

## NOTICE

SU/Exam.-82/24-25

26<sup>th</sup> November 2024

### **Registration of 1<sup>st</sup> Sem. B.Tech. (Regular) Make-up Test 2024-25.**

The Make-up Test for 1st Sem. B.Tech. (Regular) will be conducted as per the schedule which will be notified in due course.

Students who have remained absent in the regular Mid-Term examination due to any compelling reason (as per the clause no.3.10.1 of Academic Regulations 2024) in one or more subjects, must apply for the request to get approval to appear the Make-up Test from **Dt: 26.11.2024 to Dt: 30.11.2024**. The student must apply to the CoE through the Faculty Advisor and concerned HoD. The application form is uploaded in the DMS. The registration fees for the said examination is Rs.300/- per subject.

The application(s) for the make-up test shall be scrutinized by the committee and the eligible students shall be intimated through DMS in due course.



**Controller of Examinations**

CC to: Notice Board, FIC (ERP), Dean (Instruction), Dean (Student Affairs), All HOD & Accounts Section.

**APPLICATION FOR APPROVAL TO APPEAR MAKE-UP TEST**

 Name of Student \_\_\_\_\_ SIC No: 

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Branch \_\_\_\_\_ Semester \_\_\_\_\_ Section \_\_\_\_\_ Group \_\_\_\_\_

**Subject(s) in which Regular Mid-Term Examination was missed:**

Subject Code	Subject Name	Date/Time of Missed Mid-Term	Attendance %	Reason of Absence

**List of Supporting Documents Attached:** *(In case of photocopies, originals must be produced to committee for verification)*

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

I do hereby declare that the above mentioned details are correct and true to the best of my knowledge and belief. I also certify that the documents I have attached with this application are authentic and I can produce the originals whenever required. I undertake that if any document is found to be false or forged, I may not be permitted to appear for the Repeat Mid-Term Examination.

Date: \_\_\_\_\_

 \_\_\_\_\_  
*Full Signature of the Student*

Forwarded by Faculty Advisor  <i>Signature of FA</i>	Accounts Clearance  <i>Accounts Section</i>	Forwarded by HOD  <i>Signature of HOD</i>
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**[FOR OFFICE USE ONLY]**

**Recommendation by Committee:**

Subjects Allowed \_\_\_\_\_ Subjects NOT Allowed \_\_\_\_\_

1. Signature of HOD: \_\_\_\_\_
2. Signature of COE: \_\_\_\_\_
3. Signature of Dean Student Affairs: \_\_\_\_\_