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पत्रांक: लवमा/पणनिका0/01/साणपत्रा/2026–27 दिनांक: 19th Nov, 2026

Makeup Test Notice

All subject teachers are hereby requested to conduct the **Make-up exam from 24 November 2026 to 2 December 2026**, during their respective allotted timetable slots. As per the Ordinances, make-up tests shall be conducted only for students who were unable to appear in any one of the mid-term class tests due to genuine reasons and have obtained prior permission from the HoD/Principal. The syllabus for the make-up test shall cover all topics taught by the respective subject teacher up to the date of the examination.

The following instructions must be followed:

1. Subject teachers shall collect the required answer scripts and blank formats from the Examination Cell before conducting the test.
2. **Ar. Kushagra, Assistant Controller of Examination**, will coordinate all matters related to the conduct of the make-up tests.
3. Subject teachers must submit the following to Ar. Kushagra within **three days of conducting the make-up test**:
   - Marks obtained by the students.
   - Question paper.
   - Evaluated answer scripts.
4. Subject teachers are requested to inform students about the exact date and time of makeup exam of their respective subjects

All subject teachers are requested to adhere to the above schedule and instructions to ensure the smooth and timely conduct of the make-up tests.

Prof, (Dr.) Sunanda Kapoor
Controller of Examination

Copy to: For information and necessary action.

1. Principal/Dean, FOAP, AKTU.
2. Head of Department, FOAP, AKTU.
3. Asst. Controller of Examination to coordinate pre, during & post-conduct issues.
4. O/C, Website to upload on FOAP Website.
5. Mr. Mohit Yadav to arrange stationery and communicate to all concerned.
6. Guard File.

Prof, (Dr.) Sunanda Kapoor
Controller of Examination