



UNIVERSITY OF HYDERABAD

O/o the Controller of Exams
Examination Section

No. UH/Exams/Sup/ Jan.2016/

Dated: 20-10-2015.

NOTIFICATION

Sub: Conduct of Supplementary, Special Supplementary & Improvement Examinations,
January, 2016 – Reg.

* * *

The Supplementary, Special Supplementary and Improvement examinations are scheduled to be conducted between **05-01-2016 and 11-01-2016**. The categories of students eligible to take these 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 **November, 2015** are eligible to appear for the Supplementary examinations. *Students with shortage of attendance are not eligible to appear for Supplementary examinations.*

<u>C o u r s e s</u>	<u>F e e</u>
1. PG Diplomas /PG/Integrated Programmes	Rs. 55/- per course, subject to a maximum of Rs. 150/- per Semester. (Including cost of grade sheet)
2. M.Phil/ M.Tech/ Ph.D.	Rs. 55/- per course, subject to a maximum of Rs. 220/- per Semester. (including cost of grade sheet)

B. SPECIAL SUPPLEMENTARY EXAMINATIONS:

i) 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.*

ii) *Students with shortage of attendance are not eligible to appear for Special Supplementary examinations.*

iii) The Students of M.Phil, M.Tech & P.G. Diploma courses are not eligible for Special Supplementary Examinations.

Fee Payable

Rs. 125/- per course (including cost of grade sheet)

Contd...2

C. IMPROVEMENT EXAMINATIONS:

1. This facility is open to all those students who want to improve their grades irrespective of the SGPA/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 alongwith the Supplementary Examinations pertaining to the same subject or different subjects simultaneously in a particular Semester shall not be permissible.*
2. Those who could not avail the improvement facility in earlier 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.
3. The student who had already appeared for Improvement examination in a particular course in the semester concerned is 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 upto the maximum number of Improvement exams **as per the clause C (2) above.**
4. Those who had completed the course without availing the improvement facility/partially availed the improvement facility can avail within a maximum period of six months after completion of the course.

Fee Payable:

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

D The students concerned **should submit the prescribed application form along with the examination fee** challan (available with the Schools/Departments/ Centres) to their respective Schools/Departments/Centres **on or before 04 January, 2016. No Late applications will be entertained under any circumstances.** The School/Dept./Centre concerned shall **verify** and forward the applications of only such students who are **eligible** as per this notification, to the Examinations Section ***on the next day morning.***

E. The **results** of Supplementary, Special Supplementary & Improvement examinations may be sent (****separately for each batch in the prescribed proforma***) by the Schools/Depts./Centres to the C.E.'s Office on or before **15-01-2016.**

Encl: Application Form.

Adygam
20-10-15
JOINT REGISTRAR
(Acad. & Exams)

To
All the Deans of the Schools.
All the Heads of the Departments/Centres.
The Director College of Integrated Studies/ ACRHEM

UNIVERSITY OF HYDERABAD

*Application for Supplementary/Special
Supplementary/Improvement Exam*

**Month & Year of Exam
to be held
(to be filled by the student)**

1.	Name of the Student (CAPITAL Letters only)	
2.	Roll No.	
3.	Course (M.A., M.Sc. etc.)	
4.	Subject (Telugu, Physics etc.)	
5.	Dept./Centre/School	
6.	Semester No. in which the student is studying now.	

7. Particulars of the Course/Paper for which the student wishes to appear in the Supplementary / Special Supplementary/Improvement Examinations:

Sl. No.	Course Code (As appeared in the Semester Result Notification issued by the Controller of Exams Office)	Title of the Subject (mention clearly and completely)	Semester No.	Nature of Exam. (Suppl. or Special Sup. or Improvement)	Month & Year of Exam for which the student originally appeared earlier	Grade secured
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

I wish to appear at the ensuing Examination/s in the course/s mentioned above. I have paid the Examination Fee vide **Bank Challan for Rs.**_____ **dated** _____ enclosed.

I have carefully read and followed the evaluation rules and I shall abide by these rules.

Signature of the **Student**:

DATE : _____

Name (Capital Letters) :

Forwarded to the Controller of Examinations, University of Hyderabad, Hyderabad. I certify that the student fulfills the conditions laid down for the Supplementary/Special Supplementary/Improvement Examination. He/She may be permitted to appear for the examination.

Date :

Signature of the Dean/Head/Director/Coordinator
Office Seal :