

NOTICE – EXAMINATION

Procedure for Make-Up Examination **(Session 2024-25 Even Semester)**

As per special provision, Make-Up Examination shall be conducted by the Department/Faculty/Institute during April 28-30, 2025 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. If, during the scheduled Mid-Term Examination, any eligible student (who was fulfilling the attendance criteria during the Mid Term) could not appear in the Examination due to any unforeseen situations like **a) Marriage of sister/brother, b) Accident/health issue, c) Appearing in any competitive exams of national level, or d) Critical illness/demise of guardian**, they will be given the opportunity for appearing in the Make-Up Examination. Students are required to complete the prescribed form (**Format 47**) and submit all supporting documents to their respective HoDs/Deans/Directors **by April 23, 2025** which will be assessed by them **till April 24, 2025** for further consideration of higher authorities and subsequent conduction of Make-Up Examination.
2. Any student who could not attend the Mid-Term Examination due to insufficient attendance must have maintained a minimum of 50% attendance one week prior to the commencement of the Make-Up Examination (i.e. by April 21, 2025). Eligible students are required to complete the prescribed form (**Format 47**) and then submitting a fee of Rs. 10,000/- (if they meet the attendance criteria) at the Accounts Office for appearing in the Make-Up Examination. Duly filled format approved by the Course Coordinator along with the fee receipt should be submitted to the respective HODs/Deans/Directors **by April 23, 2025** which will be verified by them **till April 24, 2025** to facilitate the conduction of Make-Up Examination.
3. Any student who wishes to improve his/her marks secured during the Mid-Term Examination, will be required to maintain a minimum of 50% attendance one week prior to the commencement (i.e. by April 21, 2025) for filling the prescribed form (**Format 48**), then submitting the improvement fee of Rs. 500/- per subject/course of the respective programme in the Accounts Office. The duly filled form along with the fee receipt should be submitted to Course Coordinator **by April 23, 2025** for finalizing the list by respective HODs/Deans/Directors **till April 24, 2025**.

Akanksha Nigam
17/04/2025

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

MAKE UP EXAMINATION FORM (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) Short Attendance ☐

Date:

Signature of Student

To be filled by Course Coordinator on the basis of stop list of Mid Term Examination:

- 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 ☐
- iii. If 'No' in clause (i) and student was stopped in Mid Term Examination due to short attendance, mention the current attendance percentage (till April 21, 2025):
- iv. Tick ☒ the appropriate box after its verification with the attendance cut off laid down for the Make Up Examination. Student is currently eligible to appear in Make Up Examination:
- Yes ☐ No ☐

Student eligible (tick ☒ in Yes) under clause (iv) are required to submit Rs. 10000/- (Make Up Examination Fee) in the Accounts Office and submit the duly filled format along with the fee receipt to their respective HODs/Deans/Principal/Director till April 23, 2025.

In case of clause (i) and (ii), all the supporting documents should be duly verified by the respective HODs/Deans/Principal/Director till April 24, 2025. In case of clause (iii) and (iv), fee receipt will be verified by the respective HODs/Deans/Principal/ Director till April 24, 2025.

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 % till April 21, 2025:.....(to be verified by the Course Coordinator)

Eligible student may fill the Course/Subject Code(s) in which he/she wishes to appear in the Make-Up Examination for the Improvement of marks:

S. No.	Course Code/ Subject Code(s)	Course Name/Subject Name	Marks Obtained in Mid Term Examination	Signature of concerned Course Teacher
a)				
b)				
c)				
d)				
e)				
f)				
g)				
h)				
i)				
j)				
7.	Total Course (s)			
8.	Fee Amount (Rs. 500 per course/subject)			

The above information given by me is correct. I will be solely responsible for the wrong information..

Date of Submission:

Signature of Student

IMP: Duly filled format along with the fee receipt should be submitted to Course Coordinator latest by April 24, 2025

Name of Course Coordinator:

Signature of Course Coordinator after Verification:

Name of HoD, Dean and Director:

Signature of HoD, Dean and Director after Verification: