

Student Instructions – Supplementary Exam Application

1. Form Submission:

Fill out the supplementary exam application form carefully. Once submitted, the form cannot be modified under any circumstances.

2. Eligibility Criteria:

- Only students with **one arrear paper** are eligible to apply.
- Only **final semester students** who have completed their course in the **April 2026 Examination** are permitted to apply.
- Applications for more than one subject will **not** be accepted under any condition.

3. Important Note:

If a student applies for more than one arrear subject, the application will be **rejected** and the **exam fee will not be refunded**.

4. Exam Fee Payment:

- Students must pay the exam fee using the attached **pre-filled challan**.
- Do not change the fee amount.
- Only fill in your **personal details** and **subject details**.
- After paying the challan, proceed to fill out the Google Form.

5. Google Form Application:

- **Fill out the supplementary exam application form using the Google Form provided by Department/ college which will be available with Head of the Department /Principal.**
- The form should be filled **only after fee payment**.
- **The last date to submit the form is 21.08.2026.**

6. Hall Ticket Distribution:

- After the application deadline, hall tickets will be sent to colleges.
- Eligible students can collect their hall tickets from their college once notified.

7. Hall Ticket Verification:

- Students must **paste a passport-size photo** on the hall ticket and get it **signed by the HOD/Principal**.
- **One day before the exam**, the signed hall ticket must be submitted to the **University Exam Section** for verification and final signature by the **Controller of Examinations**.
- Only **verified hall tickets** will be valid for entry into the exam hall.
- Students without verification will **not** be allowed to appear for the exam.

8. ID Proof Requirement:

Students must carry their **College ID Card** when collecting and presenting the hall ticket.

9. Examination Venue:

The supplementary examination will be **conducted only at the University Campus**.