

**ASCEND INSTITUTE OF MANAGEMENT &
ENGINEERING**
EXAMINATION REQUEST FORM

To,
Exam Department,
Ascend Institute of Management & Engineering,
1st Floor, Beside Jawahar Nagar Police Station,
Garkheda, Aurangabad (Maharashtra) – 431005 India

Subject: Request for Examination

Respected Sir,

I (Full Name) _____ having
Enrollment no. _____ would like to inform you that I am prepared for exam
(Course) _____

With specialization (A) _____

(B) _____

For Semester: Part 1 Part 2 Part 3 Part 4

Examination Session: January April July October

Address for Communication:

Plot no _____ Area _____ Landmark _____

City _____ Pin Code _____ State _____ Country _____

Mobile no. _____ Email Address _____

Student's Signature

FOR OFFICE USE ONLY	
Clearance Form:	
(A)Accounts Department : Signature	Stamp
Remark	
(B)Admission Department: Signature	Stamp
Remark	

ASCEND INSTITUTE OF MANAGEMENT & ENGINEERING

EXAMINATION REQUEST FORM

Guidelines for Students

Examination Rules: For any clarification please call Exam Department on 0240-6565065
All AIME students are required to understand and follow all the given rules and regulations governing the Exam procedure.

1) Minimum 90 days gap is mandatory between Course registration and Examination Request.

2) Exam will be conducted only for those students whose Full fees is paid up.

3) Exam request will be accepted in following months only:

(A) January (B) April (C) July (D) October

Exam request must be submitted either on Email, Courier or Personally at AIME H.O. between 1st to 10th of above mentioned months. Exam request received after 10th will not be accepted.

4) All fields are required to be filled up by candidate, incomplete forms will not be accepted.

Candidates must ensure that all filed are correctly written. AIME will not be responsible for any delay caused by mistake in form.

5) Question paper should be solved on Project paper only. Other paper will not be accepted.

6) Question paper will be sent between 15th to 18th of the given month, when exam request is received. All students mandatorily required to submit their answer sheet to H.O. before 30th of the month in which Exam request is generated and question papers are received.

7) Candidate once received the question paper and if not submit before 30th of given month along with answer sheet, **Rs. 500/-** fine will be charged if he submits before 3rd of next month and **Rs.500/- per subject** will be charged if candidate did not submit the question papers along with answer sheet in the given month and will be transferred to next semester. Answer sheet will not be accepted after 3rd of next month.

8) Sequence for sending answer sheet will be first cover note secondly question paper and then answer sheet. All students willing to appear for next semester shall be mandatory required to attach their 'earlier' Semester pass result after cover note in above given sequence.

Results: All AIME students result will be declared in the following months only:

(A) February (B) May (C) August (D) November

Declaration by Candidate

I _____ Enrollment No. _____

Certify that all the information provided in this Examination form is complete and accurate. I have read and understood of AIME Exam process and I shall abide by them. I would uphold the standards and respect the principles of AIME as an organization of higher learning.

Signature of Student

Date: