



**Re-Examination (UG) or Make-up Examination (UG/PG/Ph.D.) Request**

Academic Year: 20 - \_\_\_\_\_ ODD/EVEN Semester \_\_\_\_\_ Date: \_\_\_\_\_

Student Name : \_\_\_\_\_ Roll No. : \_\_\_\_\_

Semester : \_\_\_\_\_ CGPA : \_\_\_\_\_

Email-ID : \_\_\_\_\_ No. of credits earned : \_\_\_\_\_

No. of semesters completed : \_\_\_\_\_ Contact No. - Self : \_\_\_\_\_

Contact No. - Parent \_\_\_\_\_

**Courses requested for Re-Examination / Make-up Examination (tick the exam type)**

Sl No.	Course Code	Course Name	Sem	Course Coordinator	Re-Exam	Make-up
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

**Re-Exam:** A student who obtained 'F' grade in the courses registered in the current semester can ONLY apply for Re-exam. **Student has to submit Re-Exam request within TWO days after End Semester result declaration.**

**Make-up Exam:** Students who miss the end-term examination(s) for valid reasons with due approval from the Institute, serious illness of self or a calamity in the family, are eligible for a make-up examination. *Upon approval, Make-up Exam can be conducted by the Course coordinator before End semester result declaration (preferably), or else can be conducted during Re-examination slots notified in the Academic Calander.* **Student has to submit Make-up exam request within FIVE days of the missed Exam.**

Signature of the Student, with date

Comments, Name & Signature of Fac. Adv

Recommended/Not-Recommended

Sign of Course Coordinator(s)

Sign of Head of the Department

**Department Office Use:**

**Consolidated List of all the courses is to be sent by the Departments within THREE days after End Semester result declaration to,**

- Examination Cell
- All Course Coordinators
- Dean Academics