



GRAND ASIAN UNIVERSITY SIALKOT

APPLICATION FORM FOR RE-MID EXAMINATION

(To be submitted to the Head of Department concerned)

Note: Before filling in this form, read the overleaf rules and procedure carefully.

Department: _____ Faculty: _____

STUDENT'S PARTICULARS

1. Applicant's Name: _____ 2. Regd No.: _____

(As per Matric Certificate –IN BLOCK LETTERS)

3. Father's Name: _____ 4. Roll No.: _____

(IN BLOCK LETTERS with CONTACT NUMBER)

5. Address : _____

6. Student's Contact No.: _____ 7. Student's CNIC No.: _____

Reason(s) for requesting "Re-Mid Examination" (Attach Photocopies of Supporting Documents, if any): _____

I may please be granted permission for Re-Mid Examinations in following course(s) of _____ Semester (Fall/Spring 20 ____).

<u>Sr. No.</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Sr. No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
(i)			(ii)		
(iii)			(iv)		
(v)			(vi)		

Signatures with CNIC No.
(Father / Guardian)

Signatures of the Applicant

FOR OFFICE USE ONLY

HEAD OF DEPARTMENT

APPLICATION APPROVED/NOT APPROVED

Case No. : _____
(To be entered by HoD Office)

(Signatures with Stamp)

Dated : _____

Dated : _____

Forwarded to the Departmental Semester Committee (DSC) if approved by the HoD.

RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE

Observations/Recommendations: _____

a. Member 1: _____ b. Member 2: _____
(Signatures with Name) (Signatures with Name)

c. Member 3: _____ Head of Department: _____
(Signatures with Name) (Signatures with Stamp)

APPROVAL BY THE HEAD OF DEPARTMENT

Approved and forwarded to the Controller of Examinations for further necessary action.

Head of Department
(Signatures with Stamp)

Dated: _____

RULES AND PROCEDURE FOR RE-MID EXAMINATION

1. A student may request for the Re-Mid Examinations, if for some genuine reason (beyond his control), he/she fails to appear in a mid-semester examination.
2. Re-Mid Examination will not be permitted for habitual students and for any other deficiency in a course (e.g., shortage in attendance and/or non deposit of semester/university dues etc.).
3. For the request of Re-Mid Examination, the student will apply on a prescribed form "Application Form for Re-Mid Examination" to the Head of the Department concerned, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and also based on student's performance in lab work, home assignments, quizzes, class participation etc.
4. In case, the student is allowed for "Re-Mid Examination" in a course by the Head of the Department on the recommendations of the Departmental Semester Committee, the decision will be forwarded to the Controller of Examinations for its notification and the student would be allowed to take Re Mid Semester Examination of that course on payment of prescribed fee @Rs: 5000/- per course within due date and @Rs: 10000/- per course after due date but not later than one week prior to the commencement of the examinations.
5. The Re-Mid Examination must be held before the start of End Semester Examination, on the dates as notified by the Controller of Examinations, failing which the award will automatically be converted to Zero Marks.
6. Re-Mid Examination will not be allowed in Summer Semester.

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