



Ref. No.: NMAMIT/COE/2021/1

Date: 11-10-2021

## Circular

Students who remain absent for Mid Semester Examination due to valid reasons have to get **prior permission** and those who are absent due to health reasons are required to submit their request to their respective **Head of the Departments** to write additional MSE **within 2 working days** of that particular examination for which he or she is absent, failing which they will not be given permission.

***There will be no choice in Additional MSE. Students have to answer all questions.***

This is for the information of all concerned and necessary action.

**Sd/-**

**Controller of Examinations**

CC: Principal's table,  
Vice Principal & Dean (Academics),  
Vice Principal & Controller of Examinations,  
Dean (R&D),  
All HODs,  
First Year Coordinator,  
PG Coordinator,  
Academic Section,  
OAC,  
Physical Education Director,  
**Notice Board.**

**Sd/-**

**PRINCIPAL**

***Note: Class Advisors are requested to announce it in their classes and HODs are requested to announce it in the Department Notice Board.***