



# हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय/Office of the Controller of Examinations

परीक्षा अनुभाग/Examination Section

No. UH/Exams/Jan-2018

23.04.2018

## NOTIFICATION

Sub: Conduct of Supplementary, Special Supplementary & Improvement Examinations,  
**July, 2018**– Reg.

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The Supplementary, Special Supplementary and Improvement examinations are scheduled to be conducted between **23.07.2018 and 28.07.2018**. 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, 2018 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: 23.07.2018
All core and Elective Courses	Date: 24.07.2018 to 28.07.2018

#### Examination Fee

P.G./Integrated Programmes	Rs. 55/- per course, subject to a maximum of Rs. 150/- per Semester. (including cost of grade sheet)
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:

- 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 23 to 28<sup>th</sup> July 2018 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.

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**Fee Payable - Rs. 125/- per course (including cost of grade sheet)**  
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### C. IMPROVEMENT EXAMINATIONS:

- i. This provision is open to all those students who wish 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 along with the Supplementary Examinations pertaining to the same subject or different subjects simultaneously in a particular Semester **shall not be** permitted.*
- ii. Students those 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 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 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.

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**Fee Payable: Rs. 75/- per course** (Including cost of grade sheet)  
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### D. SUBMISSION OF APPLICATION:

- i. The students concerned should submit the prescribed application form along with the examination fee challan to their respective Schools/Departments/Centres on or before **20<sup>th</sup> July, 2018**. 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 by **23.07.2018 for records.**
- ii. The concerned Schools/Depts./Centres have to strictly ensure the eligibility of the students while accepting and forwarding the applications for Supplementary, Special Supplementary and Improvement Examinations and allow the students to appear for the respective exams.
- iii. **Applications received after the last date will not be considered under any circumstance.**

### E. RESULTS:

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 Office of the Controller of Examinations on or before 04.08.2018.

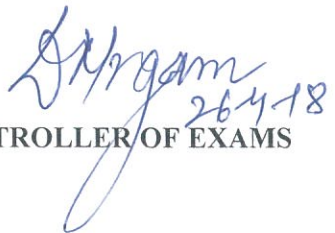
**Encl: Application Form**

**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]

  
26.7.18  
**CONTROLLER OF EXAMS**

# 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 ( <b>CAPITAL</b> 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 Improve- ment)	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.

Signature of the Dean/Head/Director/Coordinator

Office Seal :

Date :