



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

REQUEST FOR APPEARING ALTERNATIVE MID SEMESTER/SUPPLYMENTARY END SEMESTER EXAMINATION
(AUTUMN/SPRING) 20__-20__

ALTERNATIVE MID SEMESTER EXAM SUPPLEMENTARY END SEMESTER EXAM

Date of Application

1. Name of the student : _____ 2. Roll No. : _____
3. Department : _____ 4. Year of Admission: _____
5. Course(s) want to appear :

Sl.No.	Subject Code	Subject Name	L-T-P	Credits	Attendance in class (%)
1.					
2.					
3.					
4.					
5.					

6. Reasons for missing regular examination (*Give complete detail*):
(a) Admitted to hospital on recommendation of Institute Medical Officer
[Attach photocopies of medical record book, hospital discharge certificate]
(b) Granted leave of absence by Dean (Ac) for family calamity.
(c) Any other _____.
7. Alternative / Supplementary examination fee as per rules may be added to my dues payable during registration for the next semester. [Final semester students are required to pay the fee online.]
8. Enclosure : Relevant documents and copies of prior communications.
9. Recommended with following justification:
- _____
Signature of the student

Faculty Adviser

Head of the Department

To
Dean (Academic) through Assistant Registrar (Academic) for consideration.

- Note : 1. The grade awarded will be reduced by 1 step, except in cases of students having > 95% attendance record in the course (except the days of sickness / family calamity.)
2. A student is not permitted to sit in the supplementary or alternative mid semester exam if attendance in the course is below 60%.

[To be filled by all students seeking an alternative mid semester or supplementary examination on grounds of illness, family calamity, participation in a national/international event or any other reason. Not necessary for students securing 'F' grade in examination.]