



GOVERNMENT OF NCT OF DELHI  
**BOARD OF TECHNICAL EDUCATION**  
 MUNI MAYA RAM MARG  
 PITAMPURA: DELHI- 110088  
 PH: - 01127322460



NO. F.53 (89)/91-Aca/BTE/Vol-III/Part File 7 (AY.2024-25)/4816

Dated: 28/1/2024

To

The Principal/ Campus Director,  
 All the Polytechnics/Institute of Technology

**Sub: Submission of 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> Semester Examination Form for Dec/Jan-2024-25 Examination.**

Sir/Madam,

It is to inform you that the Examination forms of the students for appearing in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> Semester Examination scheduled to be held in the month of Dec/Jan-2024/25 will be received by Board as per given schedule:

S.N.	Particulars	Date	Time
<b>For Students</b>			
I	1. Submission of Examination form by the <u>student</u> in their Institute without late fee.	28.10.2024 To 13.11.2024	Within working Hours
	2. Submission of Examination form by the <u>student</u> in their Institute with late fee of Rs. 100/-	14.11.2024 To 28.11.2024	
	3. Submission of Examination form by the <u>student</u> in their Institute with late fee of Rs. 300/-	29.11.2024 To 05.12.2024	
<b>For Institution</b>			
II	1. Submission of Examination form by the institute in the BTE without late fee.	14.11.2024 To 18.11.2024	till 4:00 PM in working days
	2. Submission of Examination form by the institute in the BTE with late fee of Rs. 100/-	29.11.2024 To 03.12.2024	
	3. Submission of Examination form by the institute in the BTE with late fee of Rs. 300/-	06.12.2024 To 09.12.2024	

In the forthcoming examination Dec.24-Jan.25, the eligibility criteria of the students are as below:-

S.N	Eligible Students for below mentioned Semester Pattern	Eligible admission year batch of students.
1	<u>1st, 3rd, 5th</u> Semester (Regular/back) for Pvt. Institutes running under BTE.	2020 Onwards 2021 onwards for Lateral Entry
2	<u>1st, 3rd, 5th</u> (back) for Govt. institutions ( with N+2 course duration)	2020 Only 2021 only for Lateral Entry
3	Four year Diploma courses Tool & Die of Govt. Institution <u>1st, 3rd, 5th &amp; 7th</u> (Back)	2019 onwards & 2020 & 2021 only for Lateral Entry
4	Part Time Diploma Courses of Govt. Institution <u>1st, 3rd, 5th &amp; 7th</u> (back)	2019 onwards
5	Pharmacy Compartment/Back 1 <sup>st</sup> & 2 <sup>nd</sup> year of Private Institute	2021 onwards
6	Trade Diploma Course Compartment/Back for Govt./Govt. Aided/Pvt. Institute	2021 onwards

S.P. Men

You are requested to send the list of Regular students of Pvt. Institute in prescribed enclosed Performa in triplicate to the Board along with **GREEN COLOUR** filled Performa of Admit Card. A similar **Blue Colour** Performa is for Institute only.

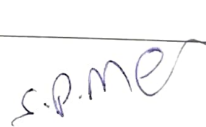
The details of Improvement/Ex-student/Back students should be furnished in separate Performa along with **RED COLOUR** filled Performa of Admit Card, otherwise the forms will not be accepted by the Board. A similar **Violet Colour** Performa is for Institute only.

(Note:- At the top of the Admit Card the **"IMPROVEMENT"** word should be written & should be submitted in separate proforma, if any student is applying for improvement exam.)

**The list of the students shall be arranged in the prescribed Performa in ascending order of Board roll no. of students. The Board will not entertain further correspondence for extension of date of form submission or to waive off the late fee charges.**

In case any Principal/Campus Director/Centre Superintendent finds any discrepancy/confusion the same should be brought to the notice of the Controller, BTE immediately and further action should be taken as per the direction of the Controller, BTE. It is pertinent to note that no ineligible student should be allowed to sit in the examination otherwise strict action will be taken against the erring official/officer.


- Note:**
1. The Proctor's/In-Charge/ Principal should ensure that the student has affixed latest photo with name pla-card & Date of photograph, on the Examination/Admit Card forms & are duly checked and verified.
  2. It should also be ensured that there should be no mixing among the list of students who are going to appear in 1st, 3rd, 5th & 7th Semester Regular, improvement and Ex-student for Dec.24-Jan.25 examination.
  3. The Examination forms, duly checked and verified by the Principal of concerned Institute will be accepted by the Board of Technical Education, Delhi as per given schedule. If any discrepancy is found in the particulars filled in by the student in the examination form duly checked and verified, then the responsibility lies on the verifying authority of the institute.
  4. It must be ensured that the candidate has filled up BTE roll number correctly at all places provided for the purpose on Admit Cards and Examination. The compartment/back subject filled by the student for the examination must be verified by Proctor, HOD and Principal and later, if any discrepancy is found, the concerned Principal should be asked for explanation, so utmost precision is required. However, for any correction in admit cards, the concerned proctor should get the same done by Controller, BTE instead of sending the students to BTE.
  5. The Proctor/HOD/In-charge Academic/Principal should not send the examination forms of the student detained / UFM whose details are already provided by BTE.
  6. The Proctors are requested to mark 'LE' against lateral entry student in the proforma that will be forwarded to BTE by the Institute.
  7. In case of any discrepancy/Confusion/Correction in admit cards or Exam forms required in genuine cases if any then, the concerned institute branch proctor may visit BTE for further processing and should not send the students directly to BTE.
  8. The consolidated examination fee for this semester must be sent alongwith the exam forms to AAO, BTE without fail.

  
(S.P. MEHER)  
CONTROLLER, BTE

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Copy to:

1. PS to Director (TTE),DTTE (HQ), Pitam Pura, Delhi.
2. AAO, BTE /Accounts Branch
3. Academic Branch,BTE
4. System Analyst, DTTE with the request to upload the same on website.
5. Result Brach (Engg & Non- Engg.)
6. Record Keeper, BTE
7. Guard File.

Dated:

  
(S.P. MEHER)  
CONTROLLER, BTE