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
Tel : +91-11-27296337, Fax : +91-11-2787 1023
ACADEMIC (UG) SECTION

F. No. 105(997)/DTU/Acad-UG/2026-27/22251-55 Dated: 05/11/26

I. D. Note

As per the Academic Calendar for Odd Semester, Academic Year 2026–27, teaching of classes shall conclude on **17.11.2026 (Tuesday)**. The last date for submission of attendance shortage details is **18.11.2026 (Wednesday)**.

As per Regulation R.1(B).22 (Attendance, Absence, Leave and Withdrawals):

ii) The students of UG/PG program must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a subject in order to be eligible to appear at the End-Term Examination for that subject.

iii) The Dean (UG)/Dean (PG), authorized by the Vice Chancellor for this purpose may relax the minimum attendance upto 10% for reasons to be recorded. This relaxation may be granted on production of documents showing that the student was either busy in the authorized activities or suffering from any disease. The student should submit these documents to the Dean (UG)/ Dean (PG) through Chairman, BOS within seven days of resuming the studies.

In view of the above, all concerned HoDs are requested to submit **course-wise consolidated lists of students having attendance shortage for UG/PG Programmes**, duly considering attendance in all applicable components (LTP, as applicable) of the respective courses. The percentage of relaxation sought on medical grounds and /or student was busy in authorized activities, wherever applicable, should also be indicated in the enclosed format.

The duly verified lists and the supporting documents, if any, must be submitted to the respective Academic (UG)/ Academic (PG) Section by **18.11.2026 (Wednesday), 4:00 PM, through e-office only**. Any Physical Submission/email will not be accepted.

Important:

- The consolidated list issued by the respective Academic (UG)/ Academic (PG) Sections shall be treated as the **Final Detention List.**
- Students whose names appear in the list shall be treated as detained in the respective courses, and their **admit cards for the End-Term Examination (Theory & Practical) shall not be issued**, in accordance with the applicable University regulations.
- No changes in the lists submitted by the departments shall be entertained after 18.11.2026.

This may be treated as **URGENT and TIME-BOUND**.

(Prof. Dinesh Kumar) 5.11.26
Dean Academic (UG)

All HoDs

Encloser:- 01

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Copy to:

1. PA to the VC for kind information to the Hon'ble Vice Chancellor, DTU.
2. PA to the Registrar.
3. All HoDs.
4. Controller of Examination.
5. Guard File.

(Prof. Archana Singh)
Associate Dean Academic (UG)

Format:-

				To be submitted by the course instructor			
S. No.	**Course Code**	**Roll. No.**	**Name**	**% of classes attended by the student (a)**	**% of relaxation in attendance upto 10% only (medical/authorized activities) * (b)**		**Total % of attendance (a)+(b)**
					Relaxation	**Remarks (any one) (i)Medical (ii)Authorize activities (iii)Both**	
Signature of course instructor							

* Subject to production of documents by the student. This is to be verified by the course instructor and/ committee constituted at the department level for the purpose. The documents are to be submitted to the respective Academic (UG)/Academic (PG) Section through e-office only alongwith the detention list.