



DOON UNIVERSITY, DEHRADUN
Examination Section
Make-up Examination, 2018-19 (Odd Semester)

Date: 08.10.2018

NOTICE

The students are hereby informed that the Make-up Examination will be held during 22-27 October, 2018.

The process of Make-up Examination is as follows:

Step 1: Collect Make-up Exam form from your concern department.

Step 2: Fill-up the form and **submit it to the respective schools/Deptt. on or before 12th October, 2018.**

Step 3: All the submitted make-up examination forms will be checked in the exam cell and if any discrepancy found in any form then concern form may be cancelled. All the forms which fulfil the criteria of eligibility of make-up exam as approved by academic council will be sent to the VC office for their kind approval.

Step 4: After getting approval from Hon'ble VC, student submit the fee in Finance Section.

All the HoD's are requested that after careful checking of all the received Make-up examination forms, kindly send the forms to exam cell on or before 15 October, 2018 (evening).

Komal
08/10/2018

(Komal)

Assistant Coordinator of Examination

Copy to:

1. The Registrar
2. All Notice Board
3. Exam Notice Board
4. All Schools
5. Finance office

Asstt. Coordinator of Examinations
Doon University, Dehradun.



Makeup Examination fee-
Rs.250.00/Course

DOON UNIVERSITY

Kedarpur, Mothrowala Road, PO. Ajabpur
Dehradun-248001(Uttarakhand) Ph:-0135-2533139

Perfoma for Request for Make-up Examination

Academic Year 20... -20....(Odd/Even)

1. Name of Student:..... ID.....

2. School:..... Program.....Semester..... Contatct No.....

3. Course Description:-

Sl No.	Title of Course	Code	Seme ster	Name of Course Teacher	Course Teacher Sig Signature

4. Reason for absence

(Attach a Medical Certificate from a Recognised Hospital which should be verified by the University Doctor/ or Certificate/Marriage card of own's Marriage or Death Certificate in case of a parent demise or any other reason with related document considered valid by the competent authority).

I have missed my examination of above mentioned course(s). I may be allowed to appear in the Makeup Examination.

Thanking You
Yours faithfully

(Signature of Student)

Date:

Attachment(s) 1..... 2..... 3.....

Recommendation from the School	For Examination Section
I/c School of.....	Examination Coordinator.....
Seal	Seal

Approval of the Vice-Chancellor

Vice-Chancellor

FOR OFFICE (ACCOUNT SECTION) USE ONLY

Received a Sum of Rupees Through Cash/Bank Draft/Money Order and entered in the Cash Book at Sr. No..... Date

(Accountant)

(Cashier)