



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Main Bawana Road, Delhi-42
Academic PG

F. No. DTU/Ph.D/2014/IRD/1647-1652

Dated: 21 /02/2024

NOTICE

Sub: - Implementation of BAS for the purpose of disbursement of fellowship to DTU Students.

In supersession of the earlier notices/circulars regarding BAS, the guidelines for Biometric Attendance for the purpose of disbursement of fellowship to DTU Scholars are as under:

1. Biometric Attendance System has been introduced in the university w.e.f. 01.04.2023. All student of Ph.D programme are required to mark their presence through BAS for the purpose of attendance and claiming fellowships.
2. The fellowship claims shall be processed strictly as per the Biometric Attendance System (BAS), as per the records available on BAS portal.
 - (i) In case the BAS is non- functional due to unavoidable reasons, the Ph.D Supervisor shall certify the presence of the student.
 - (ii) In case the student is not able to mark the BAS due to certain genuine reasons, the Ph.D supervisor shall certify the genuineness of the same.
3. The attendance (morning/evening) shall be marked from 08.00 a.m to 11.00 p.m on the BAS machines. The students have to ensure presence of seven (7) working hours per day.
4. In case of leave/academic duty/any other work assigned by the department/ etc. the Supervisor/Head of the concerned department shall verify the same and forward the report to the Academic-PG Section alongwith BAS report latest by 1st day of every month in the format enclosed as Annexure -I, alongwith the claim forms.
5. In the event, report regarding any discrepancies, as mentioned in the para 4 above is not received from the Departments, the fellowship claims of the students shall be processed strictly as per the BAS report generated from the portal by Academic-PG Section and no subsequent request/representation shall be entertained in this regard.
6. Four (04) missed punch of a scholar shall be treated as one (01) full day leave and the same shall be adjusted accordingly.
7. The flexibility will not affect any academic load given to Research Scholar by the respective supervisor (s) and department.

Singh

8. The BAS machines installed at various locations within the campus and scholars can mark their biometric attendance at any location. The details are as under:

S. No.	Name of the department	Number of machines
1.	Delhi School of Management	2
2.	Electrical Engineering	1
3.	Civil Engineering	1
4.	Mechanical Engineering	1
5.	Computer Centre	1
6.	ECE	1
7.	Administrative Block	2
8.	Hostel Office	1
9.	Health Centre	1
10.	Library	1
11.	USME	1
Total		13

9. In case BAS machine of any department, as above, is not working, the concerned HoD must report the same to Computer Centre/Academic (PG) Section, immediately.

This issues with the approval of the Competent Authority.

Rinku
21/02/2024
(Prof. Rinku Sharma)
Dean (Academic-PG)

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Copy to:

1. P.A. to the VC for kind information of the Hon'ble Vice Chancellor, DTU.
2. P.A. to the Registrar for kind information of the Registrar, DTU.
3. All HOD(s) with a request to display to notice on departmental notice board and disseminate the information among the all R/Scholar(s) to ensure compliance.
4. Chief Operating Officer, DTU with a request upload this notice on the Academic-PG Web page (Notice/Circular) and also on the University website.
5. Notice Board(s)
6. Guard file

Rinku
21/02/2024
(Prof. Rinku Sharma)
Dean (Academic-PG)



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Name of the Department: _____ Month: _____

S. No.	Name	Roll No.	Date of Discrepancy	Location of BAS Machine	Nature of discrepancy (missed morning punch, missed evening punch, showing absent, showing half day)

Signature of R/Scholar

Forwarded for Consideration

Supervisor (Signature with Date)

Recommended

Head of Department (Signature with Date)