



MOST- URGENT

**Academic-UG Section**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Main Bawana Road, Delhi-110042

F.No 105 (270)/ DTU /Acad-UG/2016-17/69387-20

Dated: 09.05.2016

**NOTICE (REMAINDER-I)**

**Sub: Guidelines for preparation of list of detainees (shortage of attendance <75%) of B. Tech Students.**

With reference to notice no. 105(270)/DTU/Acad-UG/2015-16/69387-102 dated 22.04.2016 regarding preparation of list of detainees of B.Tech students. The last date for display of shortage of attendance on departmental notice board and sending the list to Academic-UG section was 06.05.2016. It has been observed that some of HoDs have not sent lists to Dean Academic-UG or AR Academic-UG.

All HoDs are hereby requested to send details of shortage of attendance immediately to AR Academic-UG; even if the report is **NIL**. The soft copies of details may be sent to [aracademic@dtu.ac.in](mailto:aracademic@dtu.ac.in). As per the above mentioned notice and B.Tech ordinance 1-A 2015, concerned parents and guardians are to be informed by 09.05.2016 i.e. today.

Therefore this may be treated as **MOST URGENT** and **TIME BOUND**.

(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)