



Ref: AO/UG/SE-July 2022 Session

Date:26.08.2022

CIRCULAR**Sub: Supplementary/Reassessment Examination for UG courses (except 1st Year) – July 2022 Session – Reg.**

Supplementary Examination (including Reassessment for 2017 and 2018 batches) for UG students (except 1st Year) are scheduled from **09/09/2022 to 17/09/2022**. Students who have failed (F) / absent (X) in the regular assessment held in previous sessions (January 2022 semester and earlier) are eligible to appear. All Supplementary / Reassessment Examinations will be in **OFFLINE** mode, including for 2017 and 2018 batch students.

(a) Registration Procedure

- (i) Login to MIS and complete the online registration on **05.09.2022 ONLY**. The MIS registration **will not be extended beyond this date** and **students who miss** the registration will have to **wait for next semester's supplementary** examination.
- (ii) Take the screenshots of registration confirmation of individual courses
- (iii) Remit the required fees in the State Bank of India, through SB-collect.
- (iv) Fill the attached Personal information form.
- (v) Merge the (i) Registration confirmation screenshot, (ii) SB-collect fees receipt (iii) Personal information form as a single file and send to examfees@nitt.edu on or before **05.09.2022, 11 pm**.

Mail should be sent ONLY from the student's NITT webmail ID. Supplementary registration request will not be processed without online registration in MIS.

(b) Faculty allotment

- (i) The consolidated list of students will be sent to the concerned department after the verification by the academic office via a Google Sheet.
- (ii) Faculty allotment in MIS will be done by the Heads of the respective Departments on **06.09.2022 and 07.09.2022** and the same will be informed to the students. The students are instructed to contact the faculty concerned for completing the assessments in time. The contact details of faculty are given in the link: <https://www.nitt.edu/home/academics/departments/faculty/>.
- (iii) Date and timing suggestions for the supplementary examinations will be provided. However, faculty may conduct during any date and timing suitable for faculty and student, including Saturday if needed. Marks may be uploaded in MIS and signed control sheets sent by **22.09.2022**.

(c) Weightage and minimum passing mark for Supplementary Examinations are as per the Institute rules and regulations.

(d) Fees Particulars

| Particulars | Fees (Rs.) |
|----------------------------|------------|
| Examination Fee per course | 500 |
| Mark Sheet | 30 |

Associate Dean Academic UG - II

To

The Director for kind information

All Head of Departments with a request to circulate among all faculty



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

SUPPLEMENTARY EXAMINATION FORM

PERSONAL INFORMATION:

| | | | |
|----|-------------------------|---|--|
| 1. | Name | : | |
| 2. | Roll no | : | |
| 3. | Department | : | |
| 4. | Specialization (For PG) | : | |
| 5. | Batch | : | |
| 6. | Contact Number | : | |

LIST OF COURSES REGISTERED IN MIS

| S. No. | Code | Theory Course name | Semester | Fees | SBi collect Fee Receipt No. |
|--------|------|--------------------|----------|------|-----------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

| S. No. | Code | Laboratory Name | Semester | Fees | SBi collect Fee Receipt No |
|--------|------|-----------------|----------|------|----------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

TOTAL FEES PAID: Rs. _____

(Rupees _____)

DATE:

SIGNATURE OF THE STUDENT