. The vision of this centre is to develop skills & competencies in the higher education faculty members for better teaching, learning and research in line with NEP 2020. This Centre as TLC has successfully organized **64 programmes**, conducted **03 Annual Refresher Programme In Teaching** (ARPIT) courses through SWAYAM in Sanskrit discipline and has published **02 handbooks** for teaching Sanskrit. Our MMTTC since its inception in September 2023 has successfully organized **55 programmes** viz. **09** One Week Faculty Development Programme (08 in online and 01 in offline mode), **03** One Month Mandatory Faculty Induction Programme (online mode), **08** Two Weeks Refresher Course (online mode) and **35** Eight Days NEP Orientation & Sensitization programmes till now.

Backdrop

We all know that Indian Knowledge System (IKS) encompasses the treasure of knowledge in various disciplines that emerged systematically from the ancient times in India over generations. The rich heritage of ancient and eternal Indian Knowledge & thought is the guiding source of NEP-2020. The policy aims for a complete metamorphosis in the Higher Education with respect to its structure, content & pedagogies and recommend the integration of IKS into curriculum at all levels and in all disciplines. In order to make this integration effective, it becomes pertinent for the teachers of all disciplines to know and understand this knowledge. In this backdrop, 06 days residential Basic Training Programme has been organized to provide insight about IKS and build competencies for integrating it into the curriculum.

Objectives

The objectives of this programme are:

- to familiarize about the various fundamentals of IKS
- to create interest & a positive attitude towards IKS.
- to give insight into the pedagogical strategies for IKS.
- to build competencies for integration of IKS into Curriculum

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

/get Group

ulty Member & Research Scholars of all disciplines from universities, colleges, and Higher Educational stitutions (HEIs).

Registration

There will be **no registration fee** for this programme. The intake capacity of this programme is **100 (75 regular faculty members & 25 Research Scholars)** and registration will be accepted on **first come & first serve basis.** The interested participants can register by following Step by Step Procedure below:

Step 1: Create your profile on MMTTP portal: https://mmc.ugc.ac.in/registration/Index If already registered, go to step 2.
Step 2: Login on the website: https://mmc.ugc.ac.in/Login/Index
Step 3: On the left-hand side click on **Apply for Other Programmes**.
Step 4: Apply for ***"Indian Knowledge Systems (IKS)"***, Programme Name & Center Name **"Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi (Delhi)"** from the Drop-down menu. **Enter** *Year of Joining, Total Teaching Experience, Nature of Appointment, Pay-Level, Fixed Salary* & ***Upload NOC***
Click on **'Submit**, wait for confirmation.

Last Date for Registration 4th March 2026 (Wednesday)

Please bring original NOC duly signed & stamped by the Head of the Department/Institute and submit positively during the programme

- **Lunch & Tea will be provided during the programme.**
- **No TA/DA** will be given to participants.
- **Accommodation will be arranged on prior intimation, on first-come first-serve basis.**



Prof. Murlimanohar Pathak
Vice Chancellor



Prof. Pawan Kumar Sharma
Registrar



Prof. Amita Pandey Bhardwaj
Director-MMTTC

Coordinator
Dr. Prem Singh Sikarwar

Co-coordinator
Dr. Vichari Lal Meena

Facilitators
Sh. Surender Nagar, Dr. Gyan Chand Sharma, Smt. Sushma Demla, Sh. Akshat Dabral, Sh. Sachin Kumar

Organizer

Malaviya Mission Teacher Training Centre (MMTTC)

University Grants Commission, Ministry of Education, Government of India

Shri Lal Bahadur Shastri National Sanskrit University

(Central University), NAAC A++ Accredited B-4, Qutub Institutional Area, New Delhi- 110016

For further queries-

Contact Nos. 9891777666, 9697041877, 8383915422, 8287380767

E-mail: mmttc@slbsrsv.ac.in **Website: www.slbsrsv.ac.in**

PRINCIPAL

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 17/10/2025

Name of the applicant (in full with capital letters) : DR. PARUL MAHESHWARI Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : ASSOCIATE PROFESSOR Nature of appointment: Contractual

Period of Leave applied for : From 14/10/25
: To 14/10/25
: Total Days 01 Day

Nature of Leave applied for :

Casual	☐	Maternity Leave	☐
SCL	☑	Earned Leave	☐
Duty Leave	☐	Medical Leave	☐
RH	☐	EOL/LWP	☐
		Vacation (Summer/Winter)	☐

Ground/purpose on which the leave is applied: Attended one day Faculty Development Programme organized by GGSIPU

