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

Exam Branch File - Academic Year 2025/ C.N.287828//6269

Date 23/10/2025

To

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

Sub: Regarding submission of *Dec/Jan-2025-26 of Semester/Annual Compartment Examination* Form for 1st, 3rd, 5th & 7th semester and annual pattern.

Sir/Madam,

It is to inform you that the Examination forms of the students for appearing in 1st, 3rd ,5th & 7th Semester Examination scheduled to be held in the month of **Dec/Jan-2025/26** will be received by Board as per given schedule:

S. N.		Particulars	Date	Time
		For Students		
I	1.	**Submission of Examination form by the student in their Institute without late fee.**	**28.10.2025 To 13.11.2025**	With-in working Hours
	2.	**Submission of Examination form by the student in their Institute with late fee of Rs. 100/-**	**14.11.2025 To 28.11.2025**	
	3.	**Submission of Examination form by the student in their Institute with late fee of Rs. 300/-**	**29.11.2025 To 05.12.2025**	
		For Institution		
II	1.	*Submission of Examination form by the institute in the BTE without late fee.*	*14.11.2025 To 18.11.2025*	*4:00 PM in working days*
	2.	*Submission of Examination form by the institute in the BTE with late fee of Rs. 100/-*	*29.11.2025 To 03.12.2025*	
	3.	*Submission of Examination form by the institute in the BTE with late fee of Rs. 300/-*	*06.12.2025 To 09.12.2025*	

In the forthcoming examination **Dec.25-Jan.26**, 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	1st, 3rd, 5th Semester (Regular/back) for Govt./Govt. Aided/Pvt. Institutes running under BTE.	2021 Onwards 2022 onwards for Lateral Entry
2	Four-year Diploma courses Tool & Die of Govt. Institution 1st, 3rd, 5th & 7th (Back)	2020 only & 2021 Lateral entry
3	Part Time Diploma Courses of Govt. Institution: 1st, 3rd, 5th & 7th (back)	2020 only
4	Pharmacy Compartment/Back 1st & 2nd year of Private Institute	2022 onwards
5	Trade Diploma Course Compartment/Back for Govt./Govt. Aided/Pvt. Institute	2022 onwards

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.

S.P.Mer.

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 placard & 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.25-Jan.26 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 along with the exam forms to Accounts Branch, BTE along with DD in favour of "DDO Board of Technical Education, Delhi" without fail.**

*** Subject to grant of affiliation.**

Encl: Details of exam fee dated 01.01.2010

S.P. Meher

(S.P. MEHER)
CONTROLLER, BTE

Exam Branch File - Academic Year 2025/ C.N.287828/ 6269

Date: 23/10/2025

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.

S.P. Meher

(S.P. MEHER)
CONTROLLER, BTE

GOVERNMENT OF N.C.T. OF DELHI
BOARD OF TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA, DELHI

102/C

F.NO.1/140-34/1/97-ACA-BTE/VOL-IX/01

Date. 1/1/2010

OFFICE MEMORANDUM

Sub: Implementation of decisions taken in the 5th Board's meeting held on 03.12.2009.

1. The Board approved the following revised examination fee structure and norms for issue of duplicate mark sheet, certificate, diploma, etc.: -

Item	Revised Rates / Norms
Semester Exam Fee (Incl. Mark Sheet)	Rs.200/-
Annual Exam Fee (Incl. Mark Sheet)	Rs. 400/-
Back Paper Fee (Incl. Mark Sheet)	Rs. 100/- per paper with a maximum of Rs. 400/- for semester pattern and Rs. 500/- for annual pattern
Late Fee after due date within 15 days	Rs. 100/-
Late Fee for after 15 days	Late fee after 15 days of due date till 07 days before commencement of the examination = 300/-
Fee for Duplicate Mark Sheet	Rs. 100/-
Fee for Duplicate Diploma / Certificate	Rs. 200/-
Fee for Re-totaling	Rs. 200/- Per paper
Fee for Issue of Duplicate Admit Card	Rs. 100/-
Transcript Fee	Rs. 200/- per set
Fee for issue of Migration certificate	Rs. 100/-
Norms for Issue of Duplicate Mark Sheet / Certificate / Diploma	In addition to the existing norms the student shall have to give a Press-Release / notification regarding loss / destroy of his/her mark sheet/ certificate in one of the leading news papers and to produce the original copy of this press release/ notification along-with his / her application. The mode of payment shall be as per approval of Finance Department from time to time.

The above revised rates / norms shall be implemented with immediate effect.

2. The Board also approved for dissolution of 'Multi-Point Entry and Credit System' w.e.f. academic session 2010-11.

(S.P. SINGH)
CONTROLLER, BTE

Copy for information and necessary action to: -

1. All principals of polytechnics affiliated to the BTE with the direction to display the above decisions on the Notice-Board.
2. OSD (BTE)
3. OSD (Exam), BTE
4. AAO, BTE
5. Asstt. Registrar, BTE, Programmer, BTE
6. PA to Secy. (TTE) / Addl. Secy. (TTE) / Jt. Secy. (TTE), Controller, BTE
7. Guard File.