



**Academic-UG Section**  
**DELHI TECHNOLOGICAL UNIVERSITY**

Established by Govt. of Delhi Vide Act 6 of 2009  
Shahbad Daulatpur, Bawana Road, Delhi-110042  
Tel : +91-11-27296337, Fax : +91-11-2787 1023

F.No. 105(471)DTU/Acad-UG/Make-up mid-term/2016-17/522-8-39 Dated: 01/X/19

**NOTIFICATION**

**Sub: Make-up Examination for Mid-Term Odd Sem September 2019.**

All students who could not appear in Mid-Term Odd Sem Examination September 2019 due to valid reason as per Clause R.1(B).23 of B. Tech. Ordinance may apply for Make-up Exam for Mid-Term Odd Sem Examination latest by **14/10/2019** 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 the Ordinance & Regulations 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 prescribed 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.

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

F.No. 105(471)DTU/Acad-UG/Make-up mid-term/2016-17/5228-39 Dated: 01/X/19

**Copy to:**

1. PS to the V.C. for kind information to the Hon'ble Vice Chancellor.
2. PA to PVC for information to the Pro Vice Chancellor, DTU.
3. Registrar, DTU.
4. All Dean's.
5. All HoDs: With the request to bring of knowledge of B. Tech. students and display on Notice Boards.
6. Controller of Examinations.
7. Superintendent (B. Tech Examinations).
8. Director, Physical Education, DTU.
9. Librarian.
10. Head (CC): With the request to upload on DTU Website.
11. Notice Boards.
12. Guard File.

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

Academic Section (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:  <b>The Assistant Registrar, Academic Section(U.G.), Delhi Technological University</b>	(For use by the Academic Section {UG})  Permitted by Dean Acad.(UG) / NOT Permitted by Dean Acad.(UG)
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<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					
4					
5					
6					

**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 :