



THE ICFAI UNIVERSITY, SIKKIM

(Established under Section 4(2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act, 2004)
Lower Sichey, Ranka Road, Gangtok, East Sikkim – 737101

Examination Department

Date: 7th Jan 2016

NOTICE

The University is holding Supplementary Examination in the month of APRIL 2016 for II, IV & VI for UG courses and II & IV semester for PG.

STARTING FROM	18 th Jan 2016
TIME	11:30AM TO 3PM
LAST DATE OF SUBMISSION	5 th Feb 2016
OFFICE WILL BE CLOSED ON SATURDAY AND SUNDAY AND ON PUBLIC HOLIDAYS	

- The students can opt for EVEN Semester courses only.
- Before applying for Supplementary Examination, the students are requested to check the courses being offered to their juniors. If in case, the courses are different, the student should inform the same to the Examination Department.
- The requisite fees for improving the Grade [D or E] only and NC is Rs. 600/- and for RC is Rs. 3,000/-.
- The students should get their Grade Sheet for applying the Supplementary Examination.
- It is compulsory to opt for Supplementary Examination for NC and RC cases.
- The University will not hold any Special Supplementary Examination.

PROCEDURE TO SUBMIT SUPPLEMENTARY EXAMINATION FORM

Step 1: The Students need to collect the form from the Examination Department.

Step 2: Fill up all the details in the Supplementary Examination form verifying the courses being offered and get it endorsed by the Examination Co-ordinator.

- Fill up the form in **CAPITAL LETTERS** only.
- Mention the full course name applying for.
- Course Code should be mentioned in the form. *(Students may cross check the course code with their Grade Sheet)*
- Incomplete forms will not be endorsed.

Step 3: Pay the requisite fees to the Accounts Officer in the Accounts Department.

Step 4: Write the payment receipt number in the Supplementary Examination form.

Step 5: Submit the Examination Form after presenting the payment receipt in the Examination Department on or before the stipulated date.

Rohit Rathi
Examination Co-ordinator