Total No. of days already availed (in case of SCL/DL): —

Permission for station leave required (yes/No): —

Contact during leave:
Postal address : KH NO. 266, Flat No. 03, Chhattarpur N/D- 110074

E-Mail: awadh.m80224@gmail.com

Telephone/Mob. 9968948073

Parul
Signature of Employee 17.10.25

Mup 17.10.25.
Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. --------

Mup

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

University School of Education
Guru Gobind Singh Indraprastha University,Delhi
(A State University established by the Government of NCT of Delhi)
Dwarka Sector 16C, New Delhi-110078

Date:08.10.2025

Subject: Invitation for One Day Faculty Development Programme to be conducted by University School of education, Guru Gobind Singh Indraprastha University in Collaboration with CIET, NCERT on October 14, 2025.

Dear Colleague

Greeting!

I am happy to extend a formal invitation to you for **One day faculty Development Programme on "ICT and Emerging Technologies for Teachers, Teacher Educators and Pupil Teachers"** to be conducted by University School of Education, Guru Gobind Singh Indraprastha University in collaboration with CIET, NCERT.

The programme aims to equip the participants with the knowledge and skills in using ICT and emerging technologies to enhance teaching and learning. It focuses on innovation digital tools and pedagogical strategies for effective technology integration in education.

The details of the FDP are as follows:

- **Date:** October 14, 2025
- **Venue:** Seminar Hall, E-Block, GGSIP University
- **Time:** 09:30 AM to 05:00 PM

We request your presence along with one nominated faculty member from your Institution to grace this Faculty Development Programme. Please note that participation certificates will be issued only to those who register through the QR code provided in this invitation.

I look forward to your esteemed presence, which will undoubtedly contribute to the success of this Faculty Development Programme.

With Regards

Saroj Sharma

Prof. Saroj Sharma
Dean, USE

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

AB 3685 24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20-11-25

Name of the applicant (in full with capital letters) : Ms. Priyanka Gupta Deptt.: B.Ed. / D.El.Ed. / BCA/Admn. ✓

Designation : Assistant Professor Nature of appointment: Regular

Period of Leave applied for : From 21.11.25 ✓
: To and 4.12.25 ✓
: Total Days 2

Nature of Leave applied for :

Casual ⇨ ☐		Maternity Leave ⇨ ☐	
SCL ⇨ ☑	✓	Earned Leave ⇨ ☐	
Duty Leave ⇨ ☒	✓	Medical Leave ⇨ ☐	
RH ⇨ ☐		EOL/LWP ⇨ ☐	
		Vacation (Summer/Winter) ⇨ ☐	

Ground/purpose on which the leave is applied: External Examination duty

Total No. of days already availed (in case of SCL/DL): _____

Permission for station leave required (yes/No): _____

Contact during leave:
Postal address : _____

E-Mail: priyankaivsexaminations@gmail.com

Telephone/Mob. 9211655767.

Signature of Employee

24.11.25

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

IPU

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

Dated: 19/11/25

To,

Ms. Priyanka Gupta
Assistant Prof.
IVS, SHEIKH SARAI
M-9718 228663
priyankaivsexamination@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
21.11.2025 (FRIDAY) Time: 09:00 AM Onwards	BED 255 & BED 257 Internship Part-II	Director/ Principal KALKA INSTITUTE FOR RESEARCH & ADVANCED STUDIES

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

(V.S. Kataria)
In-charge (Conduct)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

Dated: 19/11/25

To, Ms. PRIYANKA GUPTA
Asst. Prof. IVS
M-9718228663
Email:- priyankaivsexamination@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
04.12.2025 (THURSDAY) Time: 09:00 AM Onwards	BED 253 Internship Part-I	Director/ Principal KALKA INSTITUTE FOR RESEARCH & ADVACED STUDIES

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

(Y.S. Kataria)
In-charge (Conduct)

AB
3695
24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 17-11-2025

Name of the applicant (in full with capital letters) : Ms. ANURADHA DAHERIYA Deptt.: B.Ed. / D.El.Ed. / BCA/Admn. ✓

Designation : Assistant Professor Nature of appointment: Regular

Period of Leave applied for : From 03-12-2025

: To 03-12-2025

: Total Days 01

Nature of Leave applied for :

Casual ⇨ ☐		Maternity Leave ⇨ ☐	
SCL ⇨ ☑		Earned Leave ⇨ ☐	
Duty Leave ⇨ ☐		Medical Leave ⇨ ☐	
RH ⇨ ☐		EOL/LWP ⇨ ☐	
		Vacation (Summer/Winter) ⇨ ☐	

Ground/purpose on which the leave is applied: External Practical Exam Duty at SCERT, New Delhi

