



Academic-UG Section DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
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Important

F.No. 105(500)DTU/Acad-UG/2016-17/4586-98

Dated: 25/9/17

NOTICE

Sub: Guidelines / Eligibility for Make-up Examination.

Attention of all the B.Tech. Under Graduation students is drawn to the provisions of Regulation R.24 of B.Tech. Ordinance 1A dealing with the conduct of Make-up examination on Medical / Extra ordinary grounds.

1. It is be noted that the provision of make-up examination is meant only for the cases of **severe ailment / other special circumstance**, as mentioned in annexure F. students with minor ailment may not allowed to appear for makeup examination.
2. It has been noted that in many cases the request for make-up examination is made quite late after the conduct of examination without any **recommendation of Head of the department**.
3. All HODs may note that a clear cut recommendation is to be made on the makeup application considering the merit of the case and forward the same to Associate Dean Acad (UG).
4. The University will not entertain any request for make-up examination unless there is merit in such request and all the necessary documents are furnished with the application.
5. It has been observed that some of the students are misusing the provisions of Make-up examination and applying for Make-up examination without furnishing the supporting documents as detailed in annexure F of the said Regulation reproduced below. Therefore the students should ensure to accomplish an application for make-up examination **within ten working days** from the date of the examination missed, through their respective course coordinator and HOD, with the relevant supporting documents (Annexure F). Applications received after this period will not be entertained.

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 conduct.
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 (UG) for any authorized work in the academic interests.

DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing false therein and nothing material has been concealed there from. I also agree that incase any information given by me herein before is found false at later date, the result for the request ed 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 :

(Prof. Madhusudan Singh)
Dean Academic (UG)

F.No. 105(500)DTU/Acad-UG/2016-17/ 4586-98

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Copy to:

1. PS to VC for kind information to the Hon'ble Vice Chancellor.
2. PA to PVC-I for information to the Pro Vice-Chancellor –I
3. PA to PVC-II for information to the Pro Vice-Chancellor -II
4. Registrar, DTU.
5. All Deans.
6. All HoDs: with the request to bring to the knowledge of B.Tech. students and display on Notice Boards.
7. Controller of Examinations.
8. Superintendent (B.Tech. Examinations).
9. Director, Physical Education, DTU.
10. Librarian.
11. Programmer, UG section: With the request to upload notification on DTU Website Academic Page and upload copy of 'Annexure-F' (copy enclosed).
12. Student Notice board.
13. Guard File.

(Prof. Rajeshwari Pandey)
Associate Dean Academic (UG)