



**URGENT**  
**TIME-BOUND**

**Academic-UG Section**  
**DELHI TECHNOLOGICAL UNIVERSITY**

F. NO.105 (270)/DTU/Acad-UG/2015-16/69387-102

Date:- 22/4/16

**NOTICE**

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 for the B.Tech. End Term Examination even semester May 2016. All subject teacher/work co-ordinator are advised to prepare list of students, having shortage of attendance subject wise and follow following schedule.

For 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semester B.Tech.

Step	Activity	Report in Format No. of B.Tech Ordinance	Date & Time
First	Communication from Chairman, BOS/HoD on 03.5.16 to course coordinator requesting to submit the list of students having short attendance in specified format by 06.5.2016 (5PM) (Friday)	ATT. 1/7	03/05/2016 Tuesday
Second	Consolidate the list of such students by HoD for shortage of attendance and display on student notice board and copy to AR ACAD-UG by 06.5.2016 by mail to aracademicdtu.ac.in	ATT.2/7	06/05/2016 Friday
Third	Communication from AR (Acad-UG) to parent/guardian of student having shortage of attendance.	ATT.3/7	09/05/2016 Monday
Forth	Preparation of final list of detained students by HoDs and recommendation to this effect.	ATT.5/7	09/05/2016 Monday
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 09/5/2016 and final copy of detainees to AR Acad (UG), Controller of Examinations and Supdt. of Exams, B.Tech.	ATT.6/7	09/05/2016 Monday


For first year course, the respective course coordinators after consolidating the attendance shortage records of all the groups(A-1/B-1-A10-B-10)in a particular course will submit the list of students whose attendance is less than 75% to the respective HODs in the format specified ATT. 2/7 of B.Tech. Ordinance.

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)

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. All Deans
5. All Course Coordinators- Through respective HoDs
6. 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.
7. Chief Warden: with the request to arrange for display of notice on Hostels notice boards.
8. Controller of Examinations
9. Librarian
10. Director, Physical Education.
11. Head (CC):-With the request to upload the same at the University Website.
12. DR. (Accounts), DTU.
13. All dealing assistants Acad-UG: with the directions to prepare relevant data.
14. Notice Boards (Academic Branch)
15. Guard File.

  
(Dr. Lokesh Garg)  
Asstt.Registrar Academic (UG)