



Academic-UG Section DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
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<http://dtu.ac.in/Web/Academics/bacheloroftechnology.php>

TIME-BOUND
MOST URGENT

F.No. F.No. 101(17)/DTU/Acad-UG/2006/AMC / 6073-81

Dated: 19.10.2015

21/10/15

NOTICE

Guidelines 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 for the B. Tech. End Sem Examination Nov 2015.

FOR 1ST, 3RD, 5TH AND 7TH SEMESTER B. TECH.

Step	Activity	Report in Format No. of B. Tech Ordinance	Date & Time
First	Communication from Chairman, BoS/ HoD on 02.11.2015 to course coordinator requesting to submit the list of students having short attendance in specified format by 04.11.2015 (5pm)	ATT.1/7	02/11/2015 MONDAY
Second	Consolidation of the list of such students by HOD and Notice from, Chairman, BoS/HoD for shortage of attendance to student notice board and copy to AR ACAD-UG by 05.11.2015.	ATT.2/7	05/11/2015 THURSDAY
Third	Communication from AR (Acad-UG) to parent/guardian of student having shortage of attendance.	ATT.3/7	06/11/2015 FRIDAY
Fourth	Communication from Chairman BoS to Course Coordinator requesting to submit the final list of students having shortage of attendance in specified format on 13.11.2015 up to prescribed date.	ATT.4/7	13/11/2015 FRIDAY
Fifth	Preparation of final list of detained students by HODs and recommendation to this effect.	ATT.5/7	13/11/2015 FRIDAY
Sixth	Final Notices 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 13.11.2015 and final copy of detainees to AR Acad (UG), Controller of Examinations and Supdt. Of Exams, B. Tech.	ATT.6/7	13/11/2015 FRIDAY
	Classes End		13/11/2015 FRIDAY
	End Sem Exam start		16/11/2015 MONDAY

For first year courses, the respective course coordinators after consolidating the attendance shortage records of all the groups(A-1/B-1-A-10/B-10) in a particular course will submit the list of students whose attendance is less than 75% to the respective HOs in the format specified ATT.2/7 of B. Tech. Ordinance.

The HODs are requested to provide logistical support for this consolidation. As the students have been asked to submit the medical certificate to the HOD of the concerned 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 noticed board and communicated to AR(Academic UG) for further necessary action.


(Prof. Madhusudan Singh)
Dean Academic(UG)

F.No. 101(17)/DTU/Acad-UG/2006/AMC/6073-81

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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
4. All Deans
5. All Course Coordinators-Through respective HoDs
6. All HoD's: with the request to get the notice displayed on the Department Notice Board.
7. Chief Warden: with the request to display on Hostels' notice boards.
8. Controller of Examination
9. Librarian
10. Head, Computer Center: With the request to upload the same at University Website
11. DR. (Accounts), DTU.
12. All dealing assistants Acad-UG: With the directions to prepare relevant data
13. Notice Boards (Academic Branch)
14. Guard File.


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