

RCSS/774/EXAM/18

27-Jul-2018

CIRCULAR

It is decided to conduct 'Special Compensatory CAE' for students who are unable to write CAE 1 in full or any part thereof. This opportunity is available only once in an academic year during the regular course of study and not applicable for CAE 2 of any semesters.

Students shall apply for Special Compensatory CAE only on genuine grounds and on rare cases. Genuine cases may include situations such as death of close family member or other personal tragedy, including the student being hospitalized as a result of an accident or illness, or in cases where the student is attending events representing College (with prior written permission from Principal) including final placement process through College. Intimation of absence shall be given to the HOD/Batch coordinator/ ACE prior to the examination under normal conditions. In exceptional situations where prior intimation is not possible, the same shall be informed to the respective authority as soon as situation permits. Merit of the application for all Special Compensatory CAE requests shall be evaluated by a committee comprising of HOD, Batch coordinator and ACE.

In order to apply for Special Compensatory CAE, students may submit a written request to Examinations Office, duly signed and recommended by Head of the Department, within two working days of completion of CAE 1 examinations for respective semester. CE shall process the application and final approval shall be communicated to the student accordingly. Special compensatory CAE shall be conducted without disturbing normal class hours as per the communication from Examinations Office.

This policy is applicable only for CAE 1, from academic year 2018-19, for all UG and PG programmes.



Binoy Joseph Ph.D.
Principal

