



## OFFICE OF CONTROLLER OF EXAMINATIONS

### CIRCULAR

Ref. SUA/CoE/2025/019

20-08-2025

**Subject: SUPPLEMENTARY EXAMINATION REGISTRAION FOR (ODD SEMESTER)**

**Dear Students,**

All students are hereby informed that the registration process for Supplementary Examinations (Odd Semester-Back paper) is now open. Students must submit their applications in the prescribed format and through ERP on or before **23-08-2025**.

The Back Paper Examinations are scheduled to be conducted from **25-08-2025 to 06-09-2025**.

#### **Guidelines for Registration:**

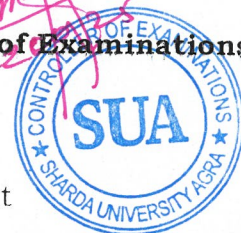
- 1. Application Form:** The form titled **"APPLICATION FORM FOR SUPPLEMENTARY EXAMINATION (Back Paper/Backlog)"** must be duly filled and submitted.
- 2. Examination Fee: ₹1000/- per paper.** Payment should be made online via ERP or offline mode (attach proof of payment).
- 3. Submission Deadline:** 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 23-08-2025**.
- 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 only for Odd Semester Back Papers and First Year (D-Pharm) students.
- 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



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Sl No.:

## OFFICE OF CONTROLLER OF EXAMINATIONS

### APPLICATION FORM FOR SUPPLEMENTARY EXAMINATION (Back Paper/Backlog)

Name of the candidate (In Capital Letters)		Date:	
		Current Semester	
Enrolment Number		Roll Number	
Programme & Branch		School	
Mobile No.		Email Id	

#### Back Paper/Backlog Course Details

S.No	Course Code	Course Name	Semester	Theory /Practical	Result/ Grade
1					
2					
3					
4					
5					
6					

**Note:1. Maximum 6 courses can be registered per form. Use another form if more.**

**2. In Result/Grade column, mention your earlier result (e.g., F/DEB)".**

#### Declaration:

I confirm that the above details are correct. I understand that the back paper fee (₹1000 per paper) is non-refundable and that incomplete applications will not be processed.

Date :

Place :

Signature of the Applicant

Mentor/Class Coordinator		
Verified Course Details	Signature of H.O. D	Signature of DEAN

#### Payment Details: Account Section

Payment Transaction No		
Date of Payment		Signature of Account Section & Seal

#### FOR OFFICE USE ONLY

Application Received On		Amount Verified	
Verified By (Name & Sign)		Remarks (if any)	

Deputy Controller of Examinations

Controller of Examinations