



# DELHI TECHNOLOGICAL UNIVERSITY

(Estd. by Govt. of Delhi vide Act No. 6 of 2009)

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi-110042

Tel: +91-11-27296337, Fax: +91-11-2787 1023

## ACADEMIC (UG) SECTION

F. No. 105(471)DTU/Acad-UG/make-up/2023-24/17926-37 Dated: 22/11/24

### NOTICE

#### Sub: Guidelines / Eligibility for Make-up Examination.

Attention of all the students of B. Tech., B.Des, BBA and BA Program is drawn to the provisions of Regulation R.1(B)23 dealing with the conduct of Make-up examination on Medical / Extra ordinary grounds.

1. It is be noted that the provision of make-up examination is meant only for the cases of **severe ailment/ other special circumstance**. The students with minor ailment may not allowed to appear for make up examination.
2. It has been noted that in many cases the request for make-up examination is made quite late after the conduct of examination without any **recommendation of Head of the department**.
3. All HoDs may note that a clear cut recommendation is to be made on the make up application considering the merit of the case and forward the same to Dean Academic (UG).
4. It has been observed that some of the students are misusing the provisions of Make-up examination and applying for Make-up examination without furnishing the supporting documents as detailed in appendix of the said Regulation reproduced below. Therefore the students should ensure to accomplish an application for make up examination **within ten working days** from the date of the examination missed, through their respective course coordinator and HoD, with the relevant supporting documents (appendix). Application received after this period will not be entertained.
5. The University will not entertain any request for make up examination unless there is merit in such request and all the necessary documents are furnished with the application.

#### **Supported Mandatory Documents for the claim**

(Please tick the annexed documents below)

1	Recommendation of concerned Warden <b>(if the student resides in University Hostel)</b>
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 conduct.
5	Fitness certificate of the hospital.
6	Endorsement by parent / guardian on the certificate of treatment <b>(if the student is a Day Scholar)</b>

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

*R. Pandey*

**(Prof. Rajeshwari Pandey)  
Dean Academic (UG)**

F. No. 105(471)DTU/Acad-UG/make-up /2023-24/ 17928-37 Dated: 22/11/24

Copy to:

1. PS to VC for kind information to the Hon'ble Vice Chancellor.
2. Registrar, DTU.
3. All Deans.
4. All HoDs: with the request to bring of knowledge of B. Tech. students and display on Notice Boards.
5. Controller of Examinations.
6. Superintendent (B. Tech Examinations).
7. COO & Head (CC); with the request to upload notification on DTU Website Academic page along with appendix attached.
8. Notice board.
9. Guard File.

*O.P. Singh*

**(O.P. Singh)  
Section Officer Academic (UG)**



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## ACADEMIC (UG) SECTION

F.No.105(471)DTU/Acad-UG/Make-up/2023-24/17938-46

Dated:- 22/11/24

### Notification

#### Sub: Make-up Examination for B. Tech students who could not appear in Mid/End-Term odd Nov-Dec 2024 Exam.

Pursuant to the clause R1(B)23 of the Academic Programmes Ordinance & Regulations 2022 relating to undergraduate programmes leading to Bachelor of Technology, if a student is absent during Mid-Term/End-Term Examination odd sem 2023-24 of a course due to medical reasons or other special circumstance, he / she may apply for the award of "I" grade to the HoD of the concerned Department offering the course, through the Course Coordinator. Student should submit following documents alongwith the application:

1. Original medical certificate.
2. Self attested copy of treatment records, prescriptions and medical tests undertaken.
3. Fitness certificate in original.
4. Relevant documents for other special circumstance.

The HoD may forward this request to Dean Academic (UG). Make-up examination shall be normally held of End Term Examination to convert "I" grade to proper letter grade.

Therefore, the students who could not appear in End-Term Examination Nov 2023 due to medical reasons or other special circumstance may apply in prescribed format enclosed and submit to respective HoDs along with all required enclosures on or before 17.12.2024.

**Make-up-examination will be allowed only if a student has not been disqualified earlier, due to shortage of attendance.**

(Prof. Rajeshwari Pandey)  
Dean Academic (UG)

F. No. 105(471)/DTU/Acad-UG/Make-up/2023-24/17938-46 Dated:- 22/11/24

#### **Copy to:**

1. PA 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 of knowledge of students and display on Notice Boards.
5. Controller of Examinations.
6. COO & Head CC:- With request to upload on DTU Website.
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(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:

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	Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre
8	Prior Approval of Dean Academic (UG) 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

Signature of Student

Name (in Capital Letters)

Name (in Capital Letters)

Date :

Date :

Place :

Place :