



OFFICE OF CONTROLLER OF EXAMINATIONS

CIRCULAR

Ref. SUA/CoE/2025/040

12-11-2025

Subject: Odd Semester End Semester Examinations and Back Paper Registration – Session 2025–26

For All UG & PG Programs – Odd Semester (AY 2025-26)

As per the directions of the Competent Authority, the Odd Semester End Semester Examinations for the Session 2025–26 is scheduled to commence from 1st December 2025. The Examination Form has been opened for registration through the Student ERP Portal.

1. Regular Examination

The **SUA Student ERP Portal** will be opened for filling the **Examination Forms**. All students are instructed to carefully fill in and **verify their elective courses** before submitting the examination form.

2. Back Paper Examination

In addition, the **Back Paper Examinations** for both **Odd and Even Semesters** are being opened for the **2024 batch** under the **Supplementary Examination (Back Paper Tab)** section in the ERP.

Examination Fee

- ₹1000/- per Back paper
- Payment must be made **online through ERP only**.

3. Last Date for Submission

All students must complete the **Examination Form Submission** (for both Regular and Back Paper Examinations) on or before **21st November 2025 (04:00 PM)** through the **University ERP Portal**.

4. Late Registration and Fine Details

Period	Fine Amount
22 nd November 2025 – 25 th November 2025	₹1000/-
26 th November 2025 – 29 th November 2025	₹5000/-

6. Important Instructions

- Any **queries related to the Examination Form** must be addressed **immediately** to your **Department Examination Cell Coordinator**.
- All communications and clarifications should be **routed only through the Department Examination Cell Coordinator**.

Students are advised to strictly adhere to the above schedule and instructions to avoid any inconvenience.


Controller of Examinations

Copy to:

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

