



APPLICATION FOR CONDUCTING OF RE-SIT EXAMINATION

(To be submitted by student along with required documentary evidences without any overwriting/erasing)

Name: _____ Father's name: _____ Last SGPA/CGPA _____

Registration No. _____ Program: _____ Semester # _____

Address: _____

contact No. _____, hereby states that I, could not appear in the following paper(s) during conducting of mid/final examination of _____ Fall/Spring, 20_____(cross which is not applicable) due to reasons briefed as under (dates of examination should be in order and course related information be recorded correctly):-

S.#	Course code	Title	Credit hours	Date of examination	Attendance %age
1					
2					
3					
4					
5					
6					
7					

Brief of reason(s) for not appearing (**attach documentary evidence in support to reason, see overleaf for details**):

It is, therefore, requested that I, may be allowed to appear in re-sit examination. I will pay prescribed 'Re-Sit Examination Fee' after approval of request by the Dean (in the case of mid exam) and Re-Sit Committee (in the case of final examination) within due time and submit original voucher in Examination Office as proof thereof.

Moreover, I have studied/ understand SOPs/ terms and conditions for conducting of Re-Sit examination, agreed with it and attached required documentary evidences in support to reasons as per details given overleaf. The Dean/Re-Sit Committee (as the case may be) has rights not to accept my application on the basis of insufficient/irrelevant/bogus/tampered evidence(s) without any prior notice and assigning any reason(s). Furthermore, providing bogus/tampered evidences by me will be considered as 'cheating' and will be dealt with accordingly,

Signature of student _____

Date _____

OR OFFICE USE ONLY

Manager Finance (dues cleared/not cleared upto)

Signature of Accounts Officer _____

Date _____

Contd.....

Recommendations of HOD/Coordinator: I, HOD/Coordinator, Department of _____ has examined application submitted by above student alongwith required documentary evidence(s) in support to reason(s). After satisfying myself found that the reason(s) put forth by student are according to notified SOPs/TORs **or not satisfied with the reasons** and **recommend/not recommend (cross which is not applicable)** this request, for onward consideration/rejection by the Dean/Re-Sit Committee (as the case may be);

Date:

Signature of HOD/Coordinator

Recommendations of the Dean: The application is forwarded in original with the remarks that the student is hereby **allowed/not allowed** to appear in re-sit examination based on above recommendations subject to the condition (if any)

Date:

Signature of Dean

Controller of Examinations (for mid exam)

Application received at Facilitation Desk (for final exam) by:

Signature and Date

Recommendations of Re-Sit Committee (for final exam)

DOCUMENTARY EVIDENCE REQUIRED

S.#	Reason	Required documentary evidences	Tick applicable and attached
1	Medical issue	Medical certificate/medicine prescription indicating diagnose, medicines prescribed, admission/discharge date, bed rest (if remained admitted and applicable) covering exam dates, issued by a Government Hospital or Registered Medical Practitioner. This should be on proper letter head, signed and stamped with PMDC registration number of signing doctor/specialist. Medical certificate/medicine prescription without diagnose, overwriting/erasing dates/its contents, without proper pad, signed and stamped and issued by unauthorized person, shall not be acceptable.	
2	Marriage	Own, real sister or brother. Nikah Nama issued by NADRA and CNIC of bride/ groom or FRC. In the case of 'Rukhsti' on the day of examination proper proof should be produced.	
3.	Proceeding on UMRAH/ HAJJ	Proof of Ex-Pakistan leave submitted in Students Affairs prior to proceeding abroad. First page of Passport as well as pages on which exit and arrival stamps from and to Pakistan, have been affixed (the dates should cover exam date)	
4.	Family Tragedy	Death of blood relation. Death certificate issued by NADRA and copies of CNIC or FRC to prove relationship with the deceased (the death date should cover exam date)	
5.	Any other	According to reason and acceptable by the Dean or Re-Sit Committee (as the case may be)	