



OFFICE OF CONTROLLER OF EXAMINATIONS

CIRCULAR

Ref. SUA/CoE/2025/046

24-11-2025

Subject: Registration for Odd Semester End Semester Examinations & Back Paper Examinations - AY 2025-26 for PhD Students

To : For All Phd Programs Students - 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 **15th 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 the **2025 January 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 **6th December 2025** through the **University ERP Portal**.

4. Late Registration and Fine Details

Period	Fine Amount
7 th December 2025 - 12 th December 2025	₹1000/-

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**.
- Registrations will **not be accepted after 12-12-2025 under any circumstances**.
- Students must ensure accuracy in course code, course title, and elective courses during registration, as these details will reflect in their hall ticket, marksheet, and transcript.

All students are instructed to strictly adhere to the above guidelines and complete the Examination Form registration within the stipulated timeline. No further extension or exemption will be entertained.

Controller of Examinations

Copy to:

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

