

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
ACADEMIC SECTION



NOTICE

Ref: IITG/Acad/418/2019/9311

Date: 23-12-2019

Subject: Supplementary Examinations in January 2020

1. For the students of **BTech, BDes, MA and MSc Programmes**, Supplementary Examination will be conducted from **3 January 2020, Friday to 10 January 2020, Friday**. Please refer to the **Annexure-A** for eligibility conditions and other details. The schedule of the supplementary examination will be intimated in due course of time.
2. Codes of conduct for Supplementary Examination shall be the same as that for Mid/End semester examinations as indicated at **ANNEXURE-B** enclosed herewith;
3. The period of registration for Supplementary Examinations in January 2020 is as follows:
 - For MA / MSc students: 26 December 2019, Thursday to 02 January 2020, Thursday.
 - For BTech/BDes students: 26 December 2019, Thursday to 02 January 2020, Thursday.

The fee for appearing in Supplementary Examination per course is:

- Rs.1,500/- for a course having 6 to 10 credits,
 - Rs.1,000/- for a course having 2 to 5 credits.
4. Please login to www.iitg.ac.in/aams which will be live from Thursday , 26 December till Midnight of Monday, 2 January 2020 (11:59 PM) to register online for supplementary courses. Student must pay the applicable fee in offline mode in Canara Bank, IITG Branch using the enclosed Fee Payment Challan and then drop the Academic Section part of the Challan along with filled in **Annexure-C** in the earmarked drop box in the Academic Section latest by January 1, 2020.
 5. Registration for the Supplementary courses **up to a maximum of 3 (three) courses** will be confirmed only after submission of the applicable fee. In the event of non-payment of applicable fee by the concerned student, his/her result will be kept on hold.
 6. Concerned students are requested once again to go through the details about the Supplementary Examination thoroughly before planning to register for Supplementary Examination due in January 2020.

This is issued with the approval of the Competent Authority.

Encl: ANNEXURE-A ,B & C


(D. Sharma)
Joint Registrar

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

Copy for:

1. Director's Office
2. Dy. Director, IIT Guwahati
3. All Deans, IIT Guwahati.
4. All Associate Deans, IIT Guwahati.
5. All HoDs/HACs, IIT Guwahati
6. Registrar, IIT Guwahati
7. Chairman, HAB, IIT Guwahati
8. Joint Registrar(F&A), IIT Guwahati
9. Asst. Registrar (Students' Affairs), IIT Guwahati
10. All Notice Boards.

Notice on Suppl. Exam. Jan2020 contd...



Annexure-A

Supplementary examination will be conducted for those students of BTech, BDes, MA and MSc Programmes who secure "F" grades due to poor academic performance in courses offered during the immediately preceding regular semester, provided that the concerned course is not fully **Project based or Seminar based or excluded/exempted by the Chairperson, IUPC/ IPPC from list of courses for Supplementary Examination.**

Supplementary examination **for odd semester courses** will be conducted **only once** in the month of **January** within 7(seven) days from the scheduled date for even semester registration for continuing students. Similarly, supplementary examination **for even semester courses** will be conducted **only once** in the month of **July/August** within 7(seven) days from the scheduled date for odd semester registration for continuing students.

Supplementary examination shall normally consist of a single test of 3(Three) hours' duration for the theory course/component, while the same for the Laboratory component, if any, shall be decided by the concerned Course Instructor. The syllabus for supplementary examination will be the full contents of the course.

Grading for a Supplementary Examination course shall be based on the performance of a student in the Supplementary Examination only. No marks of continuous assessment of that course in the regular semester shall be included for grading. **Maximum letter grade that can be awarded based on performance in the Supplementary Examination for a course shall be "CC".**

A student shall be allowed to register by paying prescribed fee during the notified period and write Supplementary Examinations for **maximum of 3(Three) courses** of recently concluded regular semester in which he/she earned "F" Grades due to poor academic performance. **Students who earn "F" grades due to lack of attendance or due to disciplinary action, etc., in a course(s) are NOT allowed to register and appear in Supplementary Examination for that/those course(s).** However, if such a student subsequently repeats the course in a regular semester and again secures "F" grade due to poor academic performance, he/she shall be eligible to appear in Supplementary Examination. **Students who appeared in Summer term examination and obtained 'F' grade again are not eligible to appear in Supplementary examination of those courses.** For example, students who registered for an even semester course (example PH 102) during Summer Term 2019 are not eligible for appearing in the supplementary examination of that even semester course (which he did in summer term 2019 in July 2019).

The day of registration (i.e. semester registration) for continuing students shall normally be the last date for registration for Supplementary Examinations.

