

Subject: Retake Policy (For Internal Assessment Only)

Students will be allowed to retake the module / internal assessment exams only under the following circumstances:

- 1. Death of a near relative:** Retake will be allowed in case of the death of a close relative who is a direct blood relation.
- 2. Students appearing in supplementary exams:** A cushion of four weeks shall be provided to students who appear in supplementary exam to prepare for their upcoming module examination. Students who already have four weeks' time between supplementary and module examination, will not be allowed to avail this facility.
- 3. Illness:** Students will be allowed to retake the exam only in case of any serious illness that requires hospitalization. In such cases, students will provide medical certificate issued by a competent medical authority, within the first three days of their stay in the hospital and endorsed by the MOIC Infirmary.
- 4. Severe illness of parents:** Students will be allowed to retake the exam in case of severe illness of any of the parents, on provision of proof of the medical condition.
- 5. Natural disaster/national emergency:** Students will be permitted to retake exams in case of any known natural calamity or unforeseen national emergency.
- 6. Own wedding:** In case of students' own wedding, retake will be allowed only if module examination is scheduled within 07 days from date of wedding and student will take rest of the exam as per schedule.
- 7. Maternity leave:** In case of childbirth, the student mother will be allowed to avail leave for 30 days only and she shall be accommodated for retake of exams only in the subjects that are scheduled during this period.

For your approval please.



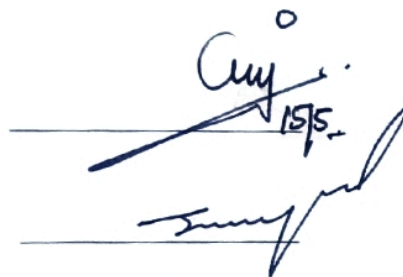
Prof. Dr. Syeda Amina Ahmad

Dean SHaPE

CMH LMC & IOD

To:

VP (Academics)



DCE/VP ((Adm & policies)



CE/ Principal