

Academic Section
Delhi Technological University
Shahbad Daulatpur, Main Bawana Road, Delhi-42

F. No.105/74/DTU/Acad./leave application by the student/2014-15 Dated:- 23/6/14
/945-54

Notification

Sub:- Procedure for submission of leave application by students.

Attention of all HoD is invited towards mal-practices undertaken by the students by submitting leave applications with or without supporting documents, at very fag-end of the semester and just before beginning of exercise by Attendance Monitoring Committee, to avoid detention due to shortage of attendance.

In most of such cases leave application is not counter signed either by the teacher-incharge or concerned HoD and not supported by medical certificate etc. It has been now decided that the leave applications forwarded to Academic Section within 7 days of joining of the student after availing leave, only will be accepted by the Academic Section.

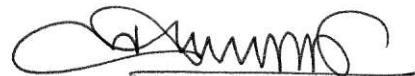
The following will be the procedure for submitting leave applications:

1. All students are required to inform concerned HoD in advance in writing, failing which application should be submitted immediately on joining.
2. Application in prescribed format by the student along with original medical certificate and fitness certificate duly signed and stamped by the attending physician or any other supporting document should be submitted to HoD immediately on the day of joining.
3. The application be forwarded by concerned teacher incharge and HoD clearly indicating reasons of absence, to Academic Section immediately or latest within 7 days of joining of students.

Any application reaching Academic Section after 7 days of joining will not be accepted by Academic Section and will not be considered for the purpose of Attendance Monitoring Committee.

Therefore, all HoD are advised to kindly ensure that all students submit information regarding availing leave in advance failing which they may submit leave application immediately on the day of joining after availing leave.

It will be responsibility of the students to comply with above orders and the student him self will be responsible for delay on part of the students.



(Dr. Lokesh Garg)
Asst. Registrar (Academic)

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Date:- 23/6/14

Dated: -

Copy for information and further necessary action:-

- (1) Dean (Academic), DTU.
- (2) All HoDs, DTU.
- (3) Controller of Examination, DTU.
- (4) The Registrar, DTU.
- (5) O.S.D (Results), DTU.
- (6) Dean (SW), DTU.
- (7) OIC (Hostel), DTU.
- (8) OIC (Council):- For further necessary action.
- (9) P.S. to the V.C. for the kind information to the Hon'ble Vice Chancellor, DTU.
- (10) P.A. to the P.V.C. for the kind information to the Pro Vice Chancellor, DTU.



(Dr. Lokesh Garg)
A.R. (Academic)