



**URGENT  
TIME-BOUND**

**Academic-UG Section  
DELHI TECHNOLOGICAL UNIVERSITY**

Established by Govt. of Delhi Vide Act 6 of 2009  
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F.No. 105(484)DTU/Acad-UG/2016-17/ 1448-62

Dated: 24.04.17

**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, schedule given below will be followed regarding the detention of the student who are short of attendance for the B.Tech. End Term Examination even semester May-June. 2017. All subject teacher/course co-ordinator(s) are advised to prepare list of students, having shortage of attendance subject wise and follow following schedule and submit the complete attendance records to their respective HoD's/ course co-ordinator.


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 25.4.17 to course coordinator requesting to submit the list of students having short attendance in specified format by 27.4.2017 (5PM) (Thursday)	ATT. 1/7	25/04/2017 Tuesday
Second	Consolidation of the tentative list of such students by HoD for shortage of attendance and display on student notice board and copy to Associate Dean Academic (UG) by 28.4.2017 by mail to aracademic@dtu.ac.in	ATT.2/7	28/04/2017 Friday
Third	Communication from Associate Dean Academic (UG) to parent/guardian of student having shortage of attendance & preparation of final list of detained students by AD (UG) and recommendation to this effect.	ATT.3/7 & ATT.5/7	02/05/2017 Tuesday
Forth	Final Notice from Chairman, BOS/AD (UG) of students having detained from appearing in the End Sem Exam due to shortage of attendance and display on students Notice Board on 02/5/2017 and final copy of detainees to Associate Dean Academic (UG), Controller of Examinations and Supdt. of Exams, B.Tech.	ATT.6/7	02/05/2017 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 1<sup>st</sup> year students and sent 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 department notice board and communicated to Associate Dean Academic (UG) for further necessary action.

  
(Prof. Madhusudan Singh)  
Dean Academic (UG)

Copy for information and further necessary action:-

1. PS to the VC 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.

  
(Prof. Rajeshwari Pandey)  
Associate Dean Academic (UG)