**Annexure 13**

KIET Group of Institutions

Delhi-NCR, Ghaziabad 201206

# Name of the Department:

**REQUEST TO APPEAR IN MAKE-UP TEST**

(In lieu of CT Exam only and with prior approval before examination)

# Date:

Academic Session )

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| This form will be used by the students to request for additional chance to appear in Make-up Test if he/she could not appear in the internal examination CTs due to any one of the below mentioned issues. All applications must be supported by a valid documentary proof and submitted to the  Office of HoD of the concerned department not later than three days after expiry of the leave. | | | | |
| Name of the student |  | | | |
| Univ. Roll No. |  | | | |
| Year/Semester/Section |  | | | |
| Name of Examination |  | | | |
| Date of Examination |  | | | |
| Nature of case | Medical | Placement | Early joining | Other -  (Please specify) |
| Mode of Communication from parents | Email/Facebook-message/ Phone/ WhatsApp message/ Letter/other (please specify) | | | |

Mandatory requirement: Respective documents to be submitted (before the date of examination)

1. Medical: Hospitalization/Accident (Supporting documents duly verified by the mentor)
2. Placement: Due to any Placement activity (Proof to be submitted with prior intimation to Department Head DPC)
3. Early joining: Offer letter and joining letter from the industry/organization (Proof to be submitted with prior intimation to Department Head DPC)
4. Others: Due to demise of any member in the family/Due to the serious illness of parents which needs hospitalization for which student presence is must/Due to participation in the College or University level Sports events or Co-Curricular Activities (Supporting documents duly verified by the mentor)

# Signature of student

**Verified by: Approved by:**

# (Faculty Mentor) (Head of Department)

Note:

* 1. The form should be approved by the respective HoD and record of the same should be maintained by the respective class-coordinator.
  2. Prior approval is required to appear in Make-up Test.