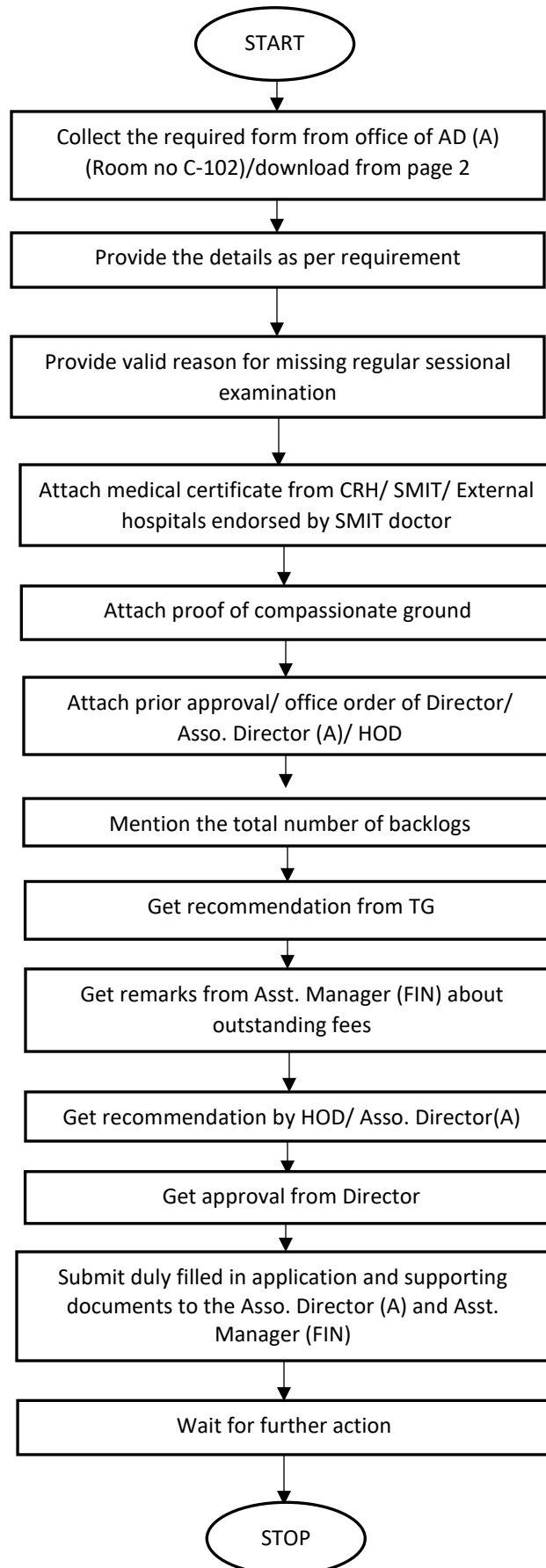


REQUEST FOR RESESSIONAL EXAMINATION ON COMPASSIONATE/ MEDICAL GROUND/ LATE JOINING IN 1ST YEAR



For any assistance contact
Asst. Registrars, SMIT

1. Mr. Saumya Das (7076566858/
asstregistrar.admin@smit.smu.edu.in)
2. Mr. P.M. Pradhan (8984212456/
asstregistrar.acad@smit.smu.edu.in)
3. Mr. Ishwer Shivakoti (8768231697/
asstregistrar.compliance.smit.smu.edu.i
n)



APPLICATION FORM FOR CONDUCTING RE-SESSIONAL EXAMINATION
ON COMPASSIONATE/ MEDICAL GROUND /LATE JOINING IN 1ST YEAR
(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. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No:
6. Valid reason(s) for missing the regular Sessional examination:.....
.....

7. Supporting Documents attached.
(i) Medical certificate from CRH/SMIT/External hospitals endorsed by SMIT doctor: Yes/No
(ii) Proof of Compassionate ground: Yes/No
(iii) Prior approval/Office order of Director/ Associate Director (A)/HOD: Yes/No

S/No	Sub. code	Subject Name	Date of missing sessional	Signature of subject teacher
1				
2				
3				
4				
5				
6				

9. Total nos. of backlogs as on date:
10. I am aware of the rules governing Re-sessional examination for which questions will cover the entire syllabus whereas question of Sessional I examination will cover only portion of syllabus covered before Sessional I examination.
My option is based on my own decision and not as advised by anybody else.
11. Signature of the student: Date:/...../.....
12. Recommended by 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) and the ASST. MANAGER (FIN) for record and further actions.[Contact No: 03592- 246145 OR 03592- 246117/ 246118/ 246119/ 246120 ext: 270, FE: 330, 226]

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.