IMPORTANT

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 (PG) SECTION

F. No. 104-79/DTU/Acad-PG/make-up mid-term/2022-23/12285-93 Dated: 27th Sept 2022

NOTICE

Sub: Guidelines / Eligibility for Make-up Examination.

Attention of all the Post Graduate students of M. Tech., M. Design, MBA and M.Sc Program(s) is drawn to the provisions of Regulation R.1(B)23 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 aliment/ other special circumstance.** The students with minor aliment may not allowed to appear for make-up 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 make-up application considering the merit of the case and forward the same to Dean Academic (PG).

4. 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 appendix 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 (appendix). Application received after this period will not be entertained.

5. 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.

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 in which 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 (PG) for any authorized work in the academic interests.

Rinku 27/09/2022

(Prof. Rinku Sharma)
Dean Academic (PG)

F. No. 104-79/DTU/Acad-PG/make-up mid-term/2022-23/ 12285-93 Dated: 27/09/2022

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.

27/09/2022

(Sunil Kr. Yadav)
Section Officer Academic (PG)

O/C