

Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
Shahbad Daulatpur, Bawana Road, Delhi-110042
Tel : +91-11-27296337, Fax : +91-11-2787 1023

F.No.101/17/DTU/Acad./2006/AMC/5444-52

Dated: 4/9/15.

Notification

Sub: Procedure for maintenance of leave and attendance record of B.Tech. students

Attention of all HoD's is invited towards Section 23 and 27 of B.Tech. Ordinance (1A) of 2015 and relevant Annexure-E regarding-guidelines for attendance record and preparation of list of student not eligible to appear in the end term examination-along with relevant proforma, wherein criteria and procedure for maintenance of leave records of students has been mentioned. Therefore, all HoD's are requested to receive leave applications of the students, keep record and process the cases at **their end only**. There is no need to forward the application to Acad-UG Section.

Attention of all HoD is further invited towards mal-practices undertaken by the students by submitting leave application with or without supporting documents, at very fag-end of the semester and just before beginning of exercise of Attendance Monitoring, to avoid detention due to shortage of attendance.

In most of such cases leave application is not supported by medical certificate etc. The leave applications must be submitted by the student within 7 days of joining of the classes after availing leave.

The following will be the procedure for submitting leave applications:

1. A student is required to inform concerned HoD in advance about his/her illness or other exigencies in writing, or immediately after joining the classes.
2. Application in prescribed format by the student along with original medical certificates and fitness certificate duly signed and stamped by attending physician or any other supporting document should be submitted to concerned HoD on the day of joining the classes.

Any application reaching HoD after 7 days of joining will not be accepted by HoD and will not be considered for the purpose of grant of leave.

It will be responsibility of the students to comply with above provision and the student himself/herself will be responsible for detention and for delay on part of the students for submission of leave application


(Prof. Madhusudan Singh)
Dean (Acad-UG)

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Copy for information and further necessary action:-

1. PS to the V.C. for kind information to the Hon'ble Vice Chancellor.
2. PA to PVC for information to the Pro Vice Chancellor, DTU.
3. The Registrar, DTU.
4. Dean (SW), DTU
5. Chief Warden
6. All HoD's with the request to get the notice displayed on the Department Notice Board.
7. Controller of Examination, DTU.
8. O.S.D. (Results), DTU.



(Dr. Lokesh Garg)
Asst. Registrar (Acad-UG)

etc