



NOTIFICATION

Sub: Conduct of Supplementary, Special Supplementary & Improvement Examinations, June, 2019– Reg.,
Ref: Pro VC- I's orders dated 17.6.2019

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The Supplementary, Special Supplementary and Improvement examinations are scheduled to be conducted between **22.07.2019** and **26.07.2019**. The eligibility criteria and details pertaining to the examinations, fee payable and other details are given below:

A. SUPPLEMENTARY EXAMINATIONS:

The Students who obtained less than “D Grade” in any of the courses and/ or who abstained from the Semester examinations held in April, 2019 are eligible to appear for the Supplementary examinations. ***Students with shortage of attendance are not eligible to appear for Supplementary examinations.***

Schedule of Supplementary Examinations

Foundation Courses	Date: 22.07.2019
All core and Elective Courses	Date: 23.07.2019 to 26.07.2019

Examination Fee

P.G./Integrated Programmes	Rs. 50/- per course, and (Rs.100/- for grade sheet for pre 2017 students)
M.Phil/M.Tech/ Ph.D.	Rs. 50/- per course

B. SPECIAL SUPPLEMENTARY EXAMINATIONS:

- The PG/Integrated PG students, who after completion of the prescribed duration of the course are left with backlogs are eligible to appear for special supplementary examinations subject to a maximum of two courses where the number of courses in a semester are four and a maximum of three courses where the number of courses in a semester are more than four. **Appearance in such examinations shall be allowed only once.**
- Students with shortage of attendance are not eligible to appear for Special Supplementary examinations.**
- Students those who are appearing for Supplementary Examinations during 22.07.2019 to 26.07.2019 July 2019 are not eligible to appear for Special Supplementary Examination for the same paper during the above schedule.**
- The Students of M.Phil/M.Tech/Ph.D. courses are not eligible for Special Supplementary Examinations.

Fee Payable - Rs. 50/- per course (Rs.100/- for grade sheet)

C. IMPROVEMENT EXAMINATIONS:

- i. This provision is open to all those students who wish to improve their grades irrespective of the SGP A/CGPA obtained by them. However, the student should clear all the courses of a particular semester in which he/she intends to take improvement examination. Appearing for Improvement Examinations along with the Supplementary Examinations pertaining to the same subject or different subjects simultaneously in a particular semester **shall not be permitted**.
- ii. Students who wish to improve their grades for the papers written in previous semesters are permitted to improve two courses at the end of second semester and three courses at the end of third semester and so on
- iii. Students who had already appeared for Improvement examination in a particular course in the semester concerned are not eligible to appear for Improvement examination again in the same course of the Semester concerned. However, the student may appear for Improvement exam/s in other course/s in the same Semester up to the maximum number of Improvement exams **as per the clause C (ii) above**.
- iv. Students those who had completed the course and wish to improve any of the papers, can apply for the same within a maximum period of six months after completion of the course.

Fee Payable: Rs. 75/- per course (Including cost of grade sheet)

D. SUBMISSION OF APPLICATION:

- i. All the Applications for Supplementary/Special Supplementary & Improvement examinations should be submitted through the e-governance portal and the Hall-tickets for the said exams can be downloaded through the e-governance portal. This is applicable to all except (ii).
- ii. The concerned Faculty should upload and freeze the results in the e-governance portal on or before 01.8.2019
- iii. Integrated students admitted before 2017 should submit the offline applications to the Exam branch through the concerned Dept. /School and the Hall tickets will be issued after processing of the applications.
- iv. The results of the pre 2017 batch students should be sent in hard copy to the office of the Controller of Examinations through proper channel on or before 01.8.2019
- v. **Last date for submission of application in all respects is 19.7.2019 for both listed in (i) & (ii)**
- vi. **Applications received after the last date will not be considered under any circumstance.**

Encl: Application Form



**Deputy Registrar
(Academic & Exams)**

To :
All Concerned
Copy to:

OSD to VC/ PS to PVC | PS to Registrar/FO/CE | All the Deans of the Schools | All Directors
All the Heads of Departments/Centres | Dean Student Welfare | Chief Warden | Deputy
Registrar (Reservations) | Assistant Registrar (Fellowships) | Assistant Registrar (Students
Services) | AR/Section Officer (Academic) | Automated Admissions Office

All Notice Boards of Schools/Depts./Centres/Hostels [Request all student related offices to kindly place a copy of this notification in the respective Notice Boards]