ABES GROUP

ABES ENGINEERING COLLEGE ABES BUSINESS SCHOOL

Policy

**Circular On:** AMCAT Assessment Exemption Policy **Ref. No-**

**Date of Issue:**

**Version No.:**

# Next Review Date: Updated on Repository: Page No. 1 to 3

**Subject**: Implementation of AMCAT Assessment Exemption Policy

**From:** Academic Affairs **Distribution**: All HOD’s, Training & Placement Cell & Director

**SCOPE:**

This policy outlines the conditions and standardized procedure under which a student may be exempted from appearing in internal examinations and may be allowed to appear directly in external examinations, under exceptional circumstances.

# Process

## Exemption Eligibility

A student who is unable to appear for AMCAT assessments due to a genuine mishappening or emergency may be considered for exemption.

## Request Submission & Documentation

## 2.1. Submission to HOD:

## The student must immediately inform the Head of Department (HOD) via official email and/or any available mode of communication (e.g., call, WhatsApp).

## The incident should be reported on the same day of the examination or as soon as possible.

## Valid and supporting documents (medical certificate, legal proof, accident report, etc.) must be submitted:

1. Preferably before the examination date
2. If the mishap occurs on the day of the exam, documents should be submitted at the earliest possible date

## Approval Workflow

## 3.1. HOD Review:

## Upon verification of documents and justification, the HOD may recommend exemption.

## 3.2 Forward to Training & Placement Cell (Dean-T&P):

## The HOD will forward the recommendation to the Dean(T&P) for secondary review.

## 3.3 Final Approval from Director:

## Upon recommendation by the Dean(T&P), the request shall be submitted to the Director for final approval.

## Note: No student will be allowed to appear in future AMCAT Assessments without the Director’s approval.

## 

## Final Outcome

## If approved, the student will be marked as “Exempted from AMCAT Assessment which was held on\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_: Permitted for Future’s AMCAT Assessment” in records.

## If not approved, the student will be considered ABSENT and subject to standard academic rules.

# Record Maintenance

The approved request will be documented and filled by:

## The HOD's Office

## Dean(T&P)’s Office

## Director(CCPD)’s Office

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# Policy Compliance

Non-adherence to timelines, incomplete documentation, or failure to inform authorities may lead to automatic rejection of the exemption request.

# Review

This policy shall be reviewed annually by the Academic Council in coordination with the Dean(T&P).

