Retake Examination Request Form

Name:_____________________________________ Registration No:______________________
Program: ________________ Semester:________________

Course Code | Course Name | Mid Term | Final
---|---|---|---
1. ________ | ___________________________ | ☐ | ☐
2. ________ | ___________________________ | ☐ | ☐
3. ________ | ___________________________ | ☐ | ☐
4. ________ | ___________________________ | ☐ | ☐
5. ________ | ___________________________ | ☐ | ☐

Student Signature ___________________________ Date ____________

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Sr.1</th>
<th>Sr.2</th>
<th>Sr.3</th>
<th>Sr.4</th>
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<tbody>
<tr>
<td>Final Exam</td>
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<tr>
<td>Midterm</td>
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Exam Attendance

Class Attendance

Total Classes No. Absents No. Presents
Sr.1
Sr.2
Sr.3
Sr.4

Remarks: ____________________________________________________________________

Approved [ ] Not Approved [ ]

Program Manager ________________

For office use only

Clearance:

Finance Controller

Remarks: ____________________________________________________________________

Exam/Academic Support Office

Remarks: ____________________________________________________________________

Head of Examination & Academics

Note:
Retake Examination Fee is Rs. 5000/- per course.
Retake Application could be accepted one week after actual date of exam
Retake Exam/s will be held after payment of all dues of Finance.