



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

Tel: +91-11-27296337, Fax: +91-11-2787 1023

ACADEMIC (UG) SECTION

F. No. 105(471)DTU/Acad-UG /Make-up/2023-24/Vol-II/16226-36

Dated: 22/05/24

NOTIFICATION

Sub: Make-up Examination for End-Term Even Semester 2023-24.

All students who could not appear in End-Term even semester Examination 2023-24 due to valid reason as per provisions of Regulation R.1(B)23 of Academic Programmes Ordinance & Regulations 2022 may apply for Make-up Exam for End-Term even semester Examination latest by **31/05/2024** explaining the reason for their 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 prescribed format of Ordinance & Regulations indicating dates of absence and specific subjects and their codes in which they could not appear for 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.

No application for Make-up Examination without recommendation of HoD and after the due date (31/05/2024) will be entertained.


End-Term Make up examination will be allowed only if a student has not been disqualified earlier, due to shortage of attendance.


(Prof. Priya Mahajan)
Associate Dean Academic (UG)

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Copy to:

1. PA to the V.C. for kind information to the Hon'ble Vice Chancellor.
2. Registrar, DTU.
3. All HoDs: With the request to bring to the knowledge of B. Tech. students and display on Notice Boards.
4. Controller of Examinations.
5. Director, Physical Education, DTU.
6. Librarian.
7. COO & Head (CC); with the request to upload notification on DTU Website Academic page.
8. Notice Boards.
9. Guard File.


(Prof. Priya Mahajan)
Associate 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 Delhi Technological University	(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 (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

8	Prior Approval of Dean Academic (UG) for any authorized work in the academic interests
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
6	Endorsement by parent/guardian on the certificate of treatment <i>(if the student is a Day Scholar)</i>

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 :