



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA
Academic office - PG Section, email: pgacad@nitt.edu, deanap@nitt.edu

Ref: RA/SE-July 2022 Session

Date: 07.09.2022

CIRCULAR

Sub: Reassessment/Supplementary Examination for PG courses –July 2022 session – Reg.

Reassessment/Supplementary Examination for PG students are scheduled from **22/09/2022 to 30/09/2022**. Current 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.

(a) Registration Procedure

- i. Login to MIS and complete the online registration between **15/09/2022 to 16/09/2022**. 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 **16.09.2022, 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.
- ii. Faculty allotment in MIS will be done by the Heads of the respective Departments on **20.09.2022 and 21.09.2022** 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 **03.10.2022**.

(c) Weightage and minimum passing mark for Reassessment/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 -PG

To
The Director for kind information
All Head of Departments with a request to circulate among all faculty



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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

S. No.	Code	Theory Course name	Semester	Fees	SBi collect Fee Receipt No.

S. No.	Code	Laboratory Name	Semester	Fees	SBi collect Fee Receipt No

TOTAL FEES PAID: Rs. _____
(Rupees _____)

DATE:

SIGNATURE OF THE STUDENT