



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

**Academic PG**

F. No. DTU/PHD/2014/IRD

7994-99

Dated: 07/07/2023

**Office Order**

**Sub: - Implementation of BAS for the purpose of disbursement of fellowship to DTU Students.**

In continuation to the earlier communications on the subject cited above, it is hereby informed that despite clear instructions issued by the university from time to time, repeated representations regarding discrepancies in marking of attendance through BAS are being received in the Academic-PG Department. Therefore, it is deemed fit that comprehensive directions be issued in this regard, which are as under:

1. Biometric Attendance System has been introduced in the university w.e.f. 01.04.2023. All student of Ph.D programme are required to mark their presence through BAS for the purpose of attendance and claiming fellowships.
2. The fellowship claims shall be processed strictly as per the Biometric Attendance System (BAS), as per the records available on BAS portal.
3. The attendance (morning/evening) shall be marked from 08.00 a.m to 11.00 p.m on the BAS machines. The students have to ensure presence of seven (7) working hours per day.
4. In case of leave/academic duty/any other work assigned by the department/ etc. the Head of the concerned Department shall verify the same and forward the report to the Academic-PG Section alongwith the BAS report latest by 30<sup>th</sup> day of every month.
5. In the event, report regarding any discrepancies, as mentioned in the para 5 above is not received from the Departments, the fellowship claims of the students shall be processed strictly as per the BAS report generated from the portal by Academic-PG Branch and no subsequent request/representation shall be entertained in this regard.
6. The students/scholars are advised to be vigilant regarding their attendant on BAS and shall ensure that any discrepancy in the relevant month shall be brought to the notice of the concerned Head of the Department well before the 30<sup>th</sup> day of the month.

It is made clear that in case no report is received from the concerned department regarding any of the problems mentioned under para 5 above, the fellowship claims shall be processed only as per the attendance report generated from the BAS portal.

*Rinku*  
07/07/2023  
(Prof. Rinku Sharma)  
Dean (Academic-PG)

Contd...

F. No. DTU/PHD/2014/IRD 17994-99

Dated: 07/07/2023

Copy to:

1. P.A. to the VC for kind information of the Hon'ble Vice Chancellor, DTU.
2. P.A. to the Registrar for kind information of the Registrar, DTU.
3. All HOD(s) with a request to display to notice on the departmental notice board and disseminate the information among all R/Scholar(s) to ensure compliance.
4. Chief Operating Officer, DTU with a request upload this notice on the Academic-PG Web page (Notice/Circular) and also on the University website.
5. Notice Board(s)
6. Guard file

*Rinku* 07/07/2023  
(Prof. Rinku Sharma)  
Dean (Academic-PG)