



OFFICE OF CONTROLLER OF EXAMINATIONS

CIRCULAR

Ref. SUA/CoE/2025/23

01-09-2025

Subject: SUPPLEMENTARY EXAMINATION REGISTRAION FOR ODD & EVEN SEMESTER

Dear Students,

All students are hereby informed that the registration process for Supplementary Examinations (Odd & Even Semester-Back paper) is now open. Students must submit their applications in the prescribed format and through ERP on or before **06-09-2025**.

The Back Paper Examinations are scheduled to be conducted from **12-09-2025 to 22-09-2025**.

Guidelines for Registration:

- 1. Application Form:** The form titled **"APPLICATION FORM FOR SUPPLEMENTARY EXAMINATION (Back Paper/Backlog)"** must be duly filled and submitted.
- 2. Examination Fee:** ₹1000/- per paper. Payment should be made online via ERP or offline mode (attach proof of payment).
- 3. Submission Deadline:** The completed application, along with all required documents, must be submitted to the Office of the Controller of Examinations **through the Exam Cell Coordinator on or before 08-09-2025**.
- 4. Documents to be Attached:**
 - Proof of payment (screenshot/receipt)
 - Copy of result
- 5. Verification & Forwarding: Applications must be verified and forwarded by:**
 - Mentor / Class Coordinator
 - Head of the Department
 - Dean of the School
 - Accounts Section
- 6. Incomplete applications will not be processed.**

Important Notes:

- This Supplementary Examination is for both Odd & Even Semester Back Papers and First Year (D-Pharm) students.
- Debarred students also allowed for Supplementary Exam Registration.
- Applications submitted after the deadline will not be accepted.
- Examination fees once paid will not be refunded under any circumstances.
- Students must carefully check and confirm all details before submission.
- The prescribed application form for supplementary examination (back Paper/Backlog) is attached with this circular and is also available on the University Website.

Controller of Examinations



Copy to:

- Honourable Vice Chancellor
- Registrar
- All Deans/Directors/Administrative Heads of respective Department
- All the Faculty and Staffs
- All the Students
- CoE office File