

THAPAR INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Deemed to be University)

Ref: TU/DA/54
Dated: March 11, 2020

NOTICE

As per the Academic Regulations of TIET, Patiala, there is a provision of Make-up test for a student who is unable to sit in Mid-Semester Test due to hospitalization/ immobilization.

All the students applying for Make-up test should note the following points:

1. Students should have consulted the Health Center of the Institute.
2. Students taking emergency treatment during odd hours as outdoor or indoor patient should have reported to the Institute Health Center on the day of examination or as soon as possible.
3. Students should have consulted a qualified doctor (M.B.B.S./M.D./M.S./DM/MCH) whenever they are getting treatment from outside. This will apply to all – hostlers, day – scholar, students staying in other towns, students on leave or on vacation in their hometown.
4. Students must submit their request for make-up test with following documents:
 - a) Treatment slip on the letterhead of the doctor (with date of treatment, investigation advised, follow-up with dates, details of hospitalization/immobilization and signature of doctor).
 - b) Medical Certificate – in case of immobilization, with fitness certificate.
 - c) Students who are admitted in hospital must produce their discharge slip.
 - d) In case of any chronic disease, with recent exacerbation, old records must be submitted.
5. Students must submit their request (with above mentioned documents) on the prescribed proforma available in the departments/school or Institute Website. The Last date of receipt of applications is **March 23, 2020**. The applications must carry the recommendations of the Institute Medical Officer as well as concerned Head of Deptt/School.

Sd/-

Dean Academic Affairs

Copy to:

1. Director – for kind information.
2. All Deans
3. All Heads of Departments/Schools with a request to display this notice on the Notice Board of their Units.
4. Medical Officer, TIET
5. All Notice Boards of Institute.

APPLICATION PROFORMA FOR MAKE UP TEST

Name of Student			
Registration No.			
Mobile No.			
Detail of Courses	Sr. No.	Course Code	Course Title
Reasons for not sitting in the Mid Semester Test			
Name of Hospital/Clinic, from where treatment was taken			
Name of Doctor			
Documents attached with this Application forms:	1. 2. 3. 4.		
Date:	Signature of Student:		
Verification and Recommendations of the Medical Officer, TIET, Patiala			
Recommendations of Head of Department/School	_____ _____ Date: _____ Signature HOD		

Approved / Not Approved

Dean Academic Affairs