Academic (UG) Section
DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi Vide Act 6 of 2009
ShahbadDaulatpur, Bawana Road, Delhi-110042

F. NO.105 (270)/DTU/Acad-UG/2015-16/ 1450 – 66

Date: 06/11/18

NOTICE

Guideline for preparation of list of detainees (Shortage of attendance<75%) in respect of B.Tech. / BBA / BA (Hons.) / B.Des. students for End Semester Examination, November - December 2018.

The university has implemented App based online attendance monitoring of students since last academic session. The computer center has given access of attendance monitoring to all the time-table Incharge's / HoDs.

All HoDs are requested to prepare list of students, having shortage of attendance subject wise, in accordance with Regulation R.23 / R.27 / R.1(B).22. The schedule given below may be followed for the same:-

Step	Activity	Date
First	Communication from Chairman, BoS/HoD/ Co-ordinator attendance monitoring Time Table Incharges on **05.11.2018** to all teachers /course coordinator requesting to upload complete attendance record of students by **08.11.2018** (5PM) (Thursday).	05.11.2018 (Monday) & 08.11.2018 (Thursday)
Second	Consolidation of the tentative lists of such students by Time Table Incharges / Co-ordinator Attendance monitoring / HoD's for shortage of attendance and display on student notice board and copy to Associate Dean Academic (UG) by **12.11.2018 (Monday)** by mail to aracademic@dtu.ac.in	12.11.2018 (Monday)
Third	Communication to parent / guardian of student having shortage of attendance through message App.	14.11.2018 (Wednesday)
Forth	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 **16.11.2018** and final copy of detainees to Academic (UG) Section, Controller of Examinations and Supdt. of Exams, B.Tech.	16.11.2018 (Friday)

For first year courses, Mr. Piyush Vaish, Knowledge Network Manager and the respective course coordinators after consolidating the attendance shortage records of all the groups (A/1 to A15, B/1 to B/15) in a particular course will submit the list of students whose attendance is less than 75% to the respective HoDs in the format enclosed ATT. 2/7 of B.Tech. Ordinance for forwarding to the academic section. 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 to time table incharges / Co-ordinator Attendance monitoring 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 Associate Dean Academic (UG) for further necessary action.

(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.
2. PA to PVC-I, for information to the Pro Vice Chancellor - I, DTU.
3. PA to PVC-II, for information to the Pro Vice Chancellor - II, DTU.
4. Registrar, DTU
5. All Deans
6. All Course Coordinators- Through respective HoDs
7. 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.
8. Chief Warden: with the request to arrange for display of notice on Hostels notice boards.
9. Controller of Examinations: with a request to not allow the detainees in the end semester examination November-December 2018.
10. Librarian
11. Director, Physical Education.
12. Prof. R.K. Shukla, OSD, USME, East Delhi Campus - for necessary action.
13. Prof. Rakesh Kumar, Civil Engg. Deptt. Superintendent Exam Nov-Dec. 2018.
14. DR. (Accounts), DTU.
15. All dealing assistants Academic (UG):-: with the directions to prepare relevant data.
16. Notice Boards (Academic Branch)
17. Guard File.
18. Head (cc) - with request to upload the same on Academic (UG) portal of DTU website.

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

FORMAT OF SHORT OF ATTENDANCE

PAPER CODE	SUBJECT TITLE	Details of Students Whose Attendance <75% in Normal case or <60% on Production of Medical Certificate or Any Authorized, University Activity	
		Registration / Roll No. of Students	**Percentage of Attendance**

SEMESTER-I, III, V , VII is the table title row.