Total No. of days already availed (in case of SCL/DL): –

Permission for station leave required (yes/No): ✓

Contact during leave:
Postal address : 3227, Sector-D Pocket-3, Vasant Kunj, New Delhi - Pin-110070

E-Mail: anudaheriya2021@gmail.com

Telephone/Mob. 9871322865

24.11.25
Forwarded / recommended.

Anu Dahiya
Signature of Employee
17-11-2025

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector, 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

File No.: GGSIPU/EXAM-/BEd./Conduct/2025/129 *Date 11.11.2025*

To,

Ms. Anuradha Daheriya
Asst. Professor
Institute of Vocatonal Studies,FC-31, Awadh Bhawan, Sheikh Sarai-2, Press Enclave Road, N.Delhi-110017
9871322865
anudaheriya@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
03.12.2025(Wednesday) **Time: 09:00 AM Onwards**	**BED-251Internship Part-I**	**Director/ Principal State Council of Education Research And Training**

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

(Y.S. Kataria)
In-charge (Conduct)

Kindly Inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

AB
3685
24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20-11-2025

Name of the applicant (in full with capital letters) : Ms. ANURADHA DAHERIYA Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Assistant Professor Nature of appointment: Regular

Period of Leave applied for : From 02-12-2025

: To 02-12-2025

: Total Days 01

Nature of Leave applied for :

Casual	☐	Maternity Leave	☐
SCL	☑	Earned Leave	☐
Duty Leave	☐	Medical Leave	☐
RH	☐	EOL/LWP	☐
		Vacation (Summer/Winter)	☐

Ground/purpose on which the leave is applied: External Examination duty at LLDIMS, New Delhi

Total No. of days already availed (in case of SCL/DL): —

Permission for station leave required (yes/No): ✓

Contact during leave:
Postal address : 3227, Sector-D Pocket-3, Vasant Kunj, New Delhi

E-Mail: anudaheriya2021@gmail.com

Telephone/Mob. 9871322865

Adm Dty
Signature of Employee
20-11-2025

24.11.25.
Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

File No.: GGSIPU/EXAM-/BX/MC./Conduct/2025/163

Date 11.11.2025

To,

Ms. Anuradha Daheriya
Asst. Professor
Institute of Vocatonal Studies,FC-31, Awadh Bhawan,
Sheikh Sarai-2, Press Enclave Road, N.Delhi-110017
9871322865
anudaheriya@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
02.12.2025 (Tuesday) **Time: 09:00 AM Onwards**	**BED255 & BED 257Internship Part-II**	**Director/ Principal** **Lingaya's lalita Devi Institute of Management & Sciences**

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

(Y. S. Kataria)
In-charge (Conduct)

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

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3685
24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20.11.2025

Name of the applicant (in full with capital letters) : Aradhana Jha Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Asst. Prof. Nature of appointment: Regular.

Period of Leave applied for : From 26.11.2025 &
: To 4.12.2025
: Total Days 02

Nature of Leave applied for : Casual ⇨ ☐ Maternity Leave ⇨ ☐
SCL ⇨ ☒ Earned Leave ⇨ ☐
Duty Leave ⇨ ☐ Medical Leave ⇨ ☐
RH ⇨ ☐ EOL/LWP ⇨ ☐
Vacation (Summer/Winter) ⇨ ☐

Ground/purpose on which the leave is applied: External examiner duty.

Total No. of days already availed (in case of SCL/DL): -

Permission for station leave required (yes/No): -

Contact during leave:
Postal address : Patel Garden extension, Dwarka

E-Mail: aradhana.jas@gmail.com

Telephone/Mob. 8375921689

24.11.25

Signature of Employee

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

IPU

Ph. (off.):011-25302252

(Prof. Gulshan Kumar)
Controller of Examinations

Dated: 18/11/25

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

To, Aradhana
~~Aradhana~~ Jha (Assistant Prof.)
IVS
8375921689

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
26/11/2025 Time: 09:00 AM Onwards	B.Ed. 255, BEd 257	Director/ Principal BLMCE

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

(V.S. Kataria)
In-charge (Conduct)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

IIPU

Ph. (off.):011-25302252

(Prof. Gulshan Kumar)
Controller of Examinations

Dated: 19/11/2025

Ref.No.: GGSIPU/EXAM/CDE/Dec-Jan-2025-26/

To,

MS. ARADHANA JHA, Assistant Prof.
IVS
9375921689

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
04/12/2025 Time: 09:00 AM Onwards	OED 253 INT PRCT I	Director/ Principal FIMT CAMPUS

You are requested to kindly spare your valuable time for conduct of Practical/ viva-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards.

