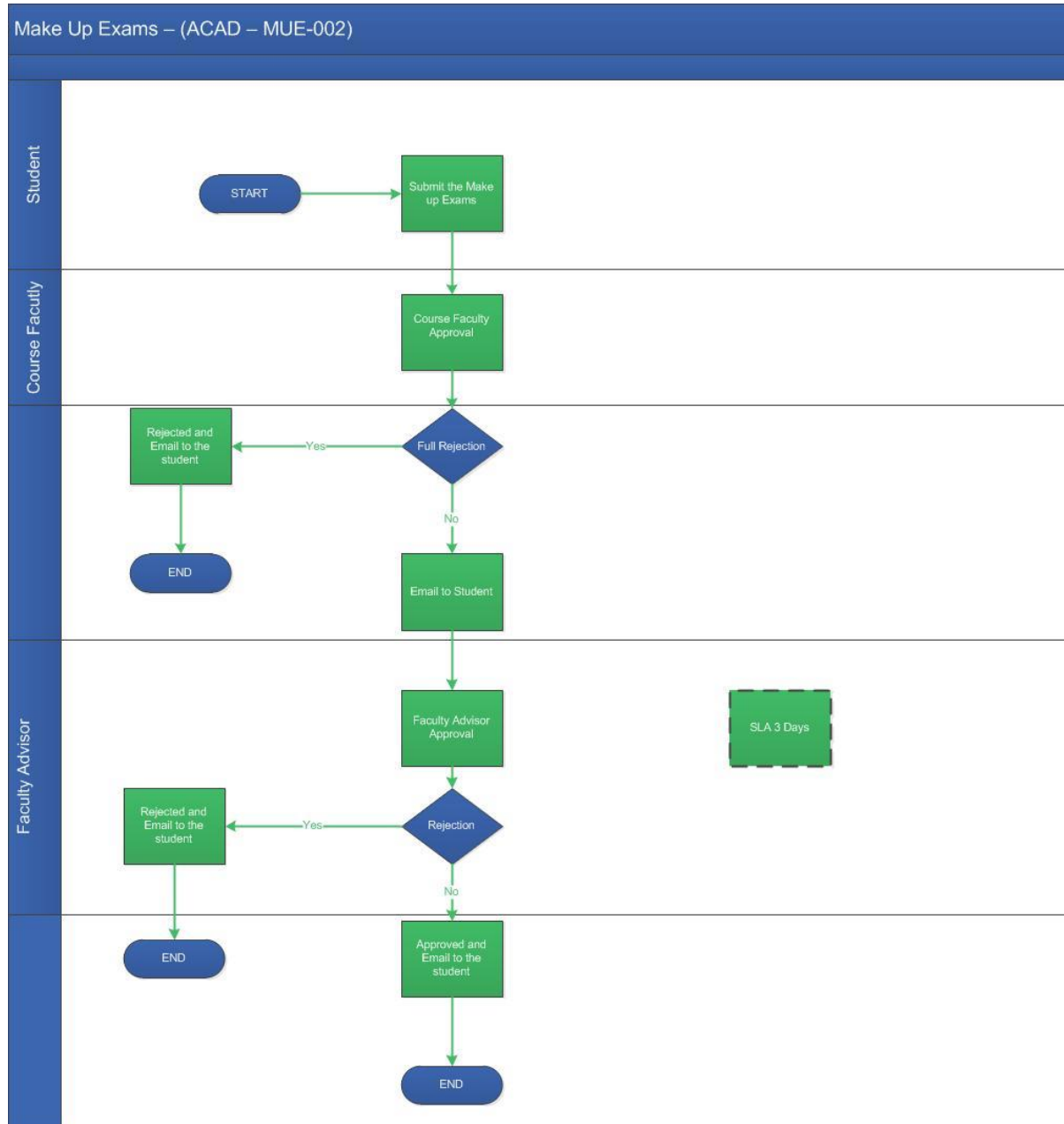


Help Document for Make Up Exam

Process Flow Diagram:



User Roles:

Employee	Role
All Department Course faculty and Faculty advisor:	Make up Exam

Step 1:

Login workflow at <https://workflow.iitm.ac.in/student> . Click Make Up exam menu .

