



Ref: AO/UG/SE/JAN 2024

Date:05.02.2024

CIRCULAR

Sub: Supplementary Examination for UG / January 2024 Session – Reg.

The Supplementary Examination / Reassessment for undergraduate students are scheduled from 08/02/2024 to 16/02/2024. Eligibility is open to both current and graduated students (2019 and 2018 batches) who received a F grade or were absent (X) in the end assessment conducted in any preceding session (up to the July 2023 semester). The Supplementary Examination / Reassessment will be conducted in a physical mode, applicable to all students, including those who have graduated.

(a) Registration Procedure

- i. Log in to the Management Information System (MIS) and finalize your online registration by **06.02.2024**.
- ii. Capture screenshots confirming the registration for each individual course.
- iii. Submit the necessary fees at the State Bank of India using SB-collect.
- iv. Complete the supplementary examination form provided.
- v. Combine the registration confirmation screenshots, SB-collect fees receipt, and the examination form into a single file and email it to examfees@nitt.edu by **06.02.2024, before 11 pm**.

The E-mail must exclusively originate from the student's NIT-T webmail ID. The supplementary registration request will not be handled unless there is prior online registration in the Management Information System (MIS). In the event that a student neglects MIS registration, even with fee payment, they must forfeit the fees already paid and re-register in the subsequent semester supplementary by making the payment again.

(b) Faculty allotment

- i. After verification by the academic office, the compiled list of students will be forwarded to the respective department.
- ii. On **07.01.2024**, the allocation of faculty will be carried out by department MIS Coordinators/HoDs, and students will be promptly notified. Students are advised to reach out to the assigned faculty for timely completion of assessments. The contact information for faculty members can be found at the following link: <https://www.nitt.edu/home/academics/departments/faculty/>
- iii. **The criteria for weightage and the minimum passing marks in Supplementary Examinations adhere to the rules and regulations set forth by the Institute.**

(c) Fees Particulars

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

R. Parthasarathy.

Associate Dean (Academic) / UG - I

To

The Director for kind information

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



REASSESSMENT / 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

Theory

S. No.	Code	Course Title	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Laboratory

S. No.	Code	Course Title	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

TOTAL FEES PAID: Rs. _____

(Rupees _____)

DATE:

SIGNATURE OF THE STUDENT