



Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

Shahbad Daulatpur, Main Bawana Road, Delhi-110042

F.No.105(400)/DTU/ACAD-UG/2016-17/1254-70

Dated: 30.12.16

Sub: Registration schedule for Ex-students to back/ improvement papers and re-registration to take mid-term and end-term exams Even Semester May 2017.

Schedule:

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| 1. Off-line Registration starts | 02.01.2017
(Monday) |
| 2. Submission of registration form in person to Window no. 3, Academic-UG Section | 02.01.2017
(Monday) to
04.01.2017
(Wednesday) |
| 3. Online submission of details | 04.01.2017
(Wednesday) to
09.01.2017
(Monday) |
| 4. Last Date of Registration & submission with late fee (after 04.01.2017) at Window no. 3, Academic-UG Section: | 09.01.2017
(Monday) |

Process of Registration and submission of form:

1. All Ex-Students who wish to register to back/ improvement papers and to re-register attend classes to some of the selected papers from previous semesters to appear in mid- sem & end sem exams for Even-Sem, 2017 are required to deposit required fee, and submit duly filled registration form to Academic-UG Section as per above schedule.
2. Registration forms may be downloaded from DTU website>Academic page. The forms should be filled carefully and overwriting and cutting should be avoided. Ex-students should apply on separate Form meant only for ex-students and bring ID proof of the time of submission of form.
3. Submit Form along with copy last declared result and original online generated fee receipt to **Window no. 3, Academic-UG Section**.
4. Ex-students, who do not submit registration form by 04.01.2017, will have to pay a late fee of Rs. 50/- per day thereafter till date of actual submission along with the late fee receipt at **Window no. 3, Academic-UG Section**.
5. There will be no separate registration for end sem exams.
6. No Ex-student will be allowed to register after **09.01.2017 (5:00. P.M.)**.

7. All Ex-Students who are registering now, have to upload their data online for which, site will be opened on 04.01.2017. Fill-up data online as per instructions mentioned therein. Take a print out of online generated Registration Form. Online generated form will be treated as Admit Card for the purpose of appearing in all exams. Therefore, all Ex-students are advised to save copies of downloaded registration form. No separate admit-card will be issued.

Fee Structure:

1. **For back and improvement papers:** Rs. 500/- (Rupees Five Hundred only) per paper.
2. **For re-registration:** Rs.5500/-per paper (not semester) (Rs.5,000/-Tuition Fee + Rs.500/-Examination Fee per paper)

Mode of Fee payment:

1. Login on www.onlinesbi.com/prelogin/icollecthome.htm and proceed to pay required fee as above.
2. Fee portal will close at 5:00 P.M. on 09.01.2017.
3. **Fee will not be accepted via any other mode and after last date in any case.**

General Instructions:

1. All the registered Ex-students will start attending their theory & lab classes w.e.f 02.01.2017 as per Time Table notified by the academic departments.
2. Online registration is mandatory for all the students.
3. Ex-students who wish to re-register and attend classes to some of the selected papers from previous semesters to appear in mid- sem & end sem exams for Even-Sem are required to attend regular classes and attain minimum required attendance to be eligible for appearing in End-term exam.
4. Ex-students shall not be allowed to retain 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. Improvement paper will not be cancelled in any case after the online submission of exam form.
5. Ex-students who registered online but did not pay fee and those who have paid fee but did not register, shall not be allowed to appear for end semester exam May 2017.
6. Ex- Students may register for six papers in a semester i.e. in Odd semester, the papers of 5th and 7th semester and in EVEN semester, the papers of 6th & 8th semester. Subjects from Multiple Semester are permitted subject to the suitability of Time Table.
7. Please visit Academic page on www.dtu.ac.in for more details and Academic Calendar 2016-17.


(Prof. Madhusudan Singh)
Dean Academic (UG)