Student Portal
IIT MADRAS

Signed In As: AS515A 1002104 Sign Out

Home

Make-up Exam Request for period JUL-NOV 2019

Course Details

Course No	Course Name	Slot	Exam Date Q1	Exam Date Q2	Exam Date MT	Exam Date ET	No. of Days Leave Taken	Course Faculty
AS5100	Mini Project	R	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy		-Select-
AS5150*	M.Tech. Project	X	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy		SRIRAM P

Attach Medical Certificate

Attach Medical Certificate - Max 4 MB

dragndropfile Choose File Upload File

Reason for Missing Exam (max 500 chars)

Step 2:

Enter the exam date for which you have missed the exam and select the course faculty .

And repeat the number of steps for other courses if required.

Make-up Exam Request for period JUL-NOV 2019

Course No	Course Name	Slot	Exam Date QI	Exam Date QII	Exam Date MT	Exam Date ET	No. of Days Leave Taken	Course Faculty
AS5100	Mini Project	R	09-01-2020	14-01-2020	dd-mm-yyyy	dd-mm-yyyy		MURTHY H S N
AS5150+	M.Tech. Project	X	10-01-2020	15-01-2020	dd-mm-yyyy	dd-mm-yyyy		SRIRAM P

Step 3:

Upload the Medical Certificate and Enter the Reason .

Attach Medical Certificate

Attach Medical Certificate - Max 4 MB

Uploaded File:

medical certificate.pdf

Reason for Missing Exam (max 500 chars)

I was hospitalized due to medical reasons (implant removal and debridement).

Remaining: 424

Click Submit to complete the task.

Check the process status by clicking the task status menu.

Course faculty Approval Approval:

1. Couse faculty will receive the task. He/she can review the details, select approve or reject, enter remarks and click submit.

Make up Exam - Course Faculty Approval

Guidelines

Student Details

RollNo: ME18B050, Name: K REVANTH MANK SAI, Department: Mechanical Engineering, Branch: B.Tech. Mechanical Engineering, Semester: 03, Mobile No: 9010758711, Email Id: kannaiahganirevanth@gmail.com, Period: JUL-NOV 2019

Medical Certificate: @ medical_certificate.pdf

Reason For Missing Exam: Fever

Course Details

Course No	Course Name	Missed Exam Type	Slot	Date Of Exam	Duration of Leave	Course Faculty Approval *	Course Faculty Remarks
ME2201	Kinematics and Dynamics of Machinery	<input type="checkbox"/> QI	B	17-01-2020	3	Approve	ok
ME2201	Kinematics and Dynamics of Machinery	<input type="checkbox"/> QI	B	09-01-2020	3	Approve	ok

Page 1/1

Save and Hold Submit Cancel

Faculty Adviser Approval:

- FA will also receive the task. He/she can review the details, select approve or reject, enter remarks and click submit.

Tasks Vitals Academics ICSE Human Resources Main Stores Main Accounts Memberships General Task Status

Make up Exam - Faculty Adviser Approval [FlowChart](#)

Guidelines

Recommended Actions

Approve ☒ Reject ☐

Remarks

Student Details

RollNo ME18B050	Name K REVANTH MANK SAI	Department Mechanical Engineering	Branch B.Tech. Mechanical Engineering
Semester 02	Mobile No 9010758711	Email Id kannalagharevanth@gmail.com	Period JAN-MAY 2019
Medical Certificate @Rev.2019-05-01 15:2	Reason For Missing Exam I am suffering with (GBS) Guillain barre syndrome and am admitted in intensive care treatment . hence I cannot attend my exams and I request for make-up exams. NOTE: uploaded a letter given by doctor.(Dr.Shivarajan thandeswar)		

Course Details

Course No	Course Name	Missed Exam Type	Slot	Date Of Exam	Duration of Leave	Course Faculty Approval	Course Faculty Remarks
No data found							

Save and Hold Submit Cancel