F.No.105(504)/DTU/Acad-UG/B Tech Registration/2017-18/12252-59   Dated 08/02/22

NOTICE

CONDUCT AND MONITORING OF B TECH CLASSES

With reference to Office Order No F.DTU/Reg/OO/2021-22/13261 dated 07.02.2022 vide which the university had decided to restart all academic activities in physical mode. All HoDs/Coordinators are requested to adhere the following guidelines for smooth conduct and monitoring of student's classes: -

(a) HoD must ensure that class room time table is placed in time table jacket on front door of each class room.

(b) HoDs will carry out regular inspection of the classes in their department.

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

(d) The attendance of students must be uploaded regularly into attendance system of DTU ERP system. Faculty members should report any discrepancy related to ERP in their respective subject(s) to the HoD/Head(CC) at the earliest.

(e) 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 of students on regular basis in DTU ERP attendance system**.

(f) All HoDs are requested to advise the nodal officer for sanitization works in their department to coordinate with sanitation supervisor and ensure regular cleaning of classrooms, desks, windows/fans etc.

(Prof. Madhusudan Singh)
Dean Academic (UG)

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Copy to

1. PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor.
2. Registrar,
3. All Deans & HoDs
4. Controller of Examinations
5. Head (CC) –with request to upload the same in Acad(UG) portal of DTU website.
6. Mr Piyush Vaish, ERP Coordinator
7. Guard file

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