

**NOTICE TO STUDENTS**  
**PROCEDURE FOR MAKEUP EXAM RECOMMENDATION**

The students who are not able to attend the SE Examinations due to Medical reasons have to inform their respective Mentor (Faculty Member) by email or Letter (Hardcopy), before the start of the SE Examinations. The student should not contact any other Faculty Member (or Subject Teacher).

The students availing Makeup Exams due to Medical reasons have to submit a valid Medical Certificate to the respective Mentor by email or Hardcopy (with the Application mentioning the reason for missing the exam along with Course Name, Course Code & Date(s) of Exams) before the start of the particular examination.

However, if the Medical Certificate is not readily available, it has to be submitted within 1 Week from the date of completion of that particular examination.

Please note that no Applications will be entertained without Mentor Recommendation.

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