

OFFICE OF ASSOCIATE DIRECTOR (A)
CIRCULAR

3227/AD(A)/CI 24 /2019

13 Nov 2019

ADDITIONAL LAB

1. It is hereby notify that the additional lab classes and examinations shall be completed on or before 20 Dec 2019 positively for academic session Jul-Dec 2019 (Odd Sem).
2. Additional Lab will start from the next day of last semester examination.
3. Eligible students of higher semester shall apply to the respective HODs.
4. Students from 1st Year shall submit their applications to PA to AD (A) in **Room No (C-102)**.
5. The last date of submission of applications for additional lab is **30 Nov 2019**.
6. List of students for additional lab should be categorized into Type-I to Type-V as detailed below:

Eligibility Criteria:

TYPE I: Regular students who have dropped the lab classes of their current semester to attend classes of the lower semester(s) in parallel semester.

Type II: 1st Year students who have failed in previous semester lab examination.
Or
Higher Semester students who have failed in previous year lab examination.

Type III: (a) If a student after having requisite attendance (75%) and above misses laboratory examination on medical/ compassionate ground, he or she is permitted to appear for additional lab examination. It is a onetime opportunity for such cases.

(b) Such students must attend the regular/additional lab classes, if he /she fails to comply with conditions cited thereof in **Type III clause (a)**. Such student will be treated as Type-II case when they apply a fresh for Additional or rejoin lab later.

Type IV: All malpractice /detained cases are not permitted to join the immediate Additional Lab of the current semester. The students will be permitted to apply for Additional Labs based on the following guidelines (subject to a maximum of two labs only)

- (iv) First (1st) Year student(s): He/She can apply after a gap of one semester.
- (v) Second (2nd) Year onwards (Less 8th semester): He/She can apply after a gap of one academic year.
- (vi) Eight (8th) Semester student(s) : He/She can apply for both Odd and Even Semester Labs at the end of 8th Semester (subject to a maximum of two labs only)

TYPE V: Special Case:

When a student is not able to attain minimum requirement of 75% attendance in lab(s) because of some medical exigency in between the semester, the student may be permitted to join/apply for additional lab provided:



(a) The student has been advised complete bed rest/hospitalization for more than 03 weeks/ genuine medical cases known or reported to the higher authority by the student/parent or TG of the student. All such cases will be treated as special case which will be duly endorsed by the concerned HOD and recommended by Associate Director (Academics) approved by Director.

Fees:

- (a) For TYPE – I cases no additional fee is charged.
- (b) For TYPE – II/IV/V cases a fee of Rs. 4000/- will be charged per lab.
- (c) For TYPE –III cases a fee of Rs. 1000/- will be charged per lab.

7. Exact schedule of additional lab will be provided by respective department. HODs are requested to display the schedule of the same giving a copy to the undersigned.

8. HOD's are requested to verify the individual cases conforming to the rules and allow them to do additional laboratory classes.

9. The date for submission of the compiled application from the departments to the office of AD (A) is **02 Dec 2019**.

10. Regulation for conduct of Additional Lab:

- (a) From Academic session 2018-19 the conduct of Additional Lab will strictly follow Odd-Odd or Even-Even semester pattern except for Type-IV (i) and (iii) cases.
- (b) Maximum Number of labs which students can drop per semester (to join the lower semester parallel semester classes) should not exceed 2 (two) per semester.
- (c) Maximum number of labs permitted to join in the additional lab is 2 (two) only.
- (d) The duration of Additional laboratory class is 3 hrs.
- (e) Total number of labs to be conducted is 12 (minimum), (excluding lab examination day), not exceeding 6 (six) labs per week.
- (f) The students need to maintain a minimum 80% attendance in additional lab classes to become eligible for appearing in the final lab examination.

11. Students having any outstanding dues need to clear before applying for Additional Lab Examination 2019.



SJha
13/11/18
(Prof. (Dr.) Sangeeta Jha)
Associate Director (A) i/c

- To
- 1. All HODs
 - 2. DCE (T)
 - 3. CTTO
 - 4. Asst Manager (FIN)

Copy to:
Director

- for information please.



APPLICATION FORM FOR JOINING ADDITIONAL LABS

(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. Whether Rejoin or Regular – Rejoin/Regular (Tick the correct one)
6. Total nos. of backlogs (Theory Papers):
7. No. of labs dropped for rejoining lower semester subjects with prior approval:

S/No	Code	Name of Lab	Signature Faculty in Charge	Semester
1.				
2.				

8. No. of Labs to be attended in Additional lab:

S/No	Code	Name of Lab	Signature Faculty in Charge	Semester
1.				
2.				

9. Category : Type I / Type II / Type III / Type IV / Type V (Tick the correct one)
10. Fees Paid (Copy of the receipt to be attached)
11. Signature of the student: Date:/...../.....
12. Remarks of 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) for record and further actions.[Contact No: 03592- 246145 OR 03592- 246117/ 246118/ 246119/ 246120 ext: 270]

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.