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## Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-110006

# (Examination Division)

Dated: 06/05/2024

Ref. No. 02(29)/2020-IGDTUW-EXAM/208)

### CIRCULAR-NO- 32/2024/EXAM

Subject: Conduct of Supplementary Examination (CBCS students only), May-June 2024

It has been decided to conduct the Supplementary Examinations for the CBCS students of academic year 2023-24, subject to fulfillment of certain conditions. The Examination will be conducted through Offline Mode. The Supplementary examinations are tentatively scheduled from Last week of May, 24 and the schedule of the examination will be released on University

## For CBCS students only (Batches admitted 2019 onwards)

#### As per Regulation of CBCS Examination for the conduction Supplementary Examinations

- (i) Supplementary Examination will be conducted for all back papers of the previous semesters along with the regular examination in both the semesters (Even and Odd). That means in forthcoming May-June 2024 supplementary examination, CBCS students of any batch (w. e. f 2019 batch to 2023 admitted batch) can appear the back papers of their Odd semester like First, Third, Fifth, Seventh & Ninth (in case of B. Arch Courses only) semester.
- (ii) Students will be awarded grades as per the performance in Supplementary Examination.

The eligibility criteria and other guidelines for appearing supplementary examination are as follows:-

- 1) A student who was detained in the previous academic year (in any of the semester) will not be allowed to appear for supplementary Examination.
- 2) A student who has not appeared for both odd and even end-semester examination in the previous academic year will not be allowed to appear for supplementary Examination.
- 3) If a paper to be registered for supplementary, she should have registered for that paper also in that preceding semester end term Examination.
- 4) Students are not allowed to revise her internal component marks in supplementary examination.

5) A student wishing to appear for supplementary examination must register within the specified time period provided by the University by paying requisite fees Rs 500/- per paper.

Students will be awarded marks as per the performance in Supplementary Examination. Accordingly, grades will be awarded on the basis of performance of the student in Supplementary Examination as per absolute marking system.

All such students may fill supplementary examination form till 13<sup>th</sup>, May, 2024 5:00 P.M. The students applying for the Supplementary Examination are required to pay the fee of Rs. 500/- per paper through Demand Draft In favor of Registrar, IGDTUW only.

The registration form for the conduct of Supplementary Examination is available on university website w.e.f 06.05.2024 and the last date for filling up the form for Supplementary Examination is 13<sup>th</sup>, May, 2024 5:00 P.M. The students applying for the Supplementary Examination are required to pay the fee of Rs. 500/- per paper through Demand Draft In favor of Registrar, IGDTUW.

Students who are applying for Supplementary Examination are required to submit the documents (application form as well as required Demand draft) to the Examination Division on or before 13<sup>th</sup>, May, 2024 5:00 P.M.

For further details the concerned students may contact Examination division, IGDTUW or can drop an email at <a href="mailto:acoe@igdtuw.ac.in.">acoe@igdtuw.ac.in.</a>

This issues with the approval of Competent Authority.

Dean (Examination Alfairs

Copy for kind information to:

- a. Dean (Academics Affairs)
- b. All HoDs
- c. DFO, IGDTUW
- d. PS to Vice-Chancellor-IGDTUW
- e. PA to Registrar
- f. System Analyst with a request to upload on the University website.
- g. Guard File

#### INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN **EXAMINATION DIVISION** SUPPLEMENTARY EXAMINATION:- ..... Paste recent DEPT NAME Enrolment No. **Passport Size** Photo **Programme Name** Semester **Branch Name** Name of the Candidate (Leave one Box empty between First Name, Middle Name and Surname) Address for Correspondence (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc. City District State Pin Code Mobile No. E-mail Paper Option Please fill the Paper codes for which you have failed in the earlier exams for conduct of supplementary Examination Supplementary Examination FEE 500/- Per Paper (Through Online SBI Collect portal) S.No. Paper Code for supplementary Exam With Old Internal | S.No. | Paper Code for supplementary Exam With Old Internal Marks 1 7 2 8 3 4 10 5 11 12 FEE DETAILS Applicable only for Students appearing in a Supplementary Examination (Please write your Name & Enrolment No on the Payment receipt) Total No. of Supplementary Papers Total Amount SBI collect Ref No (in Rs.) Theory Papers x Rs. 500 Amount Practical Papers x Rs. 500 **Bank Name and** Branch Late Fee, if any Date of payment TOTAL Have you ever caught with UFM case in IGDTUW. YES NO (Please Tick) **Declaration** I hereby declare that the information furnished above is true and correct to the best of my knowledge. I also affirm that my

registration for the course is valid and I attended the classes as per university norms. If any of my statements is found to be false, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: (Signature of the student)

This is to certify that the student is eligible for appearing in the Examination as per norms and application is forwarded to Examination Division for further necessary action.

Signature of HOD

Approved /Not approved for supplementary Exam

