FAQ regarding RE-TEST applications

1. Which cases will be considered for Re-Test if student is absent for regular test?

A]   Following cases can be considered to appear for re-test **with Prior approval. (**Such applications must be received by HOD/DEC 5 working days in advance excluding the date of test)

1. Candidate is participating in some sports activity on behalf of College / University/ State / National level

2. Candidate is attending sport selection activity for selection of team / Individual at college/University/State / National level

3. Candidate is attending an Exceptional Industrial Visit

4. Candidate is attending project or any technical competition at State/ National /International level wherein project team has been shortlisted by Institute

5. Candidate is attending National /International level conference for presenting his / her research paper

6. Candidate is attending Interveiw or written test related to placement.

B]   After Receiving the request/ application for re-test, "Re-Test Approval Committee" considers the following cases for re-test approval, after due verification of necessary documents **.**

1. Candidate's own medical reason

2. Death of father/mother/real sister/real brother of candidate

3. Any natural calamities

4. Any other unforeseen circumstances

2. **To whom should I intimate if I am unable to attend the Test ?**

Ans. Students / parents can intimate the proctor in writing regarding the absenteesm of student for test, through mail by making a copy of same to HOD, DEC of your department and COE .

For FY B.TECH , students should intimate proctor, DEC-SAH and HODHSS.

3. How to apply for re-test ?

Ans . Student should submit the re-test application in prescribed format to DEC (Department Examination Committee) with all necessary and relevant documents within deadline.

4. When to apply for Re-test?

Ans . If student is absent for regular test and joins college immediately after test then he/she should submit physical application within two working days from the day of test.

If student is unable to attend the college even after the test for few days, he /she has to apply for re-test through mail and should send the relevant documents through mail.

5. Will I get email from DEC/HOD/Proctor regarding re-test application ?

Ans . We try to send such email to remind you to apply for Re-test, but you need not wait for such email, on your own you should inform all the concerned.

6. If I fail to apply for Re-test within given deadline?

College reserves right to consider or reject such application even if reason of absenteesm is acceptable.

7. If I remain absent for Re-test?

Ans . There is no provision for conducting re-test of re-test.

Controller of Examinations