

MAKEUP EXAMINATIONS (DEGREE COURSES ONLY)

Makeup of Mid/ End semester examination will be conducted for those students who could not appear in the scheduled examinations of the university and fall under following categories:

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- a. Death of a close relative (i.e., mother, father, brother, sister, child, spouse parents-in-law and grandparents)
- b. Maternity issue.
- c. Accident resulting into severe problem in movement.
- d. On genuine medical grounds.

All above reasons must be supported with documentary proof. In case of medical grounds, mentioned at serial b, c, & d, medical certificate provided by the student must be signed by the Medical Officer of the concerned hospital and duly vetted by the Medical Officer NUML. The veracity of the reasons will be determined and forwarded for approval by the HoD/Dean after thorough vetting of documentary evidence.

- e. **Award of Incomplete (I) grade:** The students who could not appear in the exam an Incomplete (I) grade will be awarded by the teacher subject to fulfilling the following conditions: -
 - i. **For Mid Semester Examination:** The student shall meet minimum attendance requirement.
 - ii. **For End Semester Examination:**
 - (a) The student should meet minimum attendance requirement i.e. 75%.
 - (b) Internal evaluation of the student is completed in all respect.
 - (c) The student has appeared in mid semester examination.

Procedure for Conduct of Make-up Exam:

Following procedure will be adopted for conduct of make-up exam of a student:

- i. The students will apply for make-up exam on a prescribed application form (*available at downloads*)
- ii. It will be the sole responsibility of the student to initiate his/her case for make-up exam.
- iii. The coordinator of the departments will prepare and complete all cases with his/her comments and will submit the request of the students to the concerned Dean through Head of Department. The Head of Department will also give recommendation on the case individually.

- iv. The Concerned Dean shall endorse the applications after considering the genuineness of the students' requests, based on the recommendations of the Departmental Exam Committee.
- v. Upon completion of the above-mentioned process, the Dean will return the applications of all students to the concerned Departments/HoDs. The HoD/Departments will then communicate the Dean's decision to the students and permit them to submit the requisite fee after approval of their cases.
- vi. A list of the application forms, duly completed in all respects, along with the date sheet, shall be prepared and signed by the Head of Departments and forwarded through the Dean's Office to the Office of the Director Examinations for obtaining approval from the Competent Authority.
- vii. All above process should not take more than **05** working days after end of both the examinations.
- viii. Make-up examination of all the faculties of the university will be conducted on the same date and time according to university academic calendar.
- ix. A **fee of Rs. 7000/=, Rs. 10000/= & Rs. 2100/=** per paper will be charged from the students at undergraduate, graduate and functional courses levels respectively.
- x. The second set of question paper which was submitted by the concerned teacher for both the exams will be used for the conduct of makeup exam.