

Retake Examination Application Form

Name: _____ Registration No: _____

Program: _____ Section: _____ Semester: Fall Spring Summer Year: 20-

<u>Course Name</u>	<u>Instructor Name</u>	<u>Midterm</u>	<u>Final</u>	<u>Regular Exam held Date</u>
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -
4. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -
5. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -
6. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	- -

Student Signature _____

Date _____

1	<u>Exam Attendance Status</u>			<u>Class Attendance Status</u>		
	<u>Midterm</u>	<u>Final</u>	<u>Remarks</u>	Total Classes	No. Absents	No. Presents
Sr.1	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.1	<input type="checkbox"/>	<input type="checkbox"/>
Sr.2	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.2	<input type="checkbox"/>	<input type="checkbox"/>
Sr.3	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.3	<input type="checkbox"/>	<input type="checkbox"/>
Sr.4	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.4	<input type="checkbox"/>	<input type="checkbox"/>
Sr.5	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.5	<input type="checkbox"/>	<input type="checkbox"/>
Sr.6	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sr.6	<input type="checkbox"/>	<input type="checkbox"/>

Examination Office
ASO Office

2	Reason for Retake : <i>According to given Policy</i>	Supporting Documents Attached (Mandatory)
	<p>1 Absence due to serious illness/accident/hospitalization : <input type="checkbox"/></p> <p>2 Death in immediate family: <input type="checkbox"/></p> <p>3 Job-related travel: <input type="checkbox"/> <i>(Applicable only for MS/PhD, & Master Programs)</i></p> <p>4 Hajj: <input type="checkbox"/></p>	
	<p><u>Remarks by PM :</u></p> <p>Semester Status Open <input type="checkbox"/> Closed <input type="checkbox"/> Verified & Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p style="text-align: right;">Program Manager</p>	
	<p><u>Remarks by HOD :</u></p> <p style="text-align: center;">Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p style="text-align: right;">HOD</p>	

3	Clearance:	<u>Finance</u>
	Remarks: _____	
	Sign & Stamp Finance Office	
	<i>Retake Examination Fee is Rs. 5000/- per course /per exam</i>	

	For office use only	<u>Examination Office</u>
	Remarks: _____	
	Examination Officer	
	>> Admission office : Student Personal File	