Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

F. NO.105 (270)/DTU/Acad-UG/2015-16/ 685-99   Date: 4|11|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 odd semester Dec. 2016. All subject teacher/course co-ordinator(s) are advised to prepare list of students, having shortage of attendance subject wise and follow following schedule.

For $1^{st}, 3^{rd}, 5^{th}$ and 7th semester B.Tech.

Step	Activity	Report in Format No. of B.Tech Ordinance	Date & Time
First	Communication from Chairman, BOS/HoD on **08.11.16** to course coordinator requesting to submit the list of students having short attendance in specified format by **11.11.2016** (5PM) (Friday)	ATT. 1/7	08/11/2016 Tuesday
Second	Consolidation of the tentative lists of such students by HoD for shortage of attendance and display on student notice board and copy to AR ACAD-UG by **11.11.2016** by mail to aracademicdtu.ac.in	ATT.2/7	11/11/2016 Friday
Third	Communication from AR (Acad-UG) to parent/guardian of student having shortage of attendance.	ATT.3/7	15/11/2016 Tuesday
Forth	Preparation of final list of detained students by HoDs and recommendation to this effect.	ATT.5/7	15/11/2016 Tuesday
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 **15/11/2016** and final copy of detainees to AR Acad (UG), Controller of Examinations and Supdt. of Exams, B.Tech.	ATT.6/7	15/11/2016 Tuesday

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. Academic-UG section will consolidate the details of medical leave of 1st year students and send to respective course coordinators.

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:-

16. PS to the VC for kind information to the Hon'ble Vice-Chancellor.
17. PA to PVC for information to the Pro Vice Chancellor, DTU.
18. The Registrar, DTU
19. All Deans
20. All Course Coordinators- Through respective HoDs
21. 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.
22. Chief Warden: with the request to arrange for display of notice on Hostels notice boards.
23. Controller of Examinations
24. Librarian
25. Director, Physical Education.
26. Head (CC):-With the request to upload the same at the University Website.
27. DR. (Accounts), DTU.
28. All dealing assistants Acad-UG: with the directions to prepare relevant data.
29. Notice Boards (Academic Branch)
30. Guard File.

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