



NOTICE

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

In continuation to the earlier communications on the subject cited above, it is hereby informed that despite clear instructions issued by the university from time to time, repeated representations regarding discrepancies in marking of attendance through BAS are being received in the Academic-PG Department. Therefore, it is deemed fit that comprehensive directions be issued in this regard, which 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.
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. The BAS report shall be downloaded by the Academic-PG Section on the 1st day of every month on the basis of which fellowship claim forms shall be processed.
5. In case of leave/academic duty/any other work assigned by the department/ etc. any representation/request shall reach Academic-PG department at least 5 days before the date of downloading the BAS report i.e. 01st day of every month in the format enclosed as Annexure -I.
6. In the event, report regarding any discrepancies, as mentioned in the para 5 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.
7. Four (04) missed punch of a scholar shall be treated as one (01) full day leave and the same shall be adjusted accordingly.
8. Further, the following must also be taken into account so as to avoid cases of missed punch:-
 - (i) Students should not stand absolutely still in front of the machine as the machine does not work on image like data.
 - (ii) Avoid extra bright or extra dark light during the punch.
 - (iii) If not detected as mentioned above, candidates must try to move some steps behind or forward.
 - (iv) If a student punched but it is not reflected on the software, the student is advised to wait for a few hrs as sometimes there may be a network issue, due to which data sync is not processed.

Singh

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- (v) Departments to ensure that all scholars punch regularly. A dealing assistant must check their report daily or alternative day basis and report discrepancies, if any. Further, the BAS attendance must also be cross-checked weekly/fortnightly of the scholars in their respective deptt, so that they can check their attendance.
- (vi) Any discrepancy must be conveyed to the Computer Centre well in advance before processing the fellowship claim form.
- (vii) There are thirteen (13) biometric machine installed at the various locations of the campus, student can mark their attendance on the BAS machine at any locations. 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

9. Student, while pursuing course work, must attend at least 75% of classes in each course in which he/she is registered. In case his/her attendance falls below 75% in any course during a month he/she will not be paid fellowship for that month.
10. The students/scholars are advised to be vigilant regarding their attendant on BAS and shall ensure that any discrepancy in the relevant month shall be brought to the notice of the concerned Head of the Department well before the 30th day of the month.

It is made clear that in case no report is received from the concerned department regarding any of the problems mentioned under para 5 above, the fellowship claims shall be processed only as per the attendance report generated from the BAS portal.

Rinku
14/08/2023
(Prof. Rinku Sharma)
Dean (Academic-PG)

Contd...

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Dated: 14/08/2023

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. 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
14/08/2023
(Prof. Rinku Sharma)
Dean (Academic-PG)

DELHI TECHNOLOGICAL UNIVERSITY

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

Name of the Department _____ Month: _____

S. NO	Name	Roll No.	Date of Discrepancy	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)