



Maharaja Institute of Technology Mysore, Mandya

An Autonomous Institution
Under Visvesvaraya Technological University, Belagavi



Ref: MITM/Principal/CoE/2024/65 **Circular**

Date: 16/7/2024

We are pleased to invite all the students to submit applications for the Make-up Examination for backlog subjects of MBA/MCA First semester courses of 2023-24 batch.

Please review the following guidelines for the application process:

A. Make-up Examinations- Who can apply

1. The makeup examination facility shall be available to those students who have appeared and failed in the SEE in one or more course in a semester. However, the students passing the makeup examination shall lose their eligibility to be considered for the award of Ranks.
2. Students who have received 'I' and 'X' grade are eligible for make-up Examination.
3. Students who have received "F grade and CIE is greater than 70 Percent in appearing course are eligible to apply for make-up Examination.
4. The students who are not eligible for SEE due to a shortage of attendance or due to less than 70% marks in CIE are not eligible to take up the makeup examination.
5. The students who are booked in Malpractice is not eligible for makeup examination.
6. No revaluation provision will be made for students who are taking the Makeup examination.

B. How to Apply:

1. Make-up examination fee Rs. 600/- per course and application fee Rs. 20/-
2. Collect the Make-up exam application form from the CoE office .
3. The student shall pay the prescribed fee through Online Mode.
4. Submit the filled application form along with fee receipt to the respective department.

The timeline and fee payment details are as mentioned below:

SL No	Semester	Last Date for Submission of Application	Tentative Exam dates
1.	MBA/MCA First Semester (2023-24 Batch)	19-07-2024	22 nd July 2024 onwards

Copy to: HoDs-PG, Accounts

CONTROLLER OF EXAMINATIONS
Maharaja Institute of Technology Mysore
Belawadi, Naguvanahalli Post
S R Patna Taluk, Mandya - 571477

Principal
Maharaja Institute of Technology Mysore
Belawadi, Naguvanahalli Post.
S R Patna Taluk
Mandya - 571477



REGISTRATION FORM FOR MAKE-UP EXAMINATIONS, June/ July 2024

To,
The Controller of Examinations,
MITMysore.

Date: / /2024

Name of the Student: _____

Roll No: _____ Department: _____

I would like to appear for the following course/s for MAKE-UP Examinations, March 2024. I am aware of policy / rules / regulations pertaining to MAKE-UP Examinations

Sr No.	Course Code	Course Name	CIA	SEE	Latest Grade	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Total no of courses :					Total Fees: Rs	

I am enclosing herewith Receipt of Fees paid of Rs. _____ for the examination vide receipt no _____ dated _____.

Student E-mail ID:	
Mobile No.	

Signature of Student

- Encl: 1. Photocopy of Grade Card/s
2. Original Make-Up Examination Fee Receipt

IMP Note: Student should submit the Make-Up Examinations Form along with the documents to CoE Office without fail in stipulated dates. Only those students who have submitted the form in time will be allowed to write the examinations.

For Office Use:

Form Checked by: _____
(CoE Office)