If no student applies/ registers for Supplementary Examination in a course, then there will be no Supplementary Examination for that course.

It is not mandatory for a student to register for Supplementary Examination. A student otherwise eligible to appear in Supplementary Examination may, if he/she so decides can also repeat the course during an appropriate regular semester.



Notice on Suppl. Exam. Jan 2020 contd...

Annexure-B

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI ACADEMIC SECTION

NOTICE

Ref: IITG/Acad/369/2019/9311

Date: 23-12-2019

January 2020 SUPPLEMENTARY EXAMINATIONS -IMPORTANT INSTRUCTIONS TO STUDENTS

1. Students should occupy their seats in the examination halls **at least fifteen minutes before** the start of the examination. **Make sure that you are in the correct examination hall and at the correct seat.** Otherwise the student will be marked absent.
2. Students must carry their **identity cards** for every examination they attend.
3. Carrying mobile phones to examination hall is strictly prohibited. Hence, do not bring mobile phones to the examination hall. The invigilators or concerned authorities may do checking to ensure that prohibited items are not kept by students during examinations.
4. Any electronic gadget including **cell phone, pager, laptop computer and programmable calculator**, are **not** allowed inside the examination hall. Use of cell phone as calculator or clock is not allowed inside the examination hall. All such electronic gadgets found inside the examination hall will be seized by the invigilators and handed over to the Academic Section. In the process, if any damage or loss occurs to the seized electronic gadgets, the Institute authority will not be responsible for the same. Use of non-programmable (scientific) calculators is generally allowed unless announced specifically not to be used.
5. Students must carry pens, pencils, erasers, rulers, and whenever appropriate, non-programmable calculators and drawing instruments to the examination hall. Only pens with blue/black/blue-black color ink should be used for writing unless the question paper gives other instructions. These materials must be carried loose or in transparent plastic bags only. No pencil cases or boxes are permitted. Any other materials, such as books, notes, bags that you bring must be placed outside the examination hall before occupying your assigned seat.
6. Students will not be allowed to enter the examination halls after 30 minutes of the commencement of the examination. Students are also not allowed to leave exam halls within 30 minutes after commencement of the examination.
7. During the examination, possession of unauthorized materials, exchange of materials, improper use of materials, misconduct, cheating, adoption of unfair means, impersonation and unauthorized removal of material from examination halls or ignoring instructions given by invigilators, will automatically lead to disciplinary action against the students involved. **Also, the answer script of such a student shall be immediately seized and he/she will be asked to leave the examination hall by the invigilator(s).**
8. Please carefully read the instructions provided on the front page as well as overleaf of the answer booklet.
9. Thereafter please fill up all the required details on the cover page of the answer booklet and put your signature at the appropriate place.
10. Answers should be written on both sides of a page. Rough working may be done in any page of the answer booklet or in a supplementary sheet obtained from the invigilator. Before submission of answer script, the rough work may be crossed out neatly by drawing diagonal line across the page.
11. During the examination, students should take permission from the invigilators to temporarily leave the examination hall for attending a nature's call.
12. **All supplementary answer sheets (if any), including sheets/pages used for rough works, must be tied with the answer booklet and handed over to the invigilator at the end of the examination.**

NOTE: STUDENTS WHO ARE NOT REGISTERED FOR SUPPLEMENTARY EXAMINATIONS SHALL NOT BE ALLOWED TO APPEAR IN SUPPLEMENTARY EXAMINATIONS.

(D.Sharma)

Joint Registrar (Academic)

1. Copy for all Notice Boards

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA



Annexure-C

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI ACADEMIC SECTION

FEE PAYMENT DETAILS FOR SUPPLEMENTARY EXAMINATION

1. Name of the Student	:	
2. Roll Number	:	
3. Academic Department/ Center	:	
4. Program	:	B.Tech. / B.Des. / M.A. / M.Sc.
5. Month & Year of Supplementary Exam	:	January, 2020

Read Rules and Regulations of Supplementary Examination available at: http://www.iitg.ac.in/acad/supp_exam_rules.pdf

List of Courses for which Fee Payment done for writing Supplementary Examination is as follows.

Sl. No.	Course Number & Title	L-T-P-C	Fee Amount
1.			
2.			
3.			
Total Amount =			

The fee for appearing in Supplementary Examination per course is:

- Rs.1,500/- for a course having 6 to 10 credits,
- Rs.1,000/- for a course having 2 to 5 credits.

Date:

Signature of the Student

Note: Enclose Academic Section Part of Fee Payment Challan

Remark, if any:	Verified	Approved
Date: Section	Dealing Staff of Academic Affairs	Joint Registrar (Academic)