



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 | 3781-89

Dated: 24 /03/2023

NOTIFICATION

Subject: Make-up Examination for MiD-Term Even Semester March 2023.

All PG students who could not appear in Mid-Term Even Semester Examination March 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 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.**

Following documents are to be submitted:

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

No application for Make-up Examination without recommendation of HoD will be entertained.

Rinku
24/03/2023
Prof. Rinku Sharma
Dean (Academic-PG)
Dated: 24 /03/2023

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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.

Sunil Kr. Yadav
24/03/2023
(Sunil Kr. Yadav)
Section Officer 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					

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

Signature of Student

Name (in Capital Letters)

Name (in Capital Letters)

Date:

Date:

Place:

Place: