Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi Vide Act 6 of 2009
ShahbadDaulatpur, Bawana Road, Delhi-110042
Tel : +91-11-27296337, Fax : +91-11-2787 1023

F.No.105(500)/DTU/Acad-UG/2016-17/ 5292-304 Dated:- 23/11/2017

Notification

Sub: Make-up Examination for B. Tech (2K15 and onwards batches) students who could not appear in End-Term Odd Sem Nov-Dec. 2017 Exam.

Pursuant to the clause 24(2) of the B. Tech. Ordinance 2015 relating to undergraduate programmes leading to Bachelor of Technology, if a student is absent during End-Term Examination of a course due to medical reasons or other special circumstance (Annexure – F), he / she may apply for the award of "I" grade to the HoD of the concerned Department offering the course, through the Course Coordinator. Student should submit following documents alongwith the application:

1. Original medical certificate.
2. Self attested copy of treatment records, prescriptions and medical tests undertaken.
3. Fitness certificate in original.
4. Relevant documents for other special circumstance.

The HoD may forward this request to Dean Academic (UG). Make-up examination shall be normally held along with the Supplementary Examination of End Term Examination to convert "I" grade to proper letter grade.

Therefore, the students who could not appear in End-Term Examination Nov-Dec. 2017 due to medical reasons or other special circumstance may apply in prescribed format {Annexure F of the DTU Ordinance & Regulation 1 (A)} and submit to respective HoDs along with all required enclosures on or before **01/12/2017**.

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

(Prof. Madhusudan Singh)
Dean Academic (UG)

F.No.105(500)/DTU/Acad-UG/2016-17/5292-304 Dated:- 23/11/2017

Copy to:

1. PA to the V.C. for kind information to the Hon'ble Vice Chancellor.
2. PA to PVC-I for information to the Pro Vice Chancellor-I, DTU.

3. PA to PVC-II for information to the Pro Vice Chancellor-II, DTU.
4. Registrar, DTU.
5. All Dean's.
6. All HoDs: with the request to bring of knowledge of B. Tech. (2015 and onwards batches) students and display on Notice Boards and forward the applications of 'I' grade to AD Academic (UG).
7. Controller of Examinations.
8. Superintendent (B. Tech Examinations).
9. Director, Physical Education, DTU.
10. Librarian.
11. Programmer Academic (UG): With the request to upload on DTU Website.
12. Notice Boards.
13. Guard File.

21/11/17

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

Delhi Technological University

FORM OF APPLICATION

for

Make-up Examination for Mid / End Semester (Odd / Even) Examination 201____ - 201____

The form when completed should be submitted to: **The Assistant Registrar,** **Academic Section(U.G.),** ***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:.....

Roll No: .....

Mobile No.....

Email: .....

Address for Communication:

.....

.....

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					
5					
6					

B. Supported Mandatory Documents for the claim:(*Please tick the annexed documents below*)

	Recommendation of concerned Warden (***if the student resides in University Hostel***)
	Medical Certificate issued by the Medical Officer of the Hospital the student was admitted duly endorsed by Medical Officer of University Health Centre
	Proof of admission in Hospital and discharge slip etc
	Proof of medical tests conducted
	Fitness certificate of the hospital
	Endorsement by parent/guardian on the certificate of treatment(***if the student is a Day Scholar***)
	Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre
	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 :