

Academic (UG) Section
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
ShahbadDaulatpur, Bawana Road, Delhi-110042

F. NO.105 (270)/DTU/Acad-UG/2015-16/4936-50

Date: 1/11/17

NOTICE

SUB: Guideline for preparation of list of detainees (Shortage of attendance<75%) of B.Tech Students.

With reference to notification dated 04/09/2015, 09/10/2015 and Section 23 and 27 of B.Tech. Ordinance 2015, and guidelines for monitoring of attendance of the B.Tech students as given in Annexure 'E' to the Ordinance, following schedule will be followed regarding the detention of the student who are short of attendance and not eligible to appear in the B.Tech. End Term Examination odd semester Nov. 2017. All subject teacher/course co-ordinator(s) are advised to prepare list of students, having shortage of attendance subject wise and follow following schedule:-

Step	Activity	Report in Format No. of B.Tech Ordinance	Date & Time
First	Communication from Chairman, BOS/HoD on 02.11.17 to course coordinator requesting to submit the list of students having short attendance in specified format by 06.11.2017 (5PM) (Monday)	ATT. 1/7	02/11/2017 Thursday
Second	Consolidation of the tentative lists of such students by HoD for shortage of attendance and display on student notice board and copy to Academic (UG) Section by 06.11.2017 by mail to aracademicdtu.ac.in	ATT.2/7	06/11/2017 Monday
Third	Communication from Academic (UG) Section to parent/guardian of student having shortage of attendance.	ATT.3/7	10/11/2017 Friday
Forth	Preparation of final list of detained students by course coordinator(s) and intimation to the HoDs for display on student notice board and recommendation to this effect to Academic (UG) Section.	ATT.5/7	10/11/2017 Friday
Fifth	Final Notice from Chairman, BOS/HODs of students having detained from appearing in the End Sem Exam due to shortage of attendance and display on students Notice Board on 10/11/2017 and final copy of detainees to Academic (UG) Section, Controller of Examinations and Supdt. of Exams, B.Tech.	ATT.6/7	10/11/2017 Friday

All subject teachers/ course coordinator(s) are advised to prepare list of students, having shortage of attendance subject wise and communicate to respective HODs in case of 3rd, 5th, and 7th semester B. Tech. students and to Academic (UG) section in case of 1stsem students latest by 06/11/2017 (Monday) as End-sem exams are scheduled w.e.f. 15/11/2017 (Wednesday). A format for reporting & display of shortage of attendance is enclosed herewith for your reference.

All faculty members need to specify the details of their course in the format enclosed even if number of students having short of attendance is NIL.

All HODs are requested to compile detainee lists of all subjects and display list of detainees on Deptt. Notice boards on 06/11/2017 & 10/11/2017 (final display) and send a copy to Academic (UG) section.

Copies of all previous notification are available on;- www.dtu.ac.in/web/Academics/notice.phd

For first year courses, the respective course coordinators after consolidating the attendance shortage records of all the groups (A-1/B-1-A15-B-15) in a particular course will submit the list of students whose attendance is less than 75% to the respective HODs in the format enclosed. Academic (UG) section will consolidate the details of medical leave of 1st year students and send to respective course coordinators, on or before Nov 6, 2017.

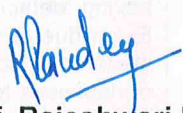
The HODs are requested to provide logistical support for the consolidation. As the students have been asked to submit the medical certificate to the HOD of the concern course/department, the HODs are requested to consider the medical certificates and allow a relaxation upto 10% on medical/other bonafide duties. The list of students detained in a particular course shall be displayed on the notice board and communicated to AR Academic (UG) for further necessary action.


(Prof. Madhusudan Singh)
Dean Academic (UG)

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1. Copy for information and further necessary action:-
2. PS to the VC for kind information to the Hon'ble Vice-Chancellor.
3. PA to PVC-I & II, for information to the Pro Vice Chancellor, DTU.
4. The Registrar, DTU
5. All Deans
6. All Course Coordinators- Through respective HoDs
7. All HODs: - With the request to intimate schedule of shortage of attendance to faculty members and students and to get the notice displayed on the Department Notice Board.
8. Chief Warden: with the request to arrange for display of notice on Hostels notice boards.
9. Controller of Examinations
10. Librarian
11. Director, Physical Education.
12. Programmer Academic (UG):-With the request to upload the same at the University Website.
13. DR. (Accounts), DTU.
14. All dealing assistants Academic (UG):- with the directions to prepare relevant data.
15. Notice Boards (Academic Branch)
16. Guard File.


(Prof. Rajeshwari Pandey)
Associate Dean Academic (UG)