



# 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: ..... 2782

Date: 03 July, 2023

## ACADEMIC SECTION

### NOTICE

**Subject: SUPPLEMENTARY EXAMINATION-2022-23** for B. Tech./B. Arch programs.

All the Undergraduate students are hereby informed that **SUPPLEMENTARY EXAMINATION – 2022-23** of Theory Subjects will be held from **Monday, July 17, 2023 to Friday July 21, 2023**. Registrations for the same shall be open from **July 3, 2023 to July 10, 2023**.

Students desiring to apply for **SUPPLEMENTARY EXAMINATION – 2022-23** shall register as per the following procedure for the examination:

1. The students will register on ERP only and no paper registration shall be accepted.
2. The fee must be deposited through ERP login by online payment mode only.
3. After fee payment students have to contact their respective DUGC convener through email regarding course approval. Department wise list of DUGC convener is provided at the end of the document.

#### 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 marks obtained in the supplementary examination of the theory subject courses will be given 100% weightage.
- v. For Practical Courses the 50% component is for practical sessional (Teacher's component) will be carried forward from the regular semester and the Supplementary exam will be conducted for the remaining 50% component.
- vi. 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.
- vii. A separate grade sheet will be issued for these supplementary examinations.
- viii. The maximum grade that can be earned in these examinations is limited to **DD (minimum passing grade)**.
- ix. 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.

*S. K. S. S.*

Deputy Registrar( Academics)

#### Copy to:-

- All HOD
- All DUGC
- All Faculty Members
- All UG Students
- DR Academic/AR Academic/AR Accounts
- PS to Director
- PA to Registrar



## How to apply?

To apply for supplementary examination 2022-23 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.

Backlogs/Withdrawal courses				
Backlogs				
#	Sem		Course	Credits
<input checked="" type="checkbox"/>	IV		EET101 (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	Sub Fee
2019020883	20-12-2016	HARI QYAN	2	2016-17	201102782	4,800.00
		HARI QYAN	3	2016-17	M732411	3,070.00

Actions:  Show Record,  Edit,  Print,  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.

### List of DUGC Conveners:

S. No.	Name of Convener DUGC	Email	Mobile
1	RINA SURANA	rsurana.arch@mnit.ac.in	9649960588
2	PARUL MATHURIA	parul.cee@mnit.ac.in	9549650808
3	DIPALLOY DATTA	dipaloy.chem@mnit.ac.in	9549650142
4	ABBAS RAJA NAZIRUDDIN	abbas.chy@mnit.ac.in	9549657123
5	B. L. SWAMI	blswami.ce@mnit.ac.in	9549654182
6	RAMESH BABU BATTULA	rbbattula.cse@mnit.ac.in	9549654395
7	ANIL SWARNKAR	aswarnkar.ee@mnit.ac.in	9549654475
8	SATYASAI JAGANNATH NANDA	sjnanda.ece@mnit.ac.in	9549654237
9	NIDHI SHARMA	nidhis.hum@mnit.ac.in	9588067935
10	PRIYANKA SIHAG	priyanka.dms@mnit.ac.in	7426050343
11	KAMAKSHI PANDEY	kamakshi.phy@mnit.ac.in	9413584732
12	SANTOSH CHAUDHARY	schaudhary.maths@mnit.ac.in	9549654566
13	HARLAL SINGH MALI	harlal.singh@mnit.ac.in	9549654561
14	SREEKUMAR VADAKKE MADAM	sreekumar.meta@mnit.ac.in	9400010768
15	SRINIVASA RAO NELAMARRI	srnelamarri.phy@mnit.ac.in	9549654851