



RIMT UNIVERSITY

"education for life"

Delhi-Jalandhar GT Road (NH1), Sirhind Side, Mandi Gobindgarh, Punjab - 147301 (India)

Ref. No. RIMTU/COE/2024/22

Date: 25/09/2024

Subject: Schedule and instructions for filling reappear examination form for December - 2024 End Term Examination

The students of all programmes must fill the Examination form for **reappear subjects** of Odd Semesters (1st, 3rd, 5th, 7th & 9th Semester) to appear in End Term Examination December-2024. **The reappear examination fees is Rs. 800/- per semester for one subject and Rs. 1000/- per semester for more than one subject. The students must fill separate examination form for each semester**

The schedule for filling reappear examination forms is as follows

Sr. No.	Description	Date	
		From	To
1	Without Late Fees	26-09-2024	18-10-2024
2	With Late Fees of Rs. 1000	19-10-2024	29-10-2024
3	With Late Fees of Rs. 2000	30-10-2024	07-11-2024

After 07-11-2024, forms will be accepted only with the permission of Controller of Examination and with late fees of Rs. 3000.

Note: It is compulsory for a student having 'F' grade in a subject to re-appear in End Term Examination to qualify the course. Students having less than 40% marks in internal assessment have the option to improve his/her internal assessment by appearing in continuous evaluation test, quizzes, assignments etc. Such students can contact HOD/Examination Coordinator/Subject teacher for the improvement of internal assessment marks. If the student does not improve his/her internal assessment in a course, then his/her previous internal assessment will be retained.

Instructions for filling of reappear examination forms:

1. **Manual Examination Form will be filled for reappear courses (Copy Attached)**
2. Student will submit the examination form to HOD/Examination coordinator.
3. **Department will submit all reappear forms along with cut lists in examination branch on or before 25-10-2024 (Forms submitted without late fees)**
4. **Forms filled with late fees can be submitted on or before 10-11-2024**

Controller of Examination
RIMT UNIVERSITY
MANDIGOBINDGARH