

EXAMINATION DEPARTMENT

NOTICE

SUPPLEMENTARY EXAMINATION MAY-JUNE 2023

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

Submission of Forms

START DATE	05.05.2023
SUBMISSION DAYS	Monday to Friday (10am to 3pm) Break time-1:00pm -1:30pm
LAST DATE OF SUBMISSION	15.05.2023
<u>NO REQUEST FOR SUPPLEMENTARY EXAMINATION WILL BE ACCEPTED AFTER 15.05.2023</u>	

DETAILED GUIDELINES

- The Supplementary Examination is for the Graduating/Pass out & Current batch students.
- The University will not hold any Special Supplementary Examination for PASS OUT STUDENTS.
- The **Graduating/Pass out Students** can opt for both **ODD** and **EVEN** Semester courses.
- The **Current batch students can opt for EVEN Semester** courses only.
- The students with 'NC' in project and/ dissertation needs to send/submit an application to dean office at deaniusikkim.edu.in and also need to meet dean.

The ICFAI University, Sikkim



- 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 Examination Department will not entertain any request of change of dates/timing of the supplementary examination courses by the Current Batch Students. The students have to strictly adhere to the dates/timing in accordance with the supplementary examination schedule.
- 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 email)/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 the Bank: HDFC
Bank IFSC: 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
4/1/2023
Rohit Rathi
Registrar

APPLICATION FOR SUPPLEMENTARY EXAMINATION FOR UG & PG: MAY- JUNE 2023

PAYMENT/TRANSACTION DETAILS:

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Name:

Enrollment No.....

Program

Batch

E-mail

Phone No

To
The Registrar
The ICFAI University, Sikkim

Dear Sir,

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

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