

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**ACADEMIC AFFAIRS SECTION**

**NOTICE**

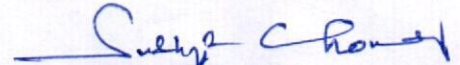
Ref: IITG/Acad/418/2022/10340

Date: 20-12-2022

**Subject: Registrations for Supplementary Examinations – January 2023**

1. The registrations for supplementary examinations of the courses of July –November 2022 semester are opened from **20 December 2022, Tuesday to 26 December 2022, Monday.**
2. Only students of B.Tech, B.Des, M.A. and M.Sc. Programmes can register for supplementary examinations of maximum three courses in which they secured "F" grade due to poor academic performance. **Please refer to the Annexure-A (attached) for eligibility conditions and other details.** Please go through the terms thoroughly before planning to register for Supplementary Examination.
3. For the schedule of the examinations, please contact the concerned course instructors.
4. The fee for registering Supplementary Examination per course is as per the following:
  - Rs.1,500/- for a course having 6 to 10 credits,
  - Rs.1,000/- for a course having 2 to 5 credits.
5. Last date for conducting Supplementary Examinations is **12 January 2023, Thursday** and last date for grade submission is **19 January 2023, Thursday.**
6. Eligible students are requested to login to <https://academic.iitg.ac.in/sso/> using ERP credentials for registering ONLINE for supplementary examinations and making the payment of requisite fee.
7. In the event of non-payment of applicable fee by the concerned student, his/her registration will be kept on hold.

This is issued with the approval of the Competent Authority.

  
(Dr. S. Choudhury)

HoS (Academic Affairs)

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## 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.**

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.



## Annexure-B

### INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI ACADEMIC SECTION

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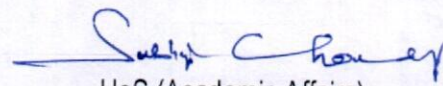
Ref: IITG/Acad/369/2022/10341

Date: 20-12-2022

#### 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 are 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.**



HoS (Academic Affairs)

Head of the Section

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