



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

F.No. 104-79/Acad.PG/Make-up/Mid/End-Term/2022-23/13942-50

Dated: 13/12/2023

NOTIFICATION

Subject: Make-up Examination for Mid Term Examination and/or End Term Examination Odd Semester November 2023.

All PG students who could not appear in Mid Term Examination and/or End Term Examination Odd Semester, November 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 Examination and/or End Term Examination Odd Semester within Seven (07) days (i.e. 20.12.2023) from the date of the examination missed, explaining the reasons for his/her absence. The students should make application submit duly filled for Make-up Examination to Dean Academic (PG) **through HoD.**

Following documents are to be submitted:

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

Note: No application for Make-up Examination without recommendation of HoD will be considered. After due date and incomplete application will not be considered.

Rinku
13/12/2023
Prof. Rinku Sharma
Dean (Academic-PG)

Encl. Make-up form.

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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.

Raju
13/12/2023
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:	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					
4					

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 (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: