

NOTICE – EXAMINATION

Procedure for Make-Up Examination **(Session 2025-26 Odd Semester)**

Make-Up Examination shall be conducted by the Department/Faculty/Institute for the students who could not appear in Mid Term or wish to improve their marks secured in Mid-Term Examination. The schedule will be notified by the respective Department/Faculty/Institute. Students are required to refer to the laid down points for appearing in Make-Up Examination:

1. Make-Up Examination (Due to Unforeseen Circumstances)

During the scheduled Mid-Term Examination, if any **eligible student** (who fulfills the attendance criteria for the Mid-Term) could not appear due to **unforeseen situations**, like a) Marriage of sister/brother, b) Accident or health issue, c) Appearing in any national-level competitive examination, d) Critical illness or demise of a guardian etc, they will be given an opportunity to appear in the **Make-Up Examination**.

Students must submit the **duly filled prescribed form (Format 47A)** along with **supporting documents** to their respective **HoD/Dean/Director** at least **05 days prior to the commencement** of the Make-Up Examination for approval.

2. Make-Up Examination (Due to Insufficient Attendance or Other Reasons)

Any student who could not attend the Mid-Term Examination due to **insufficient attendance** or **any other reason** must:

- Fill the **prescribed form (Format 47B)**
- Pay a **Make-Up Examination Fee of ₹3000/-** (for all subjects/courses) at the **Accounts Office after filling form**
- Submit the **duly filled form** along with the **fee receipt** to the respective **HoD/Dean/Director 05 days prior** to the commencement of the Make-Up Examination.

3. Improvement of Mid-Term Marks

Any student who wishes to **improve the marks** obtained during the Mid-Term Examination may do so by:

- Filling the **prescribed form (Format 48)**
- Paying an **Improvement Fee of ₹200/- per subject/course** at the **Accounts Office**
- Submitting the **duly filled form** along with the **fee receipt** to the respective **HoD/Dean/Director 05 days prior** to the commencement of the Make-Up Examination.

All submissions must strictly comply with the deadlines specified above. No late submissions will be entertained under any circumstances. The decision to permit a student to appear in the Make-Up Examination shall lie solely with the respective HoD/Dean/Director.

(Signature)
13/11/2025

Prof. (Dr.) Akanksha Nigam
Controller of Examination

Distribution:

1. List 'B' to 'D' All
2. Website
3. Notice Boards



SHRI RAMSWAROOP MEMORIAL UNIVERSITY

SRMU/Exam Cell/Format 47 A

MAKE UP EXAMINATION FORM

(For absenteeism in Mid Term due to Unforeseen Circumstances)

(Session: - 20 -20)

To be filled by the Student:

1. Programme/Branch: 2. Year.....

3. Name of Candidate (As per ID Card):

4. University Roll No.:5. ERP ID:6. Semester.....

7. Reason of absenteeism in Mid Term Examination (tick the appropriate and attach the supporting document):

a) Marriage of sister/brother

☐

b) Accident/health issue

☐

c) Appearing in any competitive exams of national level

☐

d) Critical illness/demise of guardian

☐

e) Any other (specify)

Date:

Signature of Student

Clauses to be filled by Course Coordinator:

i. At the time of Mid Term Examination, student was fulfilling the eligibility criteria as per laid down attendance cut off (Please tick the appropriate)

Yes ☐

No ☐

ii. If 'Yes' in clause (i), then verify the attached supporting documents and indicate genuine case:

Yes ☐

No ☐

In reference to the above-mentioned clauses, all supporting documents shall be duly verified by the respective HoDs/Deans/Principal/Director at least 05 days before the commencement of the Make-Up Examination.

Name and Signature of HODs/Deans:

Name and Signature of Principal/Director



SHRI RAMSWAROOP MEMORIAL UNIVERSITY

SRMU/Exam Cell/Format 47B

MAKE UP EXAMINATION FORM

(Due to Insufficient Attendance or Other Reasons)

(Session: - 20 -20)

To be filled by the Student:

1. Programme/Branch: 2. Year.....
3. Name of Candidate (As per ID Card):
4. University Roll No.: 5. ERP ID: 6. Semester.....
7. Mention reason due to which you could not attend the Mid Term Examination:

Date:

Signature of Student:

Note: Pay the Make-Up Examination Fee of ₹3000/- at the Accounts Office and attach the fee receipt with the form before submitting it.

Signature & stamp of Account Office after receiving Fee:

The respective HoDs/Deans/Principal/Director shall verify the duly filled forms and attached fee receipts submitted at least 05 days prior to the commencement of the Make-Up Examination and thereafter permit the eligible students to appear in the Make-Up Examination.

Name and Signature of HODs/Deans:

Name and Signature of Principal/Director:



SHRI RAMSWAROOP MEMORIAL UNIVERSITY

SRMU/Exam Cell/Format 48

MAKE UP EXAMINATION FORM FOR MARKS IMPROVEMENT (Session: - 20 -20)

To be filled by the Student:

1. Programme/Branch: 2. Year.....
3. Name of Candidate (As per ID Card):
4. University Roll No.:5. ERP ID:6. Semester.....
7. Attendance (01 week prior to commencement of Examination):

Student may fill the Course/Subject Code(s) in which he/she wishes to appear for the improvement of marks:

S. N.	Course Code/ Subject Code(s)	Course Name/ Subject Name	Marks Obtained in Mid Term Examination	Signature of concerned Course Teacher	Fee Paid of Rs. 200/- for each course/ subject
a)					
b)					
c)					
d)					
e)					
f)					
g)					

7.	Total Course (s)	
8.	Fee Amount (Rs. 200 per course/subject)	
Signature & Stamp of Accounts Office after receiving Fee		

I hereby declare that the information provided above is true and correct to the best of my knowledge. I shall be solely responsible for any incorrect or misleading information furnished by me.

Date of Submission:

Signature of Student

IMP: The duly filled form, along with the fee receipt, must be submitted to the Course Coordinator at least 05 days prior to the commencement of the Make-Up Examination.

Name of Course Coordinator:

Signature of Course Coordinator after Verification:

Name of HoD, Dean and Director:

Signature of HoD, Dean and Director after Verification: