

URGENT
TIME BOUND

Academic (UG) Section
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
ShahbadDaulatpur, Bawana Road, Delhi-110042

F.No. 105()/DTU/Acad (UG)/2017-18/4522-39

Dated: 19/09/2017

To,
The HOD (AC/AM/AP/CSE/IT/EE/ECE/ENV/CE/BT/MED/HU/DSM),
Delhi Technological University,
Shahbad Daulatpur, Bawana Road,
Delhi-110042

**Subject: Mid-Term notification of Shortage of Attendance in r/o B. Tech. students,
on 22/9/2017 (Friday) for Academic Session, Aug-Dec 2017.**

Sir /Madam,

In reference to section 23 & 27 of B. Tech. ordinance 2015, guidelines & procedures for monitoring & reporting of details of students, who are short of attendance is mentioned.

In this regard the Competent Authority has directed to keep track of attendance form very beginning of the semester itself to inculcate discipline among students and not allow students with less than 60% of attendance (as on 22/9/2017) to appear in Mid-sem examinations. All subject teachers/course coordinator(s) are advised to prepare list of students, having shortage of attendance subject wise and communicate to respective HODs in case of 3rd, 5th, and 7th semester B. Tech. students and to Academic (UG) section in case of 1st sem students **latest by 22/9/2017 (Friday)** as Mid-sem exams are scheduled w.e.f. 23/9/2017 (Saturday). A format for reporting & display of shortage of attendance is enclosed herewith for your reference.

All faculty members need to specify the details of their course in the format enclosed even if number of students having short of attendance is NIL.

All HODs are requested to compile detainee lists of all subjects and display list of detainees on Deptt. Notice boards on **22/9/2017 (Friday)** and send a copy to Academic (UG) section.

Copies of all previous notification are available on
www.dtu.ac.in/web/Academics/notice.phd



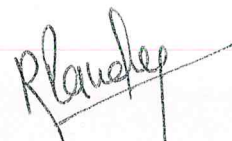
(Prof. Madhusudan Singh)
Dean Academic (UG)

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Copy for information and further necessary action:-

1. PS to the VC for kind information to the Hon'ble Vice Chancellor, DTU
2. PA to the PVC I for information to the Pro-Vice Chancellor, DTU
3. PA to the PVC II for information to the Pro-Vice Chancellor, DTU
4. The Registrar, DTU
5. All Deans
6. All Course Coordinators/ Subject Teachers- Through respective HODs
7. All HODs:- With the request to intimate schedule of shortage of attendance to faculty members and students and to display the list of detained students on the Department Notice Board with a copy to Academic (UG) Section.
8. Chief Warden: With the request to arrange for display of notice on Hostels notice boards.
9. Controller of Examinations
10. B.Tech. Exam Superintendent: With the request not to allow such students to appear in mid-sem exam
11. Librarian
12. Director Physical Education
13. DR (A/c's)
14. Programmer of Academic (UG) section: With the request to upload the same at the University Website
15. All dealing Assistant Academic (UG) Section: With the directions to prepare relevant data.
16. Notice Boards Academic (UG) Section
17. OIC B. Tech. (Evening) for necessary action please.
18. Guard File.



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