



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
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Dean Academic (UG)

F.No: 106(3016)Attendance (UG/PG)/2022-23/7044

Dated: 13/1/23

NOTICE

Subject: Attendance in UG/PG courses & marks for attendance in CWS components.

Reference:

1. Circular No. F.N.105(895)DTU/Acad-UG/2021-22/5801-11, dated: 16/09/2022 regarding updation of students's Attendance in DTU ERP Platform.
2. Office order no. F.N. DTU/Dean(UG)/Mass bunk/2022-23/09/6969, dated: 22/11/2022, mass bunk
3. Notification no. F.N.105(971)/DTU/Acad-UG/2022-23/12046-52, dated: 05/01/2023, regarding inclusion of attendance component in the CWS marks.

As aware, the classes for even semester, AY 2022-23 for all under graduate/ post graduate programs (except B. Tech., BBA and BA (H) Eco 2022 Batch) have commenced from 02/01/2023. All students are required is adhere to following with regard to attending the classes.


- 1) As per Clause R.1(B).22 of academic Regulations, governing the attendance of students which is reproduced below: -
 - (i) All the students of UG/ PG programs are expected to attend every lecture, tutorial, practical or design studio class schedule for them.
 - (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.
- 2) If a student is on leave for a period more than three working days, he/ she should submit leave applications duly signed by the parents/guardians with valid proofs for the period of absence to the concerned HODs immediately after joining back.

The students of first year shall submit applications at Academic (UG) Section. No leave applications shall be considered after notification of shortage of attendance.

- 3) Vide agenda number 34.5 the academic council has approved that in CWS component, 5 marks shall be designated for attendance which shall be awarded as per following attendance criteria and no medical/leave applications shall be considered for this component: -

Attendance %	Marks
96-100	5
91-95	4
85-90	3
80-84	2
75-79	1
75<	0

- 4) All mass bunked hours in any course shall be treated as absence while computing percentage attendance of the students in that course.


(Prof. Rajeshwari Pandey)
Dean Academic (UG)

F.No: 106(3016)Attendance (UG/PG)/2022-23/744

Dated: 13/1/23

Copy to:

1. PA to the Hon'ble Vice Chancellor, for information
2. Registrar, DTU
3. All Dean
4. Controller of Examinations
5. All HOD's: with request to display on notice board.
6. Head, CC & COO: with a request to upload the same on Academic (UG)/PG portal.
7. Sh. Piyush Vaish, Coordinator of ERP
8. Guard File.


(Prof. Rajeshwari Pandey)
Dean Academic (UG)