

Examination Department

Date: 08/10/2018

NOTICE

The University is holding Supplementary Examination in the month of NOV-DEC 2018 for ODD semester for the current batch as well as for the pass out batch students.

- The students can opt for ODD 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 for NC is Rs. 800/- per course and Rs 3000/- for RC per course.
- The students should get their Grade Sheet when applying for 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.
- The last date to apply for Supplementary Examination is on **22th OCTOBER 2018**.

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 examination coordinator.

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