



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

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ACADEMIC (UG) SECTION

F.No.105(500)DTU/Acad-UG/2016-17/15243-54

Dated 13/12/23

Notification

Sub: Make-up Examination for B. Tech students who could not appear in Mid-Term/End-Term odd Nov-Dec 2023 Exam.

In pursuant to Examination Branch Office Order No F.216/Exam/Result/2023/836 dated 13.12.2023 and clause R1(B)23 of Academic Programmes Ordinance & Regulations relating to academic programmes, 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. 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 after Mid-Term/End Term Examination to convert "I" grade to proper letter grade.

Therefore, all undergraduate students who could not appear in Mid-Term/End-Term Examination Nov 2023 due to medical reasons or other special circumstance may apply in prescribed format enclosed along with all required enclosures on or before **20.12.2023**.

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(500)/DTU/Acad-UG/2016-17/15243-54

Dated 13/12/23

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 B. Tech. students and display on Notice Boards and forward the applications of 'I' grade to AD Academic (UG).
5. Controller of Examinations.
6. COO & Head CC:- With request to upload on DTU Website.
7. Superintendent (B. Tech Examinations).
8. Director, Physical Education, DTU.
9. Librarian.
10. Notice Boards.
11. Guard File.

(Prof. Rajeshwari Pandey)
Dean 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 <i>Delhi Technological University</i>	(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 (<i>if the student resides in University Hostel</i>)
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 <i>(if the student is a Day Scholar)</i>
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 :