



# MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A+ Grade & ISO 9001:2015 Certified Institution

Ref. No.: MITE/CoE/2025-26/1307

Date: 13/05/2026

## CORRIGENDUM

**Sub: Revision to Point 1.b of the Circular on Guidelines for Makeup Test – Reg.**

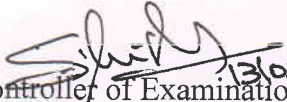
**Ref:** Circular No. MITE/CoE/2024-25/06 dated 16/10/2024 regarding “Guidelines for giving Makeup Test to the students”.

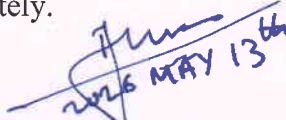
With reference to the above cited circular, Point 1.b of the Guidelines for Makeup Test stands revised and shall be read as follows:

**“Severe health issues which disabled the student to appear for the test upon submission of medical certificate. The genuineness of the medical certificate shall be verified by the department. The prior intimation to the HoD/Mentor through an E-mail is mandatory.”**

All other contents of the above referred circular remain unchanged.

This corrigendum comes into effect immediately.

  
Controller of Examinations  
Mangalore Institute of Technology & Engineering  
Badaga Mijar, Moodbidri - 574 225

  
Associate Dean Academics  
Mangalore Institute of Technology & Engineering  
Badaga Mijar, Moodbidri - 574225

  
Principal  
Mangalore Institute of Technology & Engineering  
Badaga Mijar, MOODBIDRI - 574 225



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Ref. No.: MITE/CoE/2024-25/06

Date: 16/10/2024

## Circular

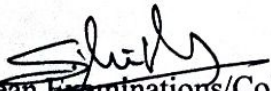
### Guidelines for giving Makeup Test to the students


The following are the guidelines for giving a makeup test to the students (**both Affiliated and Autonomous scheme**).

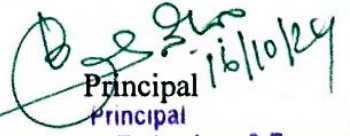
1. Makeup test shall be given to only those students who remain absent for the regular test due to the following genuine reasons:
  - a) Participation in co-curricular activities representing the College/University with prior permission from the Head of Department.
  - b) **Severe health issues (hospitalized cases only)** with prior intimation to the Head of Department through a phone call and an e-mail.
  - c) Any other verifiable family exigency with prior permission from the Head of Department.
2. The student shall submit an application form for the makeup test in a prescribed format along with the supporting documents **within two working days of that particular test for which the student is absent or on the day of reporting back to the college, whichever is earlier.**
3. **All the supporting documents shall be verified by the concerned class advisor/Mentor before forwarding it to the Head of Department.**
4. **Only one makeup test** shall be given per course after the completion of all the regular CIE tests irrespective of the number of tests for which the student is absent.
5. Once the schedule for the makeup test is notified by the Dean Examinations/CoE, the following documents shall be submitted by the concerned Head of Department to the Principal for the final approval.
  - a) The list of students applied for the makeup test
  - b) The application forms submitted by the students along with the supporting documents
  - c) The makeup test time table.
6. **The standard of the makeup test shall be similar to that of the regular test.**

**The contents of this circular may kindly be brought to the notice of all the concerned.**

**Enclosure:** Application form for makeup test

  
Dean Examinations/CoE  
**Dean (Examination)**  
Mangalore Institute of Technology  
& Engineering  
Badaga Mijar, Moodbidri - 574 225

  
Associate Dean Academics  
**Dr. Terence K. Johnson**  
Associate Dean Academics  
Professor, Dept. of Information Sc. & Engg.  
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## Application Form for Makeup Test

<b>Name</b> (in Block Letters)		<b>USN</b>	
<b>Department</b>		<b>Semester &amp; Section</b>	
<b>Mobile No.</b>		<b>E-mail ID</b>	

### Course Details:

Sl. No.	Course Title	Course Code	Missed CIE Test (Test-1/Test-2)	Date of Test

<b>Reason for Absence:</b>	
<b>Enclosures</b>	1. Request letter for prior permission/E-mail copy of prior intimation: YES <input type="checkbox"/> NO <input type="checkbox"/>
	2. Certificate of participation/Medical Certificate: YES <input type="checkbox"/> NO <input type="checkbox"/>

Date: \_\_\_\_\_

Signature of the Student

<b>Recommendations of HoD:</b>	
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Date: \_\_\_\_\_

Seal & Signature of HoD

Approved

Not Approved

Signature of the Principal