

Government Engineering College, Ajmer

Request to Re-test Form

Student Information

Name

Enrol. No.

Branch

Semester

Retest Information

Subject

Test No.

(fill a separate retest form for each subject)

Explanation for being absent on the days of the test(s)

(Note that retest is permitted under the condition of self illness or death of a blood relative on the days of test(s))

Kindly give permission to conduct my retest in above mentioned subject.

Student's Signature

Attach following to this form and get attendance verified before submitting it to the Proctor Office

(i) Valid documents in support of above explanation

(ii) Attendance of student in above subject is%

(Attendance is to be verified by concerned teacher or HOD)

Signature of subject teacher or HOD

Documents provided in support of above explanation are:

Satisfactory / Unsatisfactory

Proof of minimum 80% attendance in the above subject is:

Satisfactory / Unsatisfactory

Retest is permitted/not permitted in above subject.

Chief Proctor/ Proctor of Concerned Branch

HOD, Deptt.