Yours sincer

(Prof. Gulshan Kum
Controller of Examina

Kindly inform on 011-25302259
E-mail: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

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24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20 NOV, 2025

Name of the applicant
(in full with capital letters) : Dr. Almas Parveen Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Assist. Prof. Nature of appointment: Regular

Period of Leave applied for : From 24 NOV, 2025
: To 24 NOV, 2025
: Total Days 01

Nature of Leave applied for : Casual ⇨ ☑ Maternity Leave ⇨ ☐
SCL ⇨ ☑ Earned Leave ⇨ ☐
Duty Leave ⇨ ☑ Medical Leave ⇨ ☐
RH ⇨ ☐ EOL/LWP ⇨ ☐
Vacation (Summer/Winter) ⇨ ☐

Ground/purpose on which the leave is applied: For taking External Viva at "Sant Hari Das college"

Total No. of days already availed (in case of SCL/DL): –

Permission for station leave required (yes/No): –

Contact during leave:
Postal address : –

E-Mail: almas.parveen001@gmail.com

Telephone/Mob. 8383049423

Almas Parveen
Signature of Employee

24.11.25
Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. -------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

Ph. (off.):011-25302252

(Prof. Gulshan Kumar)
Controller of Examinations

Date 11.11.2025

File No. GGSIPU/EXAM /BED/Conduct/2025/134

To,

Dr. Almas Parveen
Assistant Professor
Institute of Vocational Studies
8383049423
almasparveen001@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Ven
24.11.2025 (Monday) Time: 09:00 AM Onwards	BED255 & BED 257Internship Part-II	Director/ Principal Sant Hari Dass College

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per ve above. The names of the candidates appearing for the test will be provided by the Principal/Director of mentioned above. In case any of your close relation is appearing in the examination or you are not able to for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of proforma for filling up the remuneration bill is available with the Institute which may kindly be fille submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

(Pro
Control

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

AB
3685
24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20/11/2025

Name of the applicant (in full with capital letters) : Dr. PARUL MAHESHWARI Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Associate Professor Nature of appointment: Contractual

Period of Leave applied for : From 26/11/2025 and
: To 03/12/2025
: Total Days 02 Days

Nature of Leave applied for : Casual ⇨ ☒ Maternity Leave ⇨ ☐
SCL ⇨ ☑ Earned Leave ⇨ ☐
Duty Leave ⇨ ☐ Medical Leave ⇨ ☐
RH ⇨ ☐ EOL/LWP ⇨ ☐
Vacation (Summer/Winter) ⇨ ☐

Ground/purpose on which the leave is applied: Appointed as Expert for Practical examination / Viva Voce

Total No. of days already availed (in case of SCL/DL): _____

Permission for station leave required (yes/No): _____

Contact during leave:
Postal address : _____

E-Mail: awadh.480224@gmail.com

Telephone/Mob. 9968948073

20/11/25
Signature of Employee

24.11.25
Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

File No.: GGSIPU/EXAM-/BEd./Conduct/2025/203 *Date 11.11.2025*

To,

Dr. Parul Maheshwari
Associate Professor
Institute of Vocatonal Studies,FC-31, Awadh Bhawan, Sheikh Sarai-2, Press Enclave Road, N.Delhi-110017
9968948073
awadh.480224@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
26.112025 Time: 09:00 AM Onwards	BED255 & BED 257Internship Part-II	Director/ Principal Fairfield Institute of Management & Technology

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards.

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

(V.S. Kataria)
In-charge (Conduct)

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector, 16C, Dwarka, New Delhi - 110078

Ph. (off.):011-25302252

(Prof. Gulshan Kumar)
Controller of Examinations

File No: GGSIPU/EXAM/BEd/Conduct/2025/99 Date 11.11.2025

To,

Dr. Parul Maheshwari
Associate Professor
Institute of Vocational Studies,FC-31, Awadh Bhawan, Sheikh Sarai-2, Press Enclave Road,
N.Delhi-110017
9968948073
awadh.480224@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
03.12.2025(Wednesday) **Time: 09:00 AM Onwards**	BED-251Internship Part-I	Director/ Principal Bhavan's Leela wati Munshi College of Education (LMCE)

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

(Y. S. Kataria)
In-charge (Conduct)

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

AB
3685
24/11/25

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 19/11/25

Name of the applicant
(in full with capital letters) : Dr. Nazia Hassan Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Asstt. Professor Nature of appointment: Regular

Period of Leave applied for : From 28.11.2025
: To 28.11.2025
: Total Days 1 Day

Nature of Leave applied for : Casual ⇨ ☐ Maternity Leave ⇨ ☐
SCL ⇨ ☑ Earned Leave ⇨ ☐
Duty Leave ⇨ ☒ Medical Leave ⇨ ☐
RH ⇨ ☐ EOL/LWP ⇨ ☐
Vacation (Summer/Winter) ⇨ ☐

Ground/purpose on which the leave is applied: External Exam Duty

Total No. of days already availed (in case of SCL/DL): Yes

Permission for station leave required (yes/No): _____

Contact during leave:
Postal address : B49, Johri Farm Noor Nagar Ext.

