



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daultapur, Main Bawana Road, Delhi-110042

**(Academic-PG)**

F. No. DTU/Acad-PG/Notice-Circular/2023 | 3353 -59

Dated: 16 / 03 / 2023

**NOTICE**

1. This is in continuation of notices(s) of even no. dated 21.01.2019 & 25.02.2019 issued towards marking of attendance by all the Full Time Ph.D. Research Scholar(s) using the Biometric Attendance System (BAS) machine(s) installed in their respective department.
2. Due to Covid-19, the marking of attendance using the Biometric Attendance System (BAS) was suspended. Now, as per Govt. guidelines the above system is to be resumed.
3. The matter has since been reviewed and it has been decided to resume biometric attendance for Full Time Ph.D. Research Scholar(s) (admitted under DTU/UGC/CSIR/DST/DBT fellowship or any other fellowship).
4. All Full Time Research Scholars are expected to mark their arrival & departure through biometric attendance for Morning & Evening in their respective department(s) in the machine available nearest to their department w.e.f. 1<sup>st</sup> April 2023.
5. Head of departments must ensure the compliance by all Full Time Research Scholars of their department and the following instructions are reiterated for scrupulous compliance by all Full Time Research Scholars.
  - a) All Full Time Research Scholars should mark arrival and departure Attendance on all working days on BAS without fail. The minimum stay in the department shall be 07 (Seven) hours per day.
  - b) All are expected to adhere to the timings unless he/she has previously obtained special permission for late attendance or he/she is on sanctioned leave/academic work with prior permission of Supervisor/Department concerned.
  - c) Those Full Time Research Scholars who are still not registered on the BAS are directed to register themselves without fail. In order to avoid any technical glitch in the system, additionally the attendance will be marked in the Register maintained in the Office of department.
  - d) Late coming must always be reported to the immediate controlling office staff/Officer and for any lapse on this account, the Full Time Research Scholar concerned would personally be responsible.
  - e) HoDs are requested to generate in/out reports to monitor the punctuality of research scholars from time to time.
  - f) The flexibility will not affect any teaching/ class attendance/ assignments given to Research Scholar by the respective supervisor (s) and department.
  - g) Attendance in the Biometric Attendance System must be monitored on regular basis by Head of respective departments and the cases of habitual late comers would be submitted to the Dean (Academic-PG) for appropriate administrative action.

- h) Surprise attendance check at all levels must also be undertaken by Head of department.
- i) The verification/certification of fellowship claims with Biometric attendance sheet would be done by respective HOD(s) before forwarding the same to the Dean (Academic-PG) for further processing.

This is being issued with the approval of the Competent Authority.

The schedule for Biometric Registration of Research Scholar(s) of various department(s) is detailed below:

Date	Slot	Departments
20-03-2023	10:30am – 1:00pm	Applied Physics
20-03-2023	2:30 pm – 5:30 pm	Computer Science
21-03-2023	10:30am – 1:00pm	Mechanical Engineering
21-03-2023	2:30 pm – 5:30 pm	Electrical Engineering
22-03-2023	10:30am – 1:00pm	Electronics Engineering
22-03-2023	2:30 pm – 5:30 pm	Civil Engineering
23-03-2023	10:30am – 1:00pm	Information Technology Software Engineering Applied Chemistry
23-03-2023	2:30 pm – 5:30 pm	DSM Dept. of Design Humanities Applied Mathematics
24-03-2023	10:30am – 1:00pm	Environment Engg., Biotechnology Engg. East Delhi Campus

*Rinku*  
16/03/2023  
(Prof. Rinku Sharma)  
Dean (Academic-PG)

F. No. DTU/Acad-PG/Notice-Circular/2023 /3353-59 Dated: 16 / 03 /2023

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. Dean (Academic)- PG, DTU.
4. All HOD(s) with a request to display to notice on departmental notice board and disseminate the information among the Ph.D. Research Scholar(s) & to ensure compliance.
5. Chief Operating Officer with a request make necessary arrangements for Biometric registration as per schedule mentioned above and request to upload this office order on the Academic Web page (Notice/Circular) and on the University website.
6. Notice Board(s)
7. Guard file
8. Case file

*Raju*  
16/3/2023  
(Prof. Raju Sarkar)  
Associate Dean (Academic-PG)