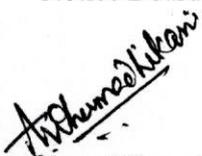**B. K. Birla College of Arts, Science and Commerce. Kalyan**
(Empowered Autonomous Status)
Board of Examinations and Evaluation

Guidelines for the Additional Examination

1. The Additional Examination shall be conducted only for the students of NCC/NSS/Sports/Medical reasons.
2. The students belonging to the NCC/NSS/Sports must be permitted and allowed to participate in the activities related to the College and University as representatives. The participation done not as college representatives shall not be considered.
3. The application must be submitted to the Examination Section as soon as the hall tickets are published along with the necessary documents and approvals duly signed and authorized by the heads and the concerned authorities. (Head of Department and Head of NCC/NSS/Sports)
4. In the case of medical grounds, the intimation must be given on the same day as the examination for the absence through the faculty concerned, Head or vice-principal.
5. The medical history, hospitalization details, date of admission and discharge, discharge-card along with copy of hall ticket duly signed by faculty, Head or vice-principal and the certificate of fitness certified by the practicing doctor who is Doctor of Medicine (M. D.) only.
6. The students are requested to carry the same hall ticket for the additional examination as no separate hall ticket will be issued.
7. If a student remains absent for the given examination no further additional examination will be conducted.
8. The additional examination will be conducted only for regular examinations and not for the backlog (ATKT) examinations.
9. The additional examination will be conducted within one month of the completion of regular examinations of each term (Second Half / Winter Session for Odd Semesters I/II/V and First Half / Summer Session for Even Semesters II/IV/VI) for each session.
10. The additional examination timetable will be displayed on the college website and Examination Notice Board.

Controller of Examinations