



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

F.No. 104-79/DTU/Acad.PG/Make-up/Mid-Term/2022-23/2693-2701

Dated: 20/03/2024

NOTIFICATION

Subject: Make-up Examination for Mid-Term Even Semester March 2024.

All PG students who could not appear in Mid-Term Even Semester Examination March 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 Mid-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 Mid 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 Mid Term Examination
2.	Last date of Submission of Applications	26.03.2024 (Monday)
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
20/03/2024
Prof. Rinku Sharma
Dean (Academic-PG)

F.No. 104-79/DTU/Acad.PG/Make-up/Mid-Term/2022-23/2693-2701
Copy to:

Dated: 20/03/2024

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.

Raju
19/3/2024
(Prof. Raju Sarkar)
Associate Dean (Academic PG)



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)
Shahbad Daultapur, Main Bawana Road, Delhi-42

Academic PG FORM OF APPLICATION

For

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

Examination 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:	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	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:



Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

(Examination Branch)

F.216/Exam/Result/2023/ 8136

Dated: 13.12.2023

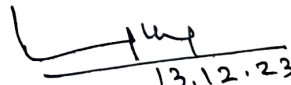
OFFICE ORDER

Subject: - Make – up Examination (Mid Term Examination & End Term Examination) – regarding.

1. This is the partial modification to Office Order No. F.216/Exam/Result/2023/4932, dated 24.08.2023, regarding Make – up Examination (Mid Term Examination & End Term Examination).
2. The Make-up Examination for Mid Term Examination & End Term Examination will be continued as per past practice & prevailing Regulations.
3. The schedule of Make – up Examination of Mid Term & End Term Examinations shall be as follows: -

S.No.	Activity	Time Line	Action by
1	Issue Notice for Make-up Examination	Prior to the last date of End Term Examination	Academic (UG/PG) Section
2.	Submission of Applications	Within 7 days from last date of End Term Examination	Students
3.	Scrutinizing & processing of Application & Issuance of permission for conduct of Make-up Examination.	Within 3 days from last date of submission of applications	Academic (UG/PG)
4.	Conduct of Make-up Examination.	Within 5 days from date of issuance of permission	Concerned HOD/Course Coordinator / faulty
5.	Evaluation of Answer book of Make-up Examination & uploading marks.	Within 2 days from the conduct of Make-up Examination	Concerned HOD/Course Coordinator / faulty

4. This issues with the approval of the Competent Authority.

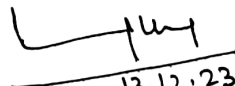

13.12.23
(DR. KAMAL PATHAK)
Controller of Examination

F.216/Exam/Result/2023/ 8136

Dated: 13.12.2023

Copy to: -

1. P.A. to V.C for kind information to the Hon'ble Vice Chancellor, DTU.
2. P.A. to Registrar, DTU for kind information to the Registrar, DTU.
3. All Deans/Heads of the Academic Department of DTU.
4. Guard File.


13.12.23.
(DR. KAMAL PATHAK)
Controller of Examination