



# 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(471)DTU/Acad-UG/make-up mid-term/2016-17//3184-97 Dated: 26/5/23

### NOTIFICATION

#### Sub: Make-up Examination for Mid-Term Even Semester May 2023.

All B.Tech. 2<sup>nd</sup> semester students who could not appear in Mid-Term Even Semester Examination May 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 working days from the date of examination missed, explaining the reasons for his/her absence. The students should make application for Make-up Examination to Dean Academic (UG) through HoD.

Following documents are to be submitted:

1. Formal application in format enclosed indicating 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.

*Priya Mahajan*  
(Prof. Priya Mahajan)

Associate Dean Academic (UG)

F. No. 105(471)DTU/Acad-UG/make-up mid-term/2016-17/ 3184-97 Dated: 26/5/23

#### **Copy to:**

1. PS 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 to the knowledge of B. Tech. students and display on Notice Boards.
5. Controller of Examinations.
6. Superintendent (B. Tech Examinations).
7. Director, Physical Education, DTU.
8. Librarian.
9. COO & Head (CC); with the request to upload notification on DTU Website Academic page along with appendix attached.
10. Notice Boards.
11. Guard File.

*O.P. Singh*  
(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: <b>Controller of Examination</b> <i>Delhi Technological University</i>	(For use by the Academic Section {UG}) Permitted by Dean Acad.(UG) / NOT Permitted by Dean Acad.(UG)
<b>To be filled in by the applicant</b>	
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

Name (in Capital Letters)

Date :

Place :

Signature of Student

Name (in Capital Letters)

Date :

Place :

No	Course Code	Name of the Course	Credits	Date & time of the course scheduled	Reason for requesting the Exam

No	Supporting Mandatory Documents for the claim (Please tick the annexed documents below)
1	Request form of concerned dept. If the student studies in University hostel
2	Medical Cert. (to be issued by the Medical Officer of the hospital where the student was admitted) duly signed by Medical Officer of University Health Centre
3	Proof of admission in Hospital with discharge slip etc.
4	Proof of medical tests conducted
5	Parent's certificate of the hospital