105(504)DTU/Acad-UG/2017-18 /3249-58   Dated 26/4/19

Circular

As per academic calendar teaching for Even Semester 2018-19 ends for all classes on 03.05.2019 and sessional marks and shortage of attendance are also to be displayed.

All the students of UG programs must have a minimum of 75% attendance of the total number of classes including lectures, tutorials and practical held in a subject in order to be eligible for appearing in End Term Examination for that subject.

A maximum relaxation upto 15%, in minimum attendance required for appearing End Term Examination for a subject, may be granted for reasons to be recorded and on production of documents showing that the student was either busy in the authorized activities or was suffering from any disease. The student should submit these documents along with medical leave form to the course coordinator and HOD.

The attendance of students is being monitored through attendance system of DTU ERP platform. **All the faculty members must update the attendance record of their respective theory and laboratory classes in DTU ERP platform attendance system not later than 30.4.2019** for timely compilation of shortage of attendance.

Further, all course coordinators are required to display the sessional marks (CWS and PRS as applicable) of their respective subjects to the students.

(Prof. Madhusudan Singh)
Dean Academic (UG)

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Copy to:
1. PS to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor.
2. PA to the PVC for kind information to the Pro-Vice Chancellor, DTU.
3. All Deans.
4. Registrar.
5. All HoDs with a request for display of the circular for the information of faculty members and students.

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6. Chief warden:- with a request for display of the circular on the student hostel notice boards.
7. OSD (East Delhi DTU campus) with a request for display of the circular on the student notice boards.
8. Sh. Piyush Vats with a request to share branch wise and subject wise list of students having less than 75% attendance in ERP system.
9. HOD CC with a request to upload this circular on DTU Website.

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