



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

ACADEMIC-PG

F. No. DTU/PHD/2014/IRD/9307-11/9330-34

Dated: 21/09/2026

NOTICE

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

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 fellowship.
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 students.
 - (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 am to 11:00 pm 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 in the format enclosed as Annexure- I, alongwith the duly filled fellowship claim forms.
5. In the event, report regarding any discrepancies, as mentioned in the para 4 above in note 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.

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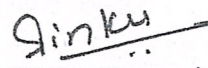
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8. The BAS machines installed at various locations within the campus and scholars can mark their biometric attendance at any location. The details are as under: -

S. No.	Name of Department	Number of Machines
1.	Delhi School of Management	2
2.	Electrical Engineering	1
3.	Civil Engineering	1
4.	Mechanical Engineering	1
5.	Computer Center	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.
10. The Departments are requested to ensure that all DTU fellowship claim forms are sent to the office with a covering letter alongwith a list of the attached claim forms by 24th day of each months. The departments are further requested to refrain from sending individual claim form.
11. The departments are also requested to submit claim forms timely so that the same may be processed by Accounts Branch accordingly, in case there is a delay in submission of the claim forms by the department, the Accounts Branch will still accept the same, however, justification for the delay has to be provided by the concerned department.
12. All scholars admitted in August, 2026 Session as well as all scholars admitted in previous sessions are advised to strictly adhere to the above guidelines.

For kind information to all.

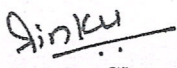

(Prof. Rinku Sharma)
Dean (Academic-PG)

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Copy to:

1. S.O. to the VC for the kind information of the Hon'ble Vice Chancellor, DTU;
2. P.A. to the Registrar for the kind information of the Registrar, DTU;
3. All HoD(s) with a request to display the notice on the departmental notice board and disseminate the information among the Ph.D. Research 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. Guard file


(Prof. Rinku Sharma)
Dean (Academic-PG)