



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Main Bawana Road, Delhi-42  
**(Academic-PG)**

F. No. 104-45/Acad.PG/M.Tech. Circular/2021/4631-38

Date: - 19.04.2023

**CIRCULAR**

**Subject: Updation of Attendance of students in ERP DTU Platform for PG 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 1<sup>st</sup> 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 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 sent a copy to Academic-PG section latest by 24.04.2023.
5. The HoDs are further requested to send final complied list of detained students after considering the attendance of the period 24.04.2023 to 28.04.2023 to the Academic-PG Section by 28.04.2023.
6. The consolidated final list of detained student will be issued by Academic-PG Section on the basis of recommendations received from concerned HoD.
7. Please also provide the names of the registered students who have not attended classes/zero attendance.

*Rinku*  
19/04/2023  
Prof. Rinku Sharma  
Dean (Academic-PG)

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Copy to:

1. PA to VC for information of the Hon'ble Vice Chancellor, DTU
2. PA to Registrar, for kind information of the Registrar, DTU
3. All Deans
4. All HoDs: with the request to circulate among faculty members for necessary action on priority.
5. Controller of Examination(s) DTU.
6. COO & Head (CC); with the request to upload on Academic (PG) webpage on DTU website.
7. Case file
8. Guard file

*Raj*  
19/4/23  
Prof. Raju Sarkar  
Associate Dean (Academic-PG)