



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
An Autonomous College under UGC Act - 1956 [2(f) and 12(B)]
Affiliated to I.K.G. Punjab Technical University
NOTIFICATION

Sub Policy Regarding Makeup exam

As approved in 10th Academic Council Meeting held on 2.3.2019 vide Agenda no. 10.10, the re-exam termed as 'Makeup exam' in case of failure in regular theory exam will be conducted for both UG and PG courses (for 2018 batch onwards) to reduce the burden on the students as per the following guidelines

1. Makeup exam facility will be available only for the on-roll students by paying the applicable fee of Rs. 1000/- per subject.
2. Makeup exam facility will be available one time for respective semester to the students having Continuous Internal Evaluation (CIE) rating $\geq 60\%$ in a course for following two cases only:
 - a) Those who have obtained marks $< 40\%$ in the theory in End Semester Examination (ESE).
 - b) Those who remained absent from ESE for valid and convincing reasons like Accident or severe illness, with the prior permission from the Dean Academics.

In the case of absence from the ESE, it is the responsibility of the student/ parent/ guardian to inform the college authorities immediately and need to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.). Prior intimation and confirmation of permission from office of Dean Academics is mandatory. **Any intimation after the conduct of examination shall not be entertained.**

3. Makeup exam will be taken after every ESE, for maximum two regular subjects for UG courses and one regular subject for PG courses offered in the respective semester.
4. The standard and other norms (like remuneration etc.) of the Makeup exam shall be the same as that of the regular ESE for the courses.
5. Dates of Makeup exam will be notified by Controller of Examinations.
6. Makeup exam will be completed within a week.
7. It will be the responsibility of the concerned department to prepare the datesheet and to plan in advance the faculty and non-teaching staff to be deputed to conduct makeup exam. In addition, some senior faculty or Head of the department will be deputed as Superintendent and Exam coordinator will be deputed as Deputy Superintendent. Dates of exam will be issued by Examination Branch. Datesheet will be countersigned by Deputy Controller- Conduct of Examination and will be issued at least one week before the start of the makeup exam.
8. Student falling under 2(a) category will be awarded transitional grade 'X' in the provisional result and the students falling under 2(b) category will be awarded transitional grade 'I' in the provisional result.
9. During the time of makeup exam, rest of the students (those who will not be appearing in makeup exam) will be engaged in some type of program specific workshop, Industrial tour, Project exhibition, other activities etc.
10. The student who are either dropped or detained or involved in any kind of UMC in the course/s during regular semester will not be allowed to appear for the Makeup exam of the specific subject.
11. The process of Display of answer sheets and Re-evaluation of answer sheet will be the same as that of regular ESE.
12. Result notifications of makeup exams will be issued separately

Awarding of Grades: The students will be assessed as per absolute grading system. The Grade earned by the student in Makeup exam will be awarded the next lower passing Grade, that is: grades ('O' to 'C') will be reduced to the next lower grade, while the Grade 'P' will remain unchanged) as per the following

S. No.	Percentage	Grade Computed	Grade Awarded
1	≥ 90 & ≤ 100	O	A+
2	≥ 80 & < 90	A+	A
3	≥ 70 & < 80	A	B+
4	≥ 60 & < 70	B+	B
5	≥ 50 & < 60	B	C
6	≥ 45 & < 50	C	P
7	≥ 40 & < 45	P	P

Eligible Students for filling Makeup Examination Form

Course	Admission Year
B.Tech. (LEET/Lateral Entry)- All branches	2019 onwards
MBA	2018 onwards
MCA	2018 onwards
MCA-(LEET/Lateral Entry)	2019 onwards
M.Tech. Full Time (All subjects)	2018 onwards
M.Tech. Part Time (All subjects)	2018 onwards

(Signature)
Member Secretary
Academic Council

Endst.No GNE/Exam/ 288

Dated: 29/3/19

A copy is forwarded to the following for information and necessary action, please

- 1 Principal for kind information please
- 2 All HODs
- 3 Controller of Examination, for necessary action
- 4 Dean (Academics)

(Handwritten initials)