

School of Aeronautics (Neemrana)

I-04, RIICO Industrial Area, Neemrana, Dist. Alwar, Rajasthan
(Approved by Director General of Civil Aviation, Govt. of India, All India Council for Technical Education, Ministry of HRD, Govt of India & Affiliated to Rajasthan Technical University, Kota, Rajasthan)

Ref: SOA(N)/ 1719 / 02 /2015

STANDING ORDER ON FEES FOR INTERNAL IMPROVEMENT EXAMS AND SPECIAL EXAM FOR ABSENTEES : B.TECH

Improvement Test for Term Test and Sessional Exam

All the students of B.Tech are to note that the provisions of R.T.U Regulations for conducting university examination permits the students to improve their performance by appearing in additional tests conducted by University/ Parent Institutions. Regulation R-24.5, states as follows :-

Term Test. *The student is allowed to improve the term tests, if he/she is appearing in the University Examination of that theory paper again and if failing earlier, if a student who has registered for improvement of term tests marks, then the marks secured by him/her in that theory paper in previous term test shall stand automatically cancelled. The marks of the latest examinations/tests shall only be considered for working out the result and is such a candidate has absented himself/herself from the tests, then he/she shall be treated as absent.*

Sessional Improvement. *If the student is failing in any practical and sessional subject, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The candidate will be required to register in both practical and sessional components of the subject and his/her earlier marks will automatically stand cancelled. The marks of the latest examinations/tests shall be considered for working out the result. If such a candidate has absent himself / herself from any or both components, then he /she shall be treated as absent.*

Note : Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his midterm / practical & sessional marks.

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Schedule of Internal Improvement Exam

The time schedule and marks of internal improvement exam will be as per existing rules for the Internal Assessment Exams/Mid-term Exams. Student can appear for internal improvement exam as per following choices :-

1. Any subject in the Internal Improvement Exam, he/she should attend the same subject in IAE-1, 1st Mid-Term, IAE-2 and 2nd Mid-Term.
2. Alternative, if a student wants to improve in any one of the internal/mid-term exam of any particular subject, he/she can do so.

The average marks of all the four internal will be counted for the final marks.

Fee Structure of Internal Improvement Exam

Fee for Internal Improvement Exam is Rs 500/- per subject/internal or mid-term and maximum of Rs 2000/-, excluding university fee Rs 60/- per subject.

Special Examination for Absentee Students

The students those who are absent from any internal exams due to an emergency leave with the permission of Principal/Director, or on any medical ground, may be permitted to appear in the Special Examination, after producing the proper medical certificate (Medical prescription, treatment reports, medicine bills, medical certificate and medical fitness certificate signed by an Medical Specialist from a recognized hospital). The fee for special exam is Rs 100/- per subject and maximum of Rs 500/- per internal exam.

Note : Special examination will be conducted only once on scheduled date at the end of Semester.

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Submission of Application Form

The Performa for the application is attached with this order.

Submission of Fee

The fee may please be deposited in the College Acct No 61060148103 in SBBJ Bank, Neemrana, after approval of application by the Principal. The fee receipt will be attached with the application for approval of Director/Dy Director.

Issue of Admit Card

Registrar will issue the admit card to individual students, as per the detailed schedule of examination.



(C.C. Ashoka)
Director

Dated : 02-02-2015

Enclousers : Two sheets.

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Examination Form

S.No. : B.Tech / _____

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Sex : (Male/ Female) & Married / Unmarried: _____
5. Registration No.: _____ Academic Session _____
6. Address (Correspondence) : _____

SPACE FOR
PHOTOGRAPH
Paste One
Photograph Here

Contact Phone Number _____ E-mail Address : _____

Application to appear in Internal Improvement Exam for Term Test/Sessional/Special Exam for
Internal Assessment/Mid-Term Exams for the Semester _____.

1. Please refer to Statement of Mark for the 1st / 2nd / 3rd / 4th / 5th / 6th / 7th / 8th Semester End Exam (Photocopy attached).
2. Please allow me to appear in the Internal Improvement Test for Term Test/Sessional (Internal)/Special Exam for Internal Assessment/Mid-Term Exam as per details given below:

Term Test/Sessional (Internal Exam)

a. I.A.E-1

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

b. 1st Mid Term

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

c. I.A.E-2

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

d. 2nd Mid Term

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

Mention the Subjects in which you want to improve in RTU Internal Marks

a. Theory

b. Practical

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____

Reasons : _____

Yours faithfully,

Signature of Student

Date : _____

Recommended by :

Registrar _____ Principal _____

Student is Required to Fill Account Details

I have deposited Rs. _____ in SBBJ Account vide College Receipt No. _____
dated _____.

Dated : _____

(Signature of Student)

Encloser: 1. SBBJ receipt
2. College receipt

Final Approval

Deputy Director _____ or Director _____

Note : Fee for special exam is Rs. 100/- per subject and maximum of Rs. 500/- per internal exam. Fee for Internal Improvement Exam is Rs. 500/- per subject and maximum of Rs. 2000/- excluding university fee Rs. 60/- per subject. The fee may please be deposited in the college Account No. 61060148103 in SBBJ Bank, Neemrana, after approval of application by the Principal. The fee receipt obtained from bank and account section should be attached with the application for approval of Director/Dy. Director.

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ADMIT CARD

Dear student,

You have been allowed to appear for your _____ Semester Examinations/
Internal Improvement / Special Examination / I.A.E / Mid-Term Improvement
Exam commencing from _____.

Your examinations will be as per examination schedule given below in class
room number _____.

With best wishes

Cordially

C.C. Ashoka
(Director)

Name	:	
Reg. No.	:	
Roll No.	:	
Batch No.	:	

PHOTOGRAPH

SPECIMEN
SIGNATURE OF
CANDIDATE

SIGNATURE OF
PRINCIPAL

SEAL

EXAMINATION SCHEDULE

SUBJECT	DATE	TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE

Instructions to be followed by the candidates are given below and details of Examination Schedule (Theory and Practical) are shown above in this admit card.

INSTRUCTIONS

- Students are required to report to the exam hall 10 minutes before the commencement of the examination.
- Students are allowed to leave the exam hall only after 45 minutes of commencement of exam, not before that.
- Students coming late by 30 minutes are not allowed to enter the examination hall.
- Students should bring their own drawing boards and calculators etc. if required.
- Students caught indulging in malpractice will be expelled from appearing in further examination, for details see Training Manual.
- Students are not allowed to bring mobile phones in exam hall.
- Only Non-programmable calculators are allowed in the exam hall.