Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of NCT of Delhi Vide Act 6 of 2009
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F.No. 105(235)/DTU/Acad-UG/2016 /2392 - 2403   Dated: 29|1|19

OFFICE ORDER

MONITORING OF B. TECH CLASSES

The teaching for Even Semester 2018-19 has started w.e.f. 01.01.2019. In the meeting of Hon'ble Vice Chancellor with Deans, HODs and Branch In-Charges on 08.01.2019 it was decided to adhere the following guidelines for smooth monitoring of student's attendance :

(i)   HOD must insure that class room time-table is placed in time table jacket on front door of each class room.

(ii)   HODs will carry out regular inspection of the classes in their department.

(iii)   The instance of any class not being engaged must be reported to the respective HODs and Dean Academic (UG).

(iv)   The attendance of students is to be monitored through attendance system of DTU ERP system. Faculty members should report any discrepancy related to online attendance monitoring in their respective subject(s) at the earliest.

(v)   All the 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 attendance system.

(Prof. Madhusudan Singh)
Dean Academic (UG)

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Copy for information and further necessary action:-
1. PS to Hon'ble Vice-Chancellor, DTU for information of Hon'ble Vice-Chancellor.
2. PA to the Pro Vice Chancellor -I, DTU
3. PA to the Pro Vice Chancellor -II, DTU.
4. Registrar, DTU
5. All Deans.
6. All HoDs   -For necessary action on PRIOIRITY, please.
7. Head (CC)   -With request to upload the same on DTU website.
8. Chief Warden.
9. Controller of Examinations.
10. Sh. Piyush Vaish, ERP Co-ordinator, Computer Centre, DTU.
11. Dr. R.K Shukla, OSD, East Delhi Campus, DTU, Delhi.
12. Guard File

(Prof. Madhusudan Singh)
Dean Academic (UG)