



पत्रांक: लवाम/प०नि०का०/०१/सा०पत्रा०/२०२४-२५/१२०

दिनांक: ०५ मई, २०२५

## **Makeup Test Notice**

Academic Session 2024-25, Even Semester **Makeup Tests for all courses/semesters** (as mentioned in Academic Calendar Even 24-25) are scheduled as follows:

**All courses/semesters**

**14.05.25 to 19.05.25**

All subject teachers (regular/contractual/visiting) are hereby requested to conduct Make up Tests between dates mentioned above, in their allotted time table slots.

***Refer B. Arch. Ordinance provision- (19b): Make-up test may be held only for those students who could not appear in any one of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.***

Any subject Make up test will be conducted for those students only, who were absent in previous tests due to illness or a grave situation and produce permission from the HOD/Principal. Without specific permission to student, from the HOD/Principal, Make up Tests will not be conducted in concerned subject. Students are expected to obtain permission timely as without permission make up test conducted will be treated as null/void.

Subject Teachers are expected to collect answer scripts and blank formats from Examination Cell after submitting permission to conduct makeup test. Asst. Controller of Examination-2, Ar. Kushagra will look after issues related to conduction of Makeup Test, undersigned will be Observer. Marks, Question papers and evaluated answer scripts are to be submitted to Assistant Controller of Examination-2, Ar. Kushagra 3 (three) days after conduction of Makeup Tests.

This contains the approval of the Principal/Dean.

(Ishwar Chandra Vidya Sagar)  
**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-2 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.

(Ishwar Chandra Vidya Sagar)  
**Controller of Examination**