



Malaviya National Institute of Technology Jaipur
मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान, जयपुर
(An Institute of National Importance under Ministry of HRD, Govt. of India)
JLN Marg, Jaipur-302017 (RAJASTHAN) INDIA

No:6045.....

Date: 21 May, 2018

ACADEMIC SECTION
NOTICE

Subject: SUPPLEMENTARY EXAMINATION - 2018 for B.Tech./B.Arch programs.

All the Undergraduate students are hereby informed that **SUPPLEMENTARY EXAMINATION - 2018** shall be held from **2nd July to 6th July 2018**. Registrations for the same shall be open from **21st May 2018 to 4th June 2018**.

Students desiring to apply for **SUPPLEMENTARY EXAMINATION - 2018** shall register as per the following procedure for the examination:

1. The students registered in the UG programs in the year **2011** and prior to this, shall submit the hard copy of their application on the prescribed format available at link <http://www.mnit.ac.in/academics/format.php> duly approved by DUGC Convener within the stipulated dates. If living outside the city, the scanned copy of form can be sent to respective DUGC convener via email and request them to forward the same to email id suppexam@mnit.ac.in. The mail should be received by 4th June 2017. No mail after this would be entertained.
2. The students admitted in **2012** and beyond shall register on ERP only and no paper registration shall be accepted.
3. The fee must be deposited through ERP login by online payment mode only.
4. After fee payment students have to contact their respective DUGC convener regarding course approval.

Rules for Supplementary Examination

- i. Course in which 'FP' Grade is awarded (Failed due to Poor Performance) can be registered for the supplementary examination. Course(s) in which 'FA' grade is awarded failed (due to the shortage of attendance) has to be registered in the regular semester as per the registration rules.
- ii. The supplementary examination is not meant for improvement.
- iii. The registration of any student will be limited to a maximum of 15 credits in the supplementary examination
- iv. The weightage of different components for the computation of grades of the course, for which the student appears in the Supplementary Examination, shall be as follows:

| Component | Weightage | Remarks |
|--|-----------|---|
| Theory Courses: | | |
| Supplementary Examination (Examination duration-Three-hour) | 100% | Marks in supplementary examination |
| Practical Courses: | | |
| Supplementary Examination | 50% | Marks in supplementary examination |
| Practical Sessional (Teacher's Assessment) | 50% | Carried forward from the regular Semester |

- v. If 'FP' grade is awarded in any course(s) in a supplementary examination, this course(s) shall be registered in regular semester or in the supplementary examination to be held in the subsequent year.
- vi. A separate grade sheet will be issued for these supplementary examinations.
- vii. The maximum grade that can be earned in these examinations is limited to **DD (minimum passing grade)**.
- viii. A student wishing to appear in the supplementary examination has to pay a consolidated fee of Rs. 500/- for one course and Rs. 1000/- for more than one course.

How to apply?

To apply for supplementary examination 2018 through ERP follow the given steps:

- Step 1: Login into your ERP account.
- Step 2: Choose Registration->Supplementary Registration to register courses.
- Step 3: Select courses you want to register and submit.

| Backlog/Withdrawal courses | | | | |
|-------------------------------------|-----|--|--|---------|
| Backlogs | | | | |
| # | Sem | | Course | Credits |
| <input checked="" type="checkbox"/> | IV | | ECT101 (THEORY) Basic Electronics Engineering Coord: | 4 |
| <input type="checkbox"/> | IV | | EET101 (THEORY) Basic Electrical Engineering Coord: | 4 |
| <input type="checkbox"/> | IV | | MAT102 (THEORY) Mathematics-II Coord: | 4 |

Please choose courses carefully to appear in supplementary exam.
After fee payment you will not be able to edit course registration on ERP

SUBMIT REGISTRATION

SUBMIT REGISTRATION will erase all unapproved Courses and insert the new Courses... Please make sure...

- Step 4: Go to your fee challans and add new 'Supplementary Fee Challan' by selecting semester in fraction (Note: Fee Amount on challan will be according to number courses selected by you in previous step). To pay your supplementary exam fee, open "My Activities->My Challans". Select 'Pay online' option from action menu of challan record.

| Challan No | Date | Student Name | Semester | F Year | Transaction Id | Total Fee |
|------------|------------|--------------|----------|---------|----------------|-----------|
| 2016/05480 | 29-12-2016 | HARI GYAN | 2 | 2016-17 | 281122732 | 4,000.00 |
| 2 | 07-01-2016 | HARI GYAN | 1 | 2016-17 | W3262421 | 8,000.00 |

Actions:

- Show Record
- Print Ledger
- Print Challan
- Pay Online

- Step 5: After fee payment, contact the DUGC Convener of your Department for approval of courses. Without approval of courses you will not be allowed to appear in supplementary exam.

Reeta Singh
(Deputy Registrar)
Academics

Copy To:-

- All HOD
- All DUGC
- Website (Student Corner)