

**Examination Department**

Date: 20/02/2017

**NOTICE**

The University is holding Supplementary Examination **(ONLY FOR PASS OUT STUDENTS)** in the month of APRIL 2017 for II, IV, VI, VIII & X semesters for UG and II & IV semesters for PG courses.

**Submission of Forms**

<b>Start Date</b>	23.02.2017
<b>Submission Days</b>	Monday to Friday (10:30AM TO 3:30PM) [Lunch Break: 1:00PM- 2:00PM]
<b>LAST DATE OF SUBMISSION</b>	10.03.2017
<b>OFFICE WILL BE CLOSED ON SUNDAY AND ON PUBLIC HOLIDAYS</b>	

- The students can opt for EVEN Semester courses only.
- Before applying for Supplementary Examination, the students are advised 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 bring their **Grade Sheet(s) & Passport Size Photographs** 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 after submission of Passport size photographs.



Step 2: Fill all the details in the Supplementary Examination form verifying the courses being offered and get it endorsed by the Examination Department. **[Please note that the Department will only verify subjects being offered. Students should fill all other details very carefully].**

- Fill up the form in **CAPITAL LETTERS** only.
- Course name should be mentioned in full.
- 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.

**\*\*\*\*\*Important Note: Students are strictly advised to come with Grade Sheets & Passport Size Photographs, request for checking grades in Examination Computer will not be entertained\*\*\*\*\***

Rohit Rathi

Examination Co-ordinator