

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
AUGS/AGSR DIVISION**

Instructions Regarding Make-Up Application

We are happy to share that the Make-up application process for the Mid-Semester and Comprehensive Examinations has been **updated and made online**. Following are the important points in this regard:

1. All students must write the Mid Semester and Comprehensive Examinations.
2. Students must note that the Make-up for the Mid-Semester/ Comprehensive Examination will be given only in genuine cases after thorough examination of the application.
3. In case of extreme emergency, where a make-up is sought, a student can submit an online application using the AUGSD-AGSRD website (<https://academic.bits-pilani.ac.in/>) **prior or within 2 days of exam**.
4. Note that applications submitted in the hard copy will **NOT** be entertained from now onwards.
5. Once a student will submit make-up application, the Instructor-in-charge (IC) will receive an auto-generated email for further necessary action(s) on it.
6. The IC can ask the student to update the make-up application/ schedule personal interaction with student before taking final decision/ approve or reject the make-up application by mentioning specific remark through his/her AUGSD-AGSRD website portal. In each case, an auto-generated email will be sent to the student.
7. As per the Institute Academic Regulation, the decision of the IC in all matters of make-up shall be final.
8. In case, the IC reject the make-up application, as per the Institute Academic Regulation, a student will be reported NC (Not cleared) for that particular course.
9. Though the scheduling of make-up of Mid Semester exam will be arranged by the IC normally in about a week from the date of regular examination, the schedule for the Comprehensive Examination make-up will be announced by AUGSD/AGSRD.

Associate Deans