NOTIFICATION

Sub: Make-up Examination for Mid-Term Even Semester May 2023.

All B.Tech. 2nd semester students who could not appear in Mid-Term Even Semester Examination May 2023 due to valid reason as per provisions of Regulation R. 1(B)23 of Academic Programmes Ordinance & Regulations 2021 may apply for Make-up Exam for Mid-Term Even Semester Examination within ten working days from the date of examination missed, explaining the reasons for his/her absence. The students should make application for Make-up Examination to Dean Academic (UG) through HoD.

Following documents are to be submitted:

1. Formal application in format enclosed indicating dates of absence and specific subjects and their codes in which they could not appear for Mid-Term Examination.
2. Original Medical certificates from authorized physician as mentioned in format.
3. Documents in support of absence for any other valid reason.

No application for Make-up Examination without recommendation of HoD will be entertained.

(Prof. Priya Mahajan)
Associate Dean Academic (UG)

Copy to:
1. PS to the V.C. for kind information to the Hon’ble Vice Chancellor.
2. Registrar, DTU.
3. All Dean’s.
4. All HoDs: With the request to bring to the knowledge of B. Tech. students and display on Notice Boards.
5. Controller of Examinations.
7. Director, Physical Education, DTU.
8. Librarian.
9. COO & Head (CC); with the request to upload notification on DTU Website Academic page along with appendix attached.

(O.P. Singh)
Section Officer Academic (UG)
# ACADEMIC SECTION (UG)
DELHI TECHNOLOGICAL UNIVERSITY

FORM OF APPLICATION

for
Make-up Examination for Mid / End Semester (Odd / Even) Examination 202___ - 202____

The form when completed should be submitted to:
Controller of Examination
Delhi Technological University

(For use by the Academic Section (UG))
Permitted by Dean Acad.(UG) /
NOT Permitted by Dean Acad.(UG)

To be filled in by the applicant

Name: ............................................................... Address for Communication:
Roll No: .............................................................
Mobile No: ..........................................................
Email: ..............................................................

A. Courses requested for Make-up Examination:

<table>
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<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Name of the Course</th>
<th>Credits</th>
<th>Date &amp; time slot of the Exams scheduled</th>
<th>Reason for missing the Exam</th>
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B. Supported Mandatory Documents for the claim:
(Please tick the annexed documents below)

| 1       | Recommendation of concerned Warden (if the student resides in University Hostel) |
| 2       | Medical Certificate issued by the Medical Officer of the Hospital the student was admitted duly endorsed by Medical Officer of University Health Centre |
| 3       | Proof of admission in Hospital and discharge slip etc |
| 4       | Proof of medical tests conducted |
| 5       | Fitness certificate of the hospital |

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<td>Endorsement by parent/guardian on the certificate of treatment <em>(if the student is a Day Scholar)</em></td>
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<td>7</td>
<td>Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre</td>
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<td>8</td>
<td>Prior Approval of Dean Academic (UG) for any authorized work in the academic interests</td>
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**DECLARATION**

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed therefrom. I also agree that in case any information given by me herein before is found false at later date, the result for the requested courses for make-up examination be cancelled.

**Signature of the Parents/Guardian**

**Name (in Capital Letters)**

**Date :**

**Place :**

**Signature of Student**

**Name (in Capital Letters)**

**Date :**

**Place :**