



Devi Ahilya Vishwavidyalaya

(Grade 'A+' University, Accredited by NAAC)

Institute of Engineering & Technology

Vikramshila Parisar, Khandwa Road, Indore - 452017

Website: www.dauniv.ac.in, www.iet.dauniv.ac.in, director@ietdavv.edu.in

IET/2026/145

10.07.2026

Respected Faculty Members,

It has been observed in the past that some students are not maintaining the minimum required attendance.

As per University ordinance, a minimum of **75% attendance** (may be relaxed up to 60% in special circumstances) is mandatory to be eligible for appearing in tests, practicals, end-semester examinations and scholarships.

You are requested to:

- Closely monitor attendance in all subjects and laboratories.
- Ensure attendance records are updated regularly and accurately.
- Students below attendance threshold should not be allowed to appear in tests or internal assessments.
- Do not forward scholarship forms where attendance criteria are not met.
- Inform students in advance through notice boards, WhatsApp, email and during the classes.
- Ensure your availability in classrooms and laboratories.

In any case of detention, the final decision will be taken by respective HODs. Director will not have any interference in such matters.


Director

Copy to:

1. All Faculty Members
2. All Students
3. All HODs
4. Admin Officer
5. Director Office

Director
Institute of Engineering & Technology
Devi Ahilya Vishwavidyalaya
INDORE