



Academic-UG Section DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
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F. No. 105(504)DTU/Acad-UG/B.Tech Registration/2016-17/867-75

Dated: 27/9/18

Circular

It has been reported by many teachers that students have not attended the classes on **24.08.2018**. The University has taken a very serious note of these incidents and decided to issue a formal warning to all the students. The students are therefore warned not to indulge in act of mass absenteeism in future and attend their classes regularly.

1. All HoDs are requested to communicate with students through a group email id. If the group email id does not exist then they are requested to create a group email id for each class through class representative & a Faculty Incharge in the department may be appointed to monitor the record of absenteeism & issuing directions in this matter.
2. The HoDs are requested to maintain a mass bunk register in the department for recording the class, date, subject & timing of classes, which could not be held on the day of mass absenteeism and teachers are requested to record the details of classes not held due to mass absenteeism.
3. Every faculty member should maintain a separate account of mass bunk classes in their attendance register & it should be included in overall attendance of the subject as 'Absent'.
4. Online attendance of the students must be recorded properly and the same may be displayed on the student notice boards at least twice in every semester; once before mid semester i.e. **24.09.2018** and the second time before the end semester exams (**16.11.2018**) respectively.
5. The cases of attendance shortage shall be notified and forwarded to the office of Dean Academic (UG) for information. The students must have minimum 75% attendance in a subject in order to be eligible to appear in the end semester exams.
6. An official communication be sent to the parents of all the students through bulk SMS/Emails (if possible) regarding the mass absenteeism.
7. Competent Authority has decided that in case of mass bunk of any class, the students who are staying in the hostel or have been given fee waiver, their hostel as well as fee waiver will be withdrawn for the entire stay in the university.

(Prof. Madhusudan Singh)
Dean Academic (UG)

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Copy for information and further necessary action:-

1. PS to the VC, DTU for information of 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 HoDs.
6. Controller of Examinations.
7. Chief Warden: With the request to display copy of circular on the notice boards of all the Hostels).
8. HoD (CC): with a request to upload on DTU Website Academic Page.
9. Guard File.

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