

Academic-UG Section
Delhi Technological University

F. NO.101/6/Acad/2001-02/5354.

Date:-20.08.15

Sub:-Re-Registration for attending classes and appearing in mid-sem exam and end-sem exam, back-papers (End sem exam), and improvement (End-sem exam).

Students who wish to register to some selected papers to appear in mid- sem & end sem exams for full odd-sem.2015 (3rd, 5th & 7th sem), are required to deposit required fee, and submit duly filled Registration form along with a copy of last declared result latest by 25.08.2015 (without late fee) or by 30.08.2015 (with a late fee of Rs. 2000/-) to Academic-UG Section. Students registering for full semester need to attend all classes and must have minimum required attendance for appearing in End-Sem Examinations. No registration will be allowed after 31.08.2015. Registration forms may be downloaded from DTU website>Academic page. Students have to be sure before applying for registration as once re-registered; the registration in the subject will not be cancelled/ withdrawn under any circumstances.

Guidelines

1. Maximum number of subjects:

Maximum number of subjects in which a student can register for attending classes and appearing for Mid Term:

1.1. Regular Students: Maximum 06 minus Number of Theory Papers of the current semester in which student is currently registered and attending classes.

1.2. Ex- Students: Six papers in a semester i.e. in ODD semester, the papers of 1st, 3rd, 5th and 7th semester and in EVEN semester, the papers of 2nd, 4th, 6th & 8th semester. Subjects from Multiple Semester are permitted subject to the suitability of Time Table.

1.3. Registration of Mid-Semester and End-semester Examination:-

“The student will be given one time opportunity in the next year(s) along with junior batches to appear in Mid Semester Examination in exceptional cases where they have missed the chance to appear in the Mid Semester Examination due to unforeseen circumstances.” They will be evaluated for both Mid Semester as well as End Semester and internal assessment.

1.4. General Instructions

(i) All students have to submit registration/exam. forms along with fee receipt. The forms should be filled carefully and overwriting and cutting should be avoided. For Back Papers Code and Paper Name should be mentioned clearly. Indications of registered regular papers are to be made in the Back Paper Form. Ex-students should apply on separate Form meant only for ex-students along with usual back paper forms. All students have to bring passport size photograph for pasting the same on admit card. All students must sign on the list and indicate back papers if any.

(ii) Exam Registration form in which Back Paper Code, name and registration detail is not mentioned will not be accepted.

(iii) Students shall not be allowed to have their previous marks in case they apply for improvement. Earlier marks shall be considered to be surrendered and result will be declared according to fresh performance in exam.

(iv) Improvement paper will not be cancelled in any case after the submission of exam form.

(v) Late submission of Exam Forms shall not be permitted under any circumstances. However, in exceptional cases, late submission of fees and form will be accepted with a fine of Rs. 50/-per day on working hours or maximum up to Rs.1000/- be charged for registration. Students are therefore, advised to follow the above schedule. Those who wish to submit the examination forms on behalf of someone else may produce a written authorization to the effect and the identity card of the concerned person.

2. Fee Structure:


2.1 Registration for attending classes and appearing Mid and End Semester Exams.

- (a) **Rs.5,500/-**per paper (not semester) (Rs. 5,000/-Tuition Fee + Rs. 500/- Examination Fee per paper).
- (b). Registration fee for appearing in end sem examination only as back paper/improvement. Rs. 500 per paper.


(Prof. Madhusudan Singh)
Dean Academic-(UG)

Copy to:-

1. PS to Hon'ble Vice-Chancellor,DTU for information of the VC.
2. PS to the Pro Vice Chancellor,DTU.
3. All HODs:- With the request to display on student notice board.
4. Chief Warden: With the request to display on hostel notice board.
5. Head (CC):- With the request to put on DTU Website.
6. Controller of Examinations.
7. OSD(Results)


(Dr. Lokesh Garg)
Asstt.Registrar (Academic-UG)