

OFFICE OF ASSOCIATE DIRECTOR (A)
CIRCULAR

3227/AD(A)/C/ 34 /2019

17 Oct 2019

RE-SESSIONAL EXAMINATION NOV 2019

1. This has the reference of General Instruction No. 01 dated 31 Jan 2017.
2. For Higher Semester, HODs are requested to review the eligibility of applicants for appearing in Re-sessional on Medical/Compassionate ground and forward the list of eligible candidate for Re-sessional examination to the office of the undersigned and display on the notice board by **11 Nov 2019** at 05:00 PM positively.
3. HODs are also requested to ensure that students involved in Malpractice Cases are not allowed to apply for Re-sessional.
4. Application of B.Tech 1st Year students for Re-sessional Examination shall be received by the office of the undersigned (Room No. C-102).
5. The application for re-sessional of subjects of all sessionals will be accepted only till **01:00 PM of 08 Nov 2019**.
6. No application will be entertained **after 01:00PM 08 Nov 2019** in this regard.



(Prof. B.B. Pradhan)
Associate Director (A)



To,

1. All HODs
2. DCE (T)
3. CTTO
4. Chief Warden

- with a request to display on hostel notice boards.

Copy to:

1. Director - for information please.
2. Notice Board



**APPLICATION FORM FOR CONDUCTING RE-SESSIONAL EXAMINATION
ON COMPASSIONATE/ MEDICAL GROUND /LATE JOINING IN 1ST YEAR**

(Revised on May 2019)

1. Name in full: **Mr/Ms**..... Regn. No.
2. Parent's name Phone No.
(F/M/G#):
3. Dept./Branch Sem/Sec.
4. Email ID Phone No.
5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No:
6. Valid reason(s) for missing the regular Sessional examination:.....
.....

7. Supporting Documents attached.
(i) Medical certificate from CRH/SMIT/External hospitals endorsed by SMIT doctor: Yes/No
(ii) Proof of Compassionate ground: Yes/No
(iii) Prior approval/Office order of Director/ Associate Director (A)/HOD: Yes/No

S/No	Sub. code	Subject Name	Date of missing sessional	Signature of subject teacher
1				
2				
3				
4				
5				
6				

9. Total nos. of backlogs as on date:
10. I am aware of the rules governing Re-sessional examination for which questions will cover the entire syllabus whereas question of Sessional I examination will cover only portion of syllabus covered before Sessional I examination.
My option is based on my own decision and not as advised by anybody else.
11. Signature of the student: Date:/...../.....
12. Recommended by TG:
13. Remarks by Asst. Manager (Fin) about outstanding fees if any:
14. Recommended by HOD/ Associate Director (A)*:Date:.....
15. Approved by Director:.....Date:

16. Duly filled in application endorsed/approved by the competent authorities along with supporting documents as stated above shall be submitted to the Associate Director (A) and the ASST. MANAGER (FIN) for record and further actions.[Contact No: 03592- 246145 OR 03592-246117/ 246118/ 246119/ 246120 ext: 270, FE: 330, 226]

F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable

* Associate Director (A) only for 1st. year students and HODs for Higher semester students.

