

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)

Ref: TIET /DA/18

Dated: March 20, 2023

**NOTICE**

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

All the students who would be putting a request 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 the next day or as soon as possible.
3. Students should have consulted a qualified doctor (M.B.B.S., M.D., M.S., DM, MCH) for getting treatment from outside TIET. This will apply to all – hostlers, day – scholar / students staying in other towns or students on leave. Certificate issued by outside doctor must be vetted by Institute Health Center Medical Officer. **Student submitting fake medical certificate will be dealt with seriously and will be debarred from Make-Up test.**
4. Students must submit their request for make-up test with the following documents:
  - a) Treatment slip on letterhead of the doctor (with date of treatment, investigation advised, follow up with dates, details of hospitalization/immobilization and signature of doctor), duly vetted by Medical Officer of Institute Health Center.
  - b) Medical Certificate – in case of immobilization, with fitness.
  - c) Students who are admitted must produce their discharge slip.
  - d) In case of chronic disease with recent exacerbation they must submit old records.
5. Students must submit their request (with above mentioned documents) on the prescribed proforma (available with this notice) along with recommendations of Medical Officer of TIET (visit dispensary of TIET) and concerned Head of the Department/School. **The proforma complete in all respects should be submitted to DoAA office latest by March 29, 2023 (5:00 pm). The proforma submitted through Email will not be accepted.**
6. The Make-Up test will be held in the second week (tentative) of April, 2023. The detailed date sheet for Make-Up test will be circulated later.

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.

**APPLICATION PROFORMA FOR MAKE UP TEST**

<b>Name of Student</b>				
<b>Registration No.</b>				
<b>Mobile No.</b>				
<b>Thapar Email ID</b>				
<b>Detail of Courses</b>	<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Date of Missed MST Exam.</b>
<b>Reasons for not sitting in the Mid Semester Test</b>				
<b>Name of Hospital/Clinic, from where treatment was Taken</b>				
<b>Name of Doctor</b>				
<b>Documents attached with this Application forms:</b>	1. 2. 3.			
<b>Date:</b>	<b>Signature of Student:</b>			
<b>Verification and Recommendations of the Medical Officer, Thapar Institute, Patiala</b>				
<b>Recommendations of Head of Department/School</b>	_____ _____  Date: _____                      Signature HOD			

Approved / Not Approved

Dean, Academic Affairs