



# 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

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## ACADEMIC (UG) SECTION

F. No. 105(1254)DTU/Acad-UG/2025-26/ 21518-26

Dated: 13/03/26

### NOTIFICATION

#### **Sub: Make-up Examination for Mid-Term Even Semester March 2026.**

Attention of all the students of B. Tech., B.Des, BBA and BA Program 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 to be noted that the provision of make-up examination is meant only for the cases of **severe ailment/ other special circumstances**. The students with minor ailment may not be allowed to appear for make up examination.
2. All UG students who could not appear in Mid-Term Even Semester Examination March 2026 due to valid reason as per provisions of Regulation R.1 (B).23 of Academic Programmes Ordinance & Regulations may apply for Make-up Exam for Mid-Term Even Semester Examination latest by **23/03/2026** explaining the reason for their absence. The students should make application in prescribed format to the following authorities: -
  - i) All students of B.Tech. 1<sup>st</sup> year / those re-registered for courses of 1<sup>st</sup> year shall make an application for Make-up Examination to Dean Academic (UG).
  - ii) All students of B.Tech. 2<sup>nd</sup> year onwards and other UG programs shall make an application to their respective HoDs and their Make-up Examination will be conducted at the Department Level.
3. The Department shall review the applications and list of students who are allowed to appear in Make-up examination shall be notified to the students through student notice boards and published on DTU website through computer center, under intimation to Dean (UG) and COE.
4. No request for make up examination shall be entertained 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	Prescribed format
2	Recommendation of concerned Warden ( <b>if the student resides in University Hostel</b> )
3	Medical Certificate issued by the Medical Officer of the Hospital the student was admitted duly endorsed by Medical Officer of University Health Centre.
4	Proof of admission in Hospital and discharge slip etc.
5	Proof of medical tests conduct.
6	Fitness certificate of the hospital.
7	Endorsement by parent / guardian on the certificate of treatment ( <b>if the student is a Day Scholar</b> )

8	Medical certificate from hospital where Parents / real brother or sister / spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre.
9	Prior Approval of Dean Academic (UG) for any authorized work in the academic interests.

Further, there will be no Make-Up of the Make-Up Examinations as per office order no. F.No. 105(471)DTU/Acad-UG/Make-up/2023-24/19165-69 dated 24/03/2025.

**NOTE: NO APPLICATION WILL BE ENTERTAINED AFTER THE DUE DATE.**

  
 (Prof. Rajeshwari Pandey)  
 Dean Academic (UG)

F. No. 105(1254)DTU/Acad-UG/2025-26/ 21518-26 Dated: 13/03/26

**Copy to:**

1. PA to VC for kind information to the Hon'ble Vice Chancellor.
2. Registrar, DTU.
3. All Deans.
4. All HoDs; with the request to bring of knowledge of B. Tech. students and display on Notice Boards.
5. Controller of Examinations.
6. Superintendent (B. Tech Examinations).
7. Head (CC); with the request to upload notification on DTU Website Academic page along with appendix attached.
8. Notice board.
9. Guard File.

  
 (Prof. Rishu Chaujar)  
 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: <b>Controller of Examination</b> <i>Delhi Technological University</i>	<i>(For use by the Academic Section {UG})</i> Permitted by Dean Acad.(UG) / NOT Permitted by Dean Acad.(UG)
<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					

**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

Signature of Student

Name (in Capital Letters)

Name (in Capital Letters)

Date :

Date :

Place :

Place :