

EXAMINATION DEPARTMENT

NOTIFICATION

SUPPLEMENTARY EXAMINATION JANUARY 2023

The University is holding Supplementary Examination in the month of January 2023 for UG & PG Program.

Submission of Forms

START DATE	12.01.2023
SUBMISSION DAYS	Monday to Friday (10 AM to 3 PM) Break: 1:00 PM- 1:30 PM
LAST DATE OF SUBMISSION	17.01.2023
<u>NO REQUESTS FOR SUPPLEMENTARY EXAMINATION WILL BE ACCEPTED AFTER 17.01.2023</u>	

DETAILED GUIDELINES

- The Supplementary Examination is for the Pass out & Current batch students.
- The University will not hold any Special Supplementary Examination for PASS OUT STUDENTS.
- The **Pass out students** can opt for **both ODD and EVEN** Semester courses.
- The **Current batch students** can opt for **ODD Semester** courses **only**.
- The students with 'NC' in project and/dissertation needs to send/submit an application to dean office at dean@iusikkim.edu.in and also need to meet Dean.
- Before applying for Supplementary Examination, the students are advised to check the courses being offered CAREFULLY. If in case, the courses are different, the student should inform the same to the Examination Department.
- Students are strictly advised to check their grade sheets before applying for the supplementary examination.
- The University shall not be held responsible for error in subject, semester, grade etc.
- The requisite fees for improving the Grade [D or E] only and NC is Rs. 800/- and for RC is Rs. 3,000/-. Students are NOT ALLOWED to improve the Grade of Soft Skills-II.
- It is COMPULSORY to opt for Supplementary Examination for NC and RC cases.

- The Supplementary form is attached with this notice. Before paying the requisite fees for writing supplementary examinations, the students need to get the application form verified and approved from the Examination Department (Online (through mail)/Offline (physically))
- Payment of supplementary examination fees to be deposited in the following bank account and share the deposit slip to accounts@iusikkim.edu.in writing your details thereon

Name of the account: The ICFAI University Sikkim, Fee Collection Account
Account No. : 50200004990673
Name of Bank: HDFC
Bank IFSC No.: HDFC0009399
SWIFT Code: HDFCINS8
Branch: Tadong

- Any query with regard to the supplementary examination should be emailed to the Examination Department at exams@iusikkim.edu.in


Rohit Rathi
Registrar



APPLICATION FOR SUPPLEMENTARY EXAMINATION FOR UG & PG: JANUARY 2023

PAYMENT/TRANSACTION DETAILS:

Name :
 Enrollment No.....
 Program
 Batch.....
 E-Mail.....
 Phone No.....

To

The Examination Coordinator
 The ICAI University, Sikkim

Dear Sir,

I wish to exercise my option to write Supplementary Examination for the following courses:

SL.NO.	COURSE CODE	COURSE TITLE	SEMESTER	EXISTING GRADE IN COURSE

I am aware of the rules governing the Minimum Academic Requirements and would abide by them.

Date:

Signature of the Student

For office use only

Amount:.....

Signature