APPLICATION FORM FOR CONDUCTING RE-SESSIONAL EXAMINATION ON COMPASSIONATE/ MEDICAL GROUND
(Revised on 2nd Apr 2016)

1. Name in full: .............................................................. 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/ Dean (A)/HOD: Yes/No

8. | S/No | Sub. code | Subject Name | Date of missing lab | Name of Lab-teacher |
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9. Total nos. of backlogs as on date: .................................................................

10. Signature of the student: ........................................... Date: .............

11. Remarks by FE, SMIT about outstanding fees if any: ..........................................................

12. Recommended by HOD/ Dean (A)*: ........................................... Date: ....................

13. Approved by Director/ Dean (A): ........................................... Date: ....................

14. Duly filled in application endorsed/approved by the competent authorities along with 
supporting documents as stated above shall be submitted to the Dean (A) and the FE, SMIT 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
* Dean (A) only for 1st. year students and HODs for Higher semester students.