



Sir Syed University of Engineering & Technology

Weightage Policy Form

Date: _____

Enrollment No: _____ Roll No: _____

Name: _____ Father Name: _____

Batch: _____ Discipline: _____

Email: _____ Contact No: _____

Semester: Spring Summer Fall :

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Course No: _____ Course Title: _____

Course No	Course Title	Semester	Exam Date	Attendance %	Reason for Missed the Exam

Evidence(s) attached Yes No

Signature: _____

Class Advisor Recommendation: _____

Sig. Class Advisor

Sig. Examiner

Sig. Chairperson

(For Office use only)

Office of the Dean: Allowed Not Allowed

Signature

Guidelines regarding Weightage Policy:

- Weightage for a course may be allowed in case a student misses any midterm exam due to genuine reason such as:
- Medical: In case, where any hospitalization is compulsory, the student has to inform Director/Principal prior to the examination. Later on medical certificate for hospitalization will be required.
- Family Emergency: Applicable to the death of 'close relatives'. Prior information is compulsory. Later on death certificate will be required.
- University Representation: Official letter from the University nominating office. Prior information is compulsory.

Following terms and conditions apply on all Weightage applications:

- Submission of application within one week from the date of missed mid-term exam.
- At least 50% marks secured in final exam of the course.
- Minimum 75 % class attendance by the end of semester
- Supporting documentary evidence.
- A prescribed fee shall be applied for processing Weightage cases.

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Acknowledgement Receipt

Weightage Policy Form

Semester: Spring Summer Fall :

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Name: _____ Roll No: _____

Signature: _____ Date: _____