No. Acad./23/ 66   January 12, 2023

NOTICE

The Senate in its 40th meeting held on 17.11.2020 vide agenda item No. S 40.07 at point No. 2 decided to conduct Mid Semester Examinations for Even and Odd semesters in every semester w.e.f. Even Semester of Academic Year 2020-21.

Accordingly, the students having re-appears in sessional component of courses of Odd & Even Semesters are hereby informed to apply for sessional improvement of Odd & Even Semester courses in the prescribed sessional improvement form subject to not completion of maximum duration of the program. They are required to submit sessional improvement form separately for Odd & Even Semesters at **Student's Help Desk** along with self-attested photocopy of DMC's/Result Notifications (applicable only for 2016 batch onwards) or verification of internal re-appears from Examination Cell (for 2015 or previous batches) by sending email on **(examinations@nitkkr.ac.in)** email id.

The eligible students who are interested to appear in sessional improvement of Odd & Even Semester courses may apply on prescribed sessional improvement form (copy enclosed) strictly on or before **05.00 pm, 17.02.2023 (Friday)**.

It is to be noted that after 17.02.2023 (Friday), no request for permission to appear in sessional improvement in Odd & Even Semester courses in this session will be entertained.

The cut lists for even and odd semester sessional improvement examinees will be sent to the respective HoDs/School Coordinators before start of 1st sessional in Even Semester of Academic Year 2022-23 (i.e. before 23.02.2023).

The HoDs/school coordinators are requested to ensure that sessional improvement exams and make-up test for even semester courses may also be conducted before the last date of teaching as per Academic Calendars of all UG & PG programs for this semester.

This is for information and further necessary action, if required.

Deputy Registrar (Academic)
12/01/23

Copy to:
1. Heads of all the Departments/School Coordinators
2. Prof. I/C (CCN) for uploading on institute website
3. Associate Dean (Examinations) with a request to send updated list of the students of B.Tech.-2015 or previous batches for verification of their re-appears status in sessional components as on May/June-2022.
4. Chief Warden (Hostels) circulate this notice among all the hostels.
5. Nodal Officer (IIIT Sonepat) for information
6. Dean (Academic) for kind information
7. PS to Registrar for kind information of the Registrar
8. AR to Director for kind information of the Hon'ble Director

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

SESSIONAL IMPROVEMENT FORM (W.E.F. AY 2020-21)

SEMESTER (EVEN/ODD) _____

ACADEMIC SESSION: 20____-20_____

Roll No :_____

Name:_____

Mob. No. :_____

Programme/
Specialization: _____

Email ID :_____

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: -
   a) 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)
   b) 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: -
1) 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.
2) 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.
3) 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.
4) 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.