



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

No. COE/155/6097

Dated: 01-04-2019

**Notice**

The College is going to conduct Makeup examination for the students who couldn't pass their Regular Subjects in last End Semester Examination (ESE) Nov-2018. The makeup examination forms will be accepted from 02/04/2019 to 05/04/2019. Instructions for submitting the Examination Forms are as under-

1. B.Tech. student can apply for two failed theory subjects and M.Tech./MBA students can apply for one failed subject of ESE Nov-2018.
2. Students can download Examination Form and Admit Card from the website link <https://www.gndec.ac.in/>.
3. Students should submit only one examination form for regular subjects of ESE Nov-2018.
4. Duly filled Examination form and Admit Card (one recent colored photograph pasted on the form and Admit Card) along with examination fee Rs. 1000/- (Non-Refundable) per subject must be submitted by 05/04/2019.
5. Form and Fee (Cash) should be submitted only in respective department.
6. Correction fee of Rs.700/- is applicable for incorrect forms.
7. Only failed subjects with internal marks more than & equal to 60% can be filled in the form.
8. The students 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.
9. Exam will be conducted after the eligibility verification by the office of concerned department.
10. 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.
11. 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.
12. The policy regarding Makeup Examination is also attached herewith.
13. The Makeup examinations are starting from 11-04-2019. The date sheet will be notified shortly.

Note: Incomplete form will not be accepted.

**Controller of Examination**



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**Notice**

As approved in 10<sup>th</sup> Academic Council Meeting held on 2.3.2019 vide Agenda no. 10.10, examination branch of Guru Nanak Dev Engineering College is going to conduct Makeup examination for the students to reduce the burden on the students. The fresh applications of Makeup examination will be accepted from 01/04/2019 to 04/04/2019 (without late fees). Instructions for submitting the Examination Forms are as under-

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	$\geq 90$ & $\leq 100$	O	A+
2	$\geq 80$ & $< 90$	A+	A
3	$\geq 70$ & $< 80$	A	B+
4	$\geq 60$ & $< 70$	B+	B
5	$\geq 50$ & $< 60$	B	C
6	$\geq 45$ & $< 50$	C	P
7	$\geq 40$ & $< 45$	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

**Controller of Examinations**



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**PROVISIONAL ADMIT CARD**  
**Makeup Examination of November, 2018 Exam Session**

Programme (B.Tech./M.Tech./MBA)				Candidate's Photograph (Passport Size) Attested By Concerned HOD
Branch		Year of Admission		
University Roll No.				
Semester/Group				
Candidate's Name				
Father's Name				
Mother's Name				
Mobile Number		Email		
<b>Examination Centre</b>		<b>Refer Institute website for allotted Examination Centre</b>		
<b>Detail of Subjects for Examination</b>				
Sr. No.	Subject Code/M Code	Paper ID	Subject Title	Subject Type (Compulsory/open Elective/Elective)
1.				
2.				
<i>This Form does not require signature of any official of Examination Branch.</i>				
<b>CONTROLLER OF EXAMINATIONS</b>				
<p>1. I have gone through the syllabus of subjects for examination. I understand all rules &amp; regulations of the makeup examination and their amendments (if any), and will abide the same in respect to my eligibility for the examination. If I am not found eligible to appear in any particular subject/s even at the time of examinations, I will obey the rules and regulations of examination.</p> <p>2. If any discrepancy is found in the filled Provisional Admit Card, I shall bring the same to the notice of Controller of Examinations through my Head of Department and get it corrected before start of examinations. In case the institute/university declares me ineligible due to any wrong information submitted in examination form, I shall be responsible for the consequences at any stage.</p> <p>3. I am aware that the grade earned by me in Makeup exam will be awarded the next lower passing grade by reducing to next lower grade except grade 'P' and Computation of Internal Examination marks of Makeup subjects is more than 60% and my End Semester Examination marks of Makeup subjects is less than 40%.</p>				
<b>Signature of Candidate</b>			<b>Date:</b>	
<p>Certified that the candidate has completed prescribed course of study and fulfils all conditions laid down in the rules &amp; regulations for the Makeup examination and their amendments (if any) and is eligible to appear in the Makeup Exam. The candidate bears a good moral character. The particulars filled in the examination form as well as admit card is found to be correct. In case the candidate is found to be ineligible to appear (e.g. detained) in a particular subject/s it will be brought to the notice of Controller of Examinations separately before issuing this provisional admit card to the candidate. This provisional admit card has been issued after verification.</p>				
<b>Signature of Exam. Coordinator</b>			<b>Signature of HOD (With Seal)</b>	
<b>Date:</b> _____			<b>Date:</b> _____	

**Note: 1. Candidate must carry College ID card in the Examination Centre.**

**2. For updates related to Examinations, candidates are advised to visit Institute Website regularly.**



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**EXAMINATION FORM**  
**Makeup Examination of November, 2018 Exam Session**

Programme (B.Tech./M.Tech./MBA)				Candidate's Photograph (Passport Size) Attested By Concerned HOD
Branch		Year of Admission		
University Roll No.				
Semester		Shift (1 <sup>st</sup> /2 <sup>nd</sup> )		
Candidate's Name				
Father's Name				
Mother's Name				
Mobile Number		Email		

**Detail of Subjects for Examination**

Sr. No.	Subject Code	Paper ID	Subject Title	Subject Type (Compulsory/open Elective/Elective)
1.				
2.				

*This Form does not require signature of any official of Examination Branch.*  
**CONTROLLER OF EXAMINATIONS**

- I have gone through the syllabus of subjects for examination. I understand all rules & regulations of the makeup examination and their amendments (if any), and will abide the same in respect to my eligibility for the examination. If I am not found eligible to appear in any particular subject/s even at the time of examinations, I will obey the rules and regulations of examination.
- If any discrepancy is found in the filled Provisional Admit Card, I shall bring the same to the notice of Controller of Examinations through my Head of Department and get it corrected before start of examinations. In case the institute/university declares me ineligible due to any wrong information submitted in examination form, I shall be responsible for the consequences at any stage.
- I am aware that the grade earned by me in Makeup exam will be awarded the next lower passing grade by reducing to next lower grade expect grade 'P' and Computation of Internal Examination marks of Makeup subjects is more than 60% and my End Semester Examination marks of Makeup subjects is less than 40%.

**Signature of Candidate**

**Date:**

Received Examination Form (Makeup) and Examination Late Fee (if any) of Rs. \_\_\_\_\_ Vide Receipt No. \_\_\_\_\_ dated: \_\_\_\_\_

**Signature of Concerned Department Clerk**  
**Date:** \_\_\_\_\_

**Signature of Exam. Coordinator**  
**Date:** \_\_\_\_\_

**Candidate Copy**

**Receipt of Examination Form (Makeup) and Examination Fee**  
**(Makeup Examination of November, 2018 Exam Session)**

Received Examination Form (Makeup) of Program (B.Tech./M.Tech./MBA) \_\_\_\_\_ Sem. \_\_\_\_\_ and Examination Late Fee (if any) of Rs. \_\_\_\_\_ vide Receipt No. \_\_\_\_\_ Dated: \_\_\_\_\_ from Candidate Name: \_\_\_\_\_ and having Uni. Roll No. \_\_\_\_\_.

**Signature of Concerned Department Clerk**  
**Date:** \_\_\_\_\_