

Application for Repeat Mid-Semester Examination (MSE) August 2025 for Theory courses, Multi-Disciplinary Courses (MDC) and Submission courses

Ref No.: CU/OE/BCC/Notice-20250808-2

Date: 08 Aug 2025

Dear students,

Greetings from the Office of Examinations!

Students who were absent or not eligible to appear for the Mid-Semester Examination (MSE) in August 2025 due to low attendance in Theory courses, Multi-Disciplinary Courses (MDC), and department level submission courses (excluding HED) are required to apply online through the student KP portal for the Repeat Mid-Semester Examination, August 2025.

Students are advised to apply for all courses (*Theory courses, Multi-Disciplinary Courses (MDC) and department level submission courses*) reflected as ineligible in your KP portal and hall ticket.

The Controller of Examinations will take the final decision regarding marks exemption, fee exemption, or the asterisk on the marks sheet, based on the documents submitted with the repeat application form and the attendance records available in KP.

Students must attach relevant supporting documents with application, such as:

- Medical certificates and a letter indicating prior intimation and approval from the Head of the Department, if the shortage of attendance was due to medical reasons.
- Participation/attendance certificates for events or programmes approved by the department / School or University.
- A prior permission letter submitted to the Office of Examinations, duly recommended by the Dean/ respective Head of the Department (HoD), permitting the student to appear for the Repeat MSE due to participation in government/university examinations, SWAYAM course examinations, competitive exams, certification programmes, or internships.

S No.	Important Dates	
1	Online Repeat MSE Application open at KP	11 Aug. 2025
2	Last Date to apply Repeat MSE and submission of hard copy of the application form to the office of examinations with all supporting documents	18 Aug. 2025
3	Fee Payment: The fee payment link will be available once your application is approved by the Office of Examinations. If the link is not visible, it means your application is still under the approval process.	21 Aug. 2025
4	Announcement of examination timetable	14 Aug. 2025
5	Publication of Hall Tickets	21 Aug. 2025
6	Commencement of Repeat MSE: (Exam timing 4.00PM to 6.00PM)	25 Aug. 2025

Important Notes:

- Late submission of supporting documents and application will not be considered for any exemptions
- The payment link will be activated in the student's KP portal once the Repeat MSE application is approved by the Office of Examinations.
- Students are advised to submit a copy of fee receipt along with repeat MSE hall ticket to the faculty in charge for the conduction of internal assessment and updation of marks for the MDCs and department level submission papers.
- Students are advised to adhere strictly to the deadlines and ensure the timely submission of all required documents.

Regards,

Controller of Examinations