



DELHI TECHNOLOGICAL UNIVERSITY

(Estd. by Govt. of Delhi vide Act No. 6 of 2009)

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi-110042

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ACADEMIC (UG) SECTION


F. No. 105 (997) DTU/Acad-UG/2022-23/12333-44

Dated 18/04/2023

CIRCULAR

Subject: Updation of Attendance of students in ERP DTU Platform for UG Even Semester Academic Year 2022-2023.

1. As per academic calendar for Even Semester Academic Year 2022-23 notified vide F.No.105(641)DTU/Acad-UG/2018-19/11964-72 dated 28.12.2022, the teaching for all UG & PG programs (except 1st year B.Tech., BBA and BA(H) Eco., MA(Eco)) ends on 28.04.2023 and display of shortage of attendance is scheduled on 02.05.2023 (Tuesday).
2. For timely compilation of detention list all the faculty members are required to update the attendance of students of their respective courses in DTU ERP Platform attendance system.
3. Further, all the faculty members are required to submit the list of students having short attendance in their respective courses to the HoD upto **21.04.2023** (i.e. one week prior to the last date of display of shortage of attendance as per Academic Calendar) in the prescribed format (attached) under intimation to the concerned students.
4. The HoDs are requested to display the consolidated list of students having short attendance to the student notice board and send a copy to Academic UG Section latest by **24.04.2023**.
5. The HoDs are further requested to send final compiled list of detained students after considering the attendance of the period 24.04.2023 to 28.04.2023 to the Academic UG Section by **28.04.2023**. (A soft copy of the same may be sent through email at **aracademic@dtu.ac.in**)
6. The consolidated final list of detained student will be issued by Academic UG Section on the basis of recommendations received from concerned HoD.



(Prof. Rajeshwari Pandey)
Dean Academic (UG)

Dated 18/04/2023

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Copy to:

1. PA to the VC for information to the Hon'ble Vice Chancellor, DTU
2. Registrar, DTU
3. All Deans
4. All HODs: With the request to circulate among faculty members for necessary action on priority.
5. Controller of Examinations.
6. COO & Head (CC); With the request to upload on Academic (UG) webpage on DTU website.
7. Director Physical Education
8. Guard file.


(Prof. Priya Mahajan)
Associate Dean Academic (UG)

LIST OF STUDENTS HAVING SHORTAGE OF ATTENDANCE (<75%)

S. N..	Student Enrolment / Roll Number	Name of Student	Branch	Attendance Record (L+T+P)		
				Classes Held	Classes Attended	Percentage of Attendance

Signature

Name of the Course Coordinator