

Dated:.....

**Deen Dayal Upadhyaya College**  
**(University of Delhi)**  
**Performa for Assigning Classes to Guest Teacher**

**Name of Teacher** :.....**Department**.....  
**Appointment Letter No** :..... **Dated**.....

Course & Semester being taught	Name of the Paper	No of periods per week with weekdays in Time Table			Start Date	End Date
		Theory	Practical	Tutorial		
		No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____		
		No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____		
		No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____	No. of period(s) _____ Days & Period No _____		

Attach a copy of Time Table duly signed by TIC, Convenor Time Table & Principal

Signature of Convenor, Time Table Committee

Signature of Teacher Incharge/  
Coordinator, Humanities

**Approval by Principal**

Copy to: Administrative Officer  
Senior P.A.

Note: Start-date should not be prior to date of submission of this proforma and Appointment Letter.