

# T. K. M. COLLEGE OF ENGINEERING, KOLLAM – 691005

## REQUEST FOR RETEST

<b>1. Name of the student:</b>	<b>Class:</b>	<b>Roll No:</b>
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### 2. Details of Course (s):

Sl. No.	Name of the Course	Reason for Absence	Name of Faculty-in-Charge

3. Have you been caught for any disciplinary action/malpractice for the internal exams of the above said courses? (If yes, give details):

4. Have you informed the reason for your absence for the above said tests before the end of the exam session in visible form (such as Letter, Email/SMS) to the Sr. Advisor? If yes, give the date and mode of communication:

Please grant me permission to write retest for the above said course(s), as per the regulations of the college.

Date:

(Signature):

Place:

Name:

5. Verified the **item 3** and found that the information is correct:

**(Name and Signature of the Officer-in-Charge, Exam Cell, with date):**

6. Verified the **item 4** and the data given are correct/ incorrect:

I recommend/do not recommend (include remarks) the student for retest for the above requested courses as per the guidelines of the college: **(Name and Signature of Senior Advisor, with date):**

7. Permission by HoD to conduct retest:

**Note:** Student has to submit a copy of this sheet to the faculty-in-charge of the course. The faculty must keep the copy in the course file.