



Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

Urgent

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

www.dtu.ac.in/web/academic/bachelor_of_technology.php

F.No.101/17/ DTU/Acad./2006/AMC/5960-67

Date: 09.10.2015

Notification

Sub: Submission of leave application of 1st year B.Tech Students.

Attention of all the 1st year B.Tech students is invited towards notification dated 04/9/15 regarding subject as mentioned above.

All the 1st year B.Tech students are directed to submit their leave application (if any) with supporting documents such as medical certificate, Interview call letter etc. to Academic-UG Section.

In most of such cases leave application is not supported by medical certificate etc. the leave applications must be submitted by the students 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 AR (Acad-UG) in person or through their representative 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 Academic Section on the day of joining the classes.

Any application reaching Academic Section after 7 days of joining will not be accepted 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.

Medical leave for students of 2nd, 3rd, and 4th year will continue to be governed by notification no-5444-52, dt.04.09.2015 at the level of their respective HOD's.


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

Copy for information and further necessary action:

1. PS to Hon'ble Vice-Chancellor, DTU for information of the VC.
2. PS to the Pro-Vice Chancellor, DTU.
3. Registrar
4. All Dean's
5. All HoD's: With the request to display on departmental notice boards.
6. Chief Warden
7. DR (Accounts), DTU.



(Dr. Lokesh Garg)

Asstt.Registrar (Acad-UG)