105(504)/DTU/Acad-UG/2017-18 /2302-11   Dated : 18/1/19

CIRCULAR

The regular classes for Even Semester 2018-19 have started w.e.f **01.01.2019**. The attendance of students is being monitored through attendance system of DTU ERP platform. For smooth monitoring of attendance, students are required to adhere to following guidelines:

1. All students of the University are required to login in DTU ERP platform through login credentials provided to them.

2. Names of all the students who have duly registered for the courses in the current academic semester are enlisted in the attendance system of DTU ERP platform.

3. **Students who have re-registered for their pending courses of previous semester along with the courses of the current academic semester are required to get their names enlisted in attendance system of DTU ERP platform for the re-registered courses separately in the respective sections of that discipline. These students have to appear for all components of evaluation such as CWS, PRS, MTE, PRE, and ETE as applicable for the course.**

4. 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.

5. 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 within seven days of resuming the studies for their claim of attendance relaxation. No such documents will be accepted at the end of semester.**

6. Students should report any discrepancy related to their attendance monitoring through online APP to respective HODs at the earliest.

7. All the students and faculty members must note that the **report of shortage of attendance shall be obtained from attendance record in DTU ERP platform and therefore all are required to update the attendance record regularly in DTU ERP platform attendance system.**

(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(I) for kind information to the Pro-Vice Chancellor(I), DTU.
3. PA to the PVC(II) for kind information to the Pro-Vice Chancellor(II), DTU.
4. Registrar
5. All Deans.
6. All HoDs with a request for display of the circular for the information of faculty members and students.
7. Chief warden with a request for display of the circular on the student hostel notice boards..
8. OSD (East Delhi DTU campus) with a request for display of the circular on the student notice boards.
9. Sh. Piyush Vats with request to update the name of re-registered students in respective courses in ERP system.

10. HOD CC - with a request to upload this circular on DTU Website.

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