



# हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय/Office of the Controller of Examinations

परीक्षा अनुभाग/Examination Section

No. UH/Exams/Jan-2018

20.12.2017

## NOTIFICATION

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

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The Supplementary, Special Supplementary and Improvement examinations are scheduled to be conducted between **08.01.2018** and **13.01.2018**. 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 November, 2017 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

All Core and Elective Courses	Date: 08.01.2018 to 12.01.2018
All Foundation Courses	Date: 13.01.2018 [Time: 10.00 A.M. to 1.00 P.M.] [Courses for which classes were conducted in the morning session during the monsoon semester]
	Date: 13.01.2018 [Time: 2.00 P.M. to 05.00 P.M.] [Courses for which classes were conducted in the afternoon session during the monsoon semester]

#### 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 have appeared for Supplementary Examinations are not eligible to appear for Special Supplementary Examination for the same paper in the same semester.
- The Students of M.Phil/M.Tech courses are not eligible for Special Supplementary Examinations.

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

### 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 **05<sup>th</sup> January, 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 **06.01.2018**.
- ii. The concerned Schools/Depts./Centres have to strictly ensure the eligibility of the students while forwarding the applications for Supplementary, Special Supplementary and Improvement Examinations.
- 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 16.01.2018.

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]