

Examination Department

Date: 27/02/18

SUPPLEMENTARY EXAMINATION APRIL 2018

NOTICE

The University is holding Supplementary Examination in the month of APRIL 2018 for II, IV, VI, VIII & X semesters for UG and II & IV semesters for PG courses.

Submission of Forms

Start Date	27.02.2018
Submission Days	Monday to Friday (10:00 AM TO 4:00 PM) [Lunch Break: 12:45PM- 1:45PM]
LAST DATE OF SUBMISSION	16.03.2018
OFFICE WILL REMAIN CLOSED ON SUNDAY AND ON PUBLIC HOLIDAYS. <u>NO REQUESTS FOR SUPPLEMENTARY EXAMINATION WILL BE ACCEPTED AFTER 16.03.2018</u>	

- The students can opt for EVEN Semester courses only.
- 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.
- 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 I & II paper (UG) and Management Thesis I & II paper (PG).
- It is **COMPULSORY** for the students to bring their **Grade Sheet(s)** & **Passport Size Photographs** for 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 for **PASS OUT STUDENTS**.

PROCEDURE TO SUBMIT SUPPLEMENTARY EXAMINATION FORM

Step 1: The Students need to collect the Supplementary 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 and accurately].**

- 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*******

Panita Lama,
Examination Co-ordinator