

Date:

The Controller of Examinations  
Trust University, Barishal

Through: Dean/ Coordinator/ Chairman, Faculty/Department of . . . . .

Subject: Prayer for Retake/ Improvement/ Recourse examination(s)

Sir,

I am interested to take the following course(s) as Retake/ Improvement/ Recourse in the session: . . . . .

Exam Type	Sl no	Course			Put(√)		Sl no	Course			Put(√)	
		Title	Code	Sem ester	Mid Term	Final		Title	Code	Sem ester	Mid Term	Final
<b>Retake</b>	1						6					
	2						7					
	3											
	4											
	5											
<b>Improve ment</b> *(Previous GP of any course must be less than 3.00)*	1						6					
	2						7					
	3											
	4											
	5											
<b>Recourse</b>	1				Remark		3				Remark	
	2											

I, therefore, pray that you would permit me to appear at the exam(s) of the course(s) mentioned above.

\_\_\_\_\_  
Student's Signature

Name:

ID No:

Current Batch: . . . . .

Current Semester: . . . . .

Recommended by.....

\_\_\_\_\_  
Dean/Chairman/Coordinator