E-Mail: hasan.nazia69@gmail.com

Telephone/Mob. 9178716845

24.11.25
Forwarded / recommended.

Signature of Employee

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ----

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

IPU

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

Dated: 17/11/25

To,

Dr. Nazia (Assistant Prof.)
IVS
8178766845

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
28/11/2025 ✓ **Time: 09:00 AM Onwards**	B.Ed-255, BEd.257	**Director/ Principal** BLMCE

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

(V.S. Kataria)
In-charge (Conduct)

AS 36 to Tinwari

Awadh Centre of Education

(an academic unit of Awadh Public Charitable Trust)
Awadh Bhawan, FC-31, Sheikh Sarai Phase – II,
Institutional Area, Press Enclave Road,
New Delhi - 110017

LEAVE APPLICATION

DATE 20.11.25

Name of the applicant (in full with capital letters): Dr. Mandira Gupta. Deptt.: B.Ed. / D.El.Ed. / BCA/Admn.

Designation : Principal Nature of appointment: Regular

Period of Leave applied for : From 21, 26 & 28 Nov.

: To —

: Total Days 03

Nature of Leave applied for : Casual ⇨ ☐ Maternity Leave ⇨ ☐

SCL ⇨ ☑ Earned Leave ⇨ ☐

Duty Leave ⇨ ☐ Medical Leave ⇨ ☐

RH ⇨ ☐ EOL/LWP ⇨ ☐

Vacation (Summer/Winter) ⇨ ☐

Ground/purpose on which the leave is applied: Appointment as Expert for Practical Exam.

Total No. of days already availed (in case of SCL/DL): —

Permission for station leave required (yes/No): —

Contact during leave:
Postal address : —

E-Mail: —

Telephone/Mob. 9953308574.

Signature of Employee

Forwarded / recommended.

Sanction Authority

Note: Supporting documents (in case of SCL/Duty leave/Medical Leave/ Maternity Leave) duly approved/verified must be attached

Entered in the Leave Record Register – page No. ---------

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

File No.: GGSIPU/EXAM /REd./Conduct/2025/93 *Date 11.11.2025*

To,

Dr. Mandira Gupta
Principal
Institute of Vocatonal Studies
9953308574
mandira.gpt@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
24 ~~25~~.11.2025 (Friday) Time: 09:00 AM Onwards	BED255 & BED 257Internship Part-II	Director/ Principal Bhavan's Leela wati Munshi College of Education (LMCE)

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

(Y S. Kataria)
In-charge (Conduct)

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

Dated: 17/11/25

To, Dr Mandira Gupta
Principal, IVS
9953308574 / mandira.gp10@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
27-11-2025 Time: 09:00 AM Onwards	BED 255 & 257 Internship Part-II	Director/ Principal SCERT

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

(Y.S. Kataria)
In-charge (Conduct)

INSTITUTE OF VOCATIONAL STUDIES
PRINCIPAL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector. 16C, Dwarka, New Delhi – 110078

IPU

(Prof. Gulshan Kumar)
Controller of Examinations

Ph. (off.):011-25302252

Ref.No.: GGSIPU/EXAM/COE/Dec-Jan-2025-26/

Dated: 17/11/2025

To, Dr. Mandira Chopra
Principal IVS
9953308574 / mandira.gnt@gmail.com

Subject: Appointment as Expert for Practical Examination / Viva-Voce.

Dear,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as Examiner for the Practical Examination/ Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
26.11.2025 Time: 09:00 AM Onwards	BED 255 & 257 Internship Part-II	Director/ Principal SCERT

You are requested to kindly spare your valuable time for conduct of Practical/ via-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangement be made.

The payment of Honorarium /Remuneration/Conveyance etc will be made as per norms of the University. A proforma for filling up the remuneration bill is available with the Institute which may kindly be filled up and may be submitted to the Principal/ Director to process your payment.

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely

(Prof. Gulshan Kumar)
Controller of Examination

Kindly inform on 011-25302259
E-mal: examconduct@ipu.ac.in

INSTITUTE OF VOCATIONAL STUDIES ★ PRINCIPAL

(V.S. Kataria)
In-charge (Conduct)