

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
(ACADEMIC SECTION)**

No. Acad./2020/29

January 7, 2020

NOTICE

The students having re-appears in sessional component of courses studied during even semesters are hereby informed to apply for sessional improvement of even semester courses in the prescribed sessional improvement form subject to they have not completed maximum duration of the programme. They are required to submit sessional improvement form separately for each semester (even semester only) at the Student's Help Desk along with self-attested photocopy of DMC's (applicable for only 2016 batch onwards).

The students of 2015 batch or previous batches are required to get verification of their updated re-appear status in internal components of even semester courses from Students Help Desk from verified record as received from Exam Cell. The students of 2016 batch onwards are required to attach self-attested photocopies of DMC's of even semesters.

The eligible students who are interested to appear in sessional improvement of even semester courses may apply on prescribed sessional improvement form (copy enclosed) strictly on or before **5.00pm, 07.02.2020 (Friday)** at the Student's Help Desk.

It is to be noted that after 07.02.2020 (Friday), no request for permission to appear in sessional improvement in even semester courses in this session will be entertained.


Deputy Registrar (Academic)

**Concerned Students: Through Notice Boards in
Acad. Section, all Instt. Buildings**

Copy to:

1. Heads of all the Departments
2. Prof. I/C (CCN) for uploading on institute website
3. Joint Registrar (Examinations) with request to send updated list of the students of B. Tech-2015 or previous batches for verification their re-appears in sessional components.
4. Chief Warden (Boys & Girls) circulate this notice among all the hostels.
5. Nodal Officer (IIIT Sonapat) for information
6. Dean (Academic) for kind information
7. Sr. Secretary to Registrar for kind information of the Registrar
8. Sr. Secretary to Director for kind information of the Hon'ble Director

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

[Handwritten Signature]
07/10/2020

SESSIONAL IMPROVEMENT FORM (W.E.F. AY 2019-20)

SEMESTER (EVEN/ODD) _____ ACADEMIC SESSION: 20__-20__

Roll No : _____ Name: _____

Mob. No. : _____ Programme/ _____

Email ID : _____ Specialization: _____

Department : _____ Branch: _____

Section : _____

Student Type : Regular / Ex-Student (Plz tick applicable option)

Current Semester : _____ (For currently studying Regular Students Only)

Sessional Improvement Semester: _____

List of Courses having reappear in Sessional (Theory-T/Practical-P)

Sr. No	Course Code	P/T	Department Name (Course Offered by)	Sr. No	Course Code	P/T	Department Name (Course Offered by)
1				4			
2				5			
3				6			

I wish to appear in Sessional Improvement in the following Course(s). I have enclosed self-attested photocopy of the DMC or email copy of the verification by the Exam Cell as a proof along with this form.

Sr. No	Course Code	P/T	Department Name (Course Offered by)	Sr. No	Course Code	P/T	Department Name (Course Offered by)
1				4			
2				5			
3				6			

I have verified that: -

- The student has not completed maximum duration of the programme in this semester. (Maximum Duration for B. Tech Programmes is 8 years, M. Tech Programmes is 5 years, MBA programme is 4 year and MCA programmes is 6 year)
- The course codes are verified from DMCs or documents/records of Exam Cell.

The student may be allowed to appear in the sessional components of the _____ (No.) courses as above.

Help Desk Official

Supdt (Academic)

Deputy Registrar (Academic)

HoD/Co-ordinator of School

Course Co-ordinator/ Faculty taking sessional improvement

Note :-

- The student must fill the form and enclose the documentary proof of re-appear in the sessional components of the courses (applicable for 2016 batch onwards only) and submit the sessional improvement form at least one week before start of the 1st sessional at Help Desk and collect the same from Help Desk only after verification and approval from Academic Section. The Academic Section in any case will not give permission for sessional improvement after 1st sessional are over.
- The student has to fill separate form for each semester and in case if he/she has more than 6 reappear in sessional components in any semester, he has to fill additional form for that semester.
- The student should submit self-attested photocopies of this form to respective faculties taking his sessional after getting approval from the Academic Section and the concerned HoD/Co-ordinators of the school.
- The teachers are requested to ensure that the student has permission before they allow the student in the sessional improvement exam. They will also keep self-attested copy of this form submitted by the student for their record. The cut-list in respect of sessional re-appear will be provided to the respective departments/schools.