DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Main Bawana Road, Delhi-42
Academic-PG

F.No. 104-79/DTU/Acad.PG/Make-up/Mid-Term/2022-23/4736-44   Dated:21/05/2024

NOTIFICATION

Subject: Make-up Examination for End-Term Even Semester May, 2024.

All PG students who could not appear in End-Term Even Semester Examination May, 2024 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 End-Term Even Semester Examination within ten (10) working days from the date of the examination missed, explaining the reasons for his/her absence. The students should make application for Make-up Examination to Dean Academic (PG) **through HoD**.

As per Office Order No. F. 216/Exam/Result/2023/8136 dated 13.12.2023, the schedule of Make-up Examination of End Term Even Semester Examinations shall be as follows: -

S. No.	Activity	Time Line
1.	Issue Notice for Make-up Examination	Prior to the last date of End Term Examination
2.	Last date of Submission of Applications	31.05.2024 (Friday)
3.	Scrutinizing & Processing of Application & Issuance of permission for conduct of Make-up Examination	Within 3 days form last date of Submission of application.
4.	Conduct of Make-up Examination	Within 5 days from the date of issuance of permission
5.	Evaluation of Answer Book of Make-up Examination & Uploading marks	Within 2 days from the conduct of Make-up Examination.

No application for Make-up Exam will be entertained without duly filled and recommended by HOD form alongwith requisite documentary evidence as mentioned in the Make-up application form.

Rinku 21/05/2024
Prof. Rinku Sharma
Dean (Academic-PG)

F.No. 104-79/DTU/Acad.PG/Make-up/Mid-Term/2022-23/ 4736-44   Dated:21 /05/2024
Copy to:
1. PA to VC for kind information to the Hon'ble Vice Chancellor, DTU.
2. PA to Registrar for kind information to the Registrar, DTU.
3. All Deans.
4. All HoDs: with the request to bring of knowledge of the students and display on Notice Boards.
5. Controller of Examinations.
6. Superintendent (PG Examinations).
7. COO & Head (CC); with the request to upload notification on DTU Website Academic-PG page along with appendix attached.
8. Notice board.
9. Guard File.

21/5/24
(Prof. Raju Sarkar)
Associate Dean (Academic PG)

ACADEMIC SECTION (PG)
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 {PG}) **Permitted** by Dean Acad. (PG)/ **Not Permitted** by Dean Acad. (PG)
To be filled in by the applicant	
Name: .... Roll No: .... Mobile No: .... Email:	Address for Communication: ....

A. Courses requested for Make-up Examination:

S.No.	Course Code	Name of the Course	Credits	Date & Time slot of the Exams scheduled	Reason for missing the Exams
1					
2					
3					

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
6	Endorsement by parent/guardian on the certificate of treatment (if the student is a Day Scholar)

7	Copy of Admit Card	
8	Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre	
9	Prior Approval of Dean Academic (PG) for any authorized work in the academic interests	

DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. 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)

Signature of Student

Name (in Capital Letters)

Date:

Place:

Date:

Place: