

Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daultapur, Bawana Road, Delhi-110042

(Examination Branch)

F.DTU/Examination/2023/4323/ 8203 - 8208

Dated: 27.02.2024


OFFICE ORDER

Subject: - Conduct of Mid Term Examination for all UG & PG Programmes.

- A. With regard to the subject matter, it is noteworthy that upto the Academic Year 2022-2023, Mid Term Examination (MTE) was conducted by Examination Branch for B.Tech & B.Tech (Continuing Education) programmes only. For all the other UG & PG programmes, Mid Term Examination was conducted at the department level.
- B. The Mid Term Examination (MTE), September, 2023 of the odd semester of the Academic Year 2023-2024 was conducted at Department level.
- C. As per Regulation R.1 (B).16 (ii) of DTU Ordinance "*Mid-Term Examination will be conducted by course coordinator and the faculty members concern during the slot notified by the COE*". The modalities for conducting the Mid Term Examination will be as follows: -
 1. Slot for the conduct of Mid Term Examination (MTE) will be notified by COE in accordance with the Academic Calendar. HoDs need to ensure that the Mid-Term Examination for all the courses offered by the respective departments are conducted in the same week as prescribed in the Academic Calendar.
 2. The Mid-Term Examination should be conducted by the faculty concerned, referred as Course Instructor hereafter, in consultation with the Course Coordinator in the respective course time table slot.
 3. A notification of slot/date/venue for holding the Mid-Term Examination of a course should be issued well in advance by the respective Course Instructor under intimation to HoD.
 4. The data of the students registered for various courses will be provided by the Examination Branch. The Course Coordinator shall obtain the answer books and other required materials from the Stores. If needed, the question papers may be photocopied in the Secrecy Section of the Examination Branch.
 5. For the courses with multiple sections, a common syllabus should be decided by the Course Coordinator in consultation with all the Course Instructors. Course Instructor for each section may set a separate question paper, however the same is to be moderated by the Course Coordinator.
 6. In case of the elective courses, the Course Instructors need to ensure that the Mid-Term Examination is conducted in the respective slot in which the elective course is offered (Example: E1/E2/E3/....).
 7. Keeping in view the class time table slot duration, the Course Instructors may be given flexibility to decide the exam time duration as 1Hr or 1Hr 30 minutes for their respective courses.
 8. Exam for more than one course (Not more than 2 courses) may be conducted on same day, if required.

9. A common question paper should be set by the course Coordinator for the FEC/AEC/VAC having multiple sections. The Mid-Term Examination may preferably be conducted on Saturday in the designated week for the examination.
10. In accordance with R.1(B).16 (iii) the Mid-Term Examination question papers shall not have any choices/alternatives.
11. Whenever necessary, seating plan to be prepared and published by the Course Coordinator of respective department.

This issues with the approval of the Competent Authority.

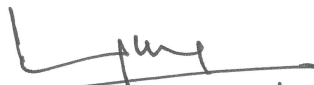

27.2.24
(DR. KAMAL PATHAK)
Controller of Examination

F.DTU/Examination/2023/4323/8903-8908

Dated: 27.02.2024

Copy to: -

1. P.A. to V.C for kind information to the Hon'ble Vice Chancellor, DTU.
2. P.A. to Registrar, DTU for kind information to the Registrar, DTU.
3. All the Deans & Heads of the Academic Department of DTU.
4. Prof. Rajiv Chaudhary, Center Superintendent.
5. Guard File.


27.2.24.
(DR. KAMAL PATHAK)
Controller of Examination