



**ACADEMIC AFFAIRS SECTION  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
Guwahati - 781039, Assam, India  
NOTICE**

Ref: IITG/Acad/418/2024/11017

Date: 16-12-2024

**Subject: Registration for Supplementary-cum-Improvement Examinations – December 2024**

This is to notify that the eligible students can do the registrations for supplementary-cum-improvement examinations to be held in December 2024 as per the following modalities:

1. Only students of B.Tech, B.Des, M.A. and M.Sc. programmes can register for supplementary examinations of maximum three courses in which they secured “FP” grade due to poor academic performance. **Please refer to the Annexure-A (attached) for eligibility conditions and other details.** Please go through the terms thoroughly before planning to register for Supplementary Examination.
2. Further, those students of B.Tech, B.Des, M.A. and M.Sc. programmes who secured “DD” and “CD” grades in a course can register to the supplementary examination of the course, if the course is available, to improve the grade up to “CC”. The improvement will be permitted only once. The better grade will be considered for CPI calculation.
3. Eligible students are requested to login to <https://academic.iitg.ac.in/sso> using ERP credentials for registering ONLINE for supplementary-cum-improvement examinations and making the payment of requisite fee.
4. The fee for registering the examination is as per the following:
  - i. For supplementary examinations: Rs. 500/- per credit
  - ii. For improvement of grade: Rs. 1000/- per credit
5. In the event of non-payment of applicable fee by the concerned student, his/her registration will be invalid.
6. Last date and time for registration: **11:30 PM on 22 December 2024, Sunday**
7. The supplementary-cum-improvement examinations shall be held during **26 December 2024, Thursday to 31 December 2024, Tuesday**. The registered students may contact the concerned course instructors for date, time and venue of the examination.
8. Supplementary-cum-improvement examination schedule for Institute level UG core courses is available in the link [https://www.iitg.ac.in/acad/Notice/Notice\\_supplementary\\_Exam\\_Dec\\_2024.pdf](https://www.iitg.ac.in/acad/Notice/Notice_supplementary_Exam_Dec_2024.pdf)
9. Last date for grade submission: **02 January 2025, Thursday.**

This is issued with the approval of the Competent Authority.

(Dr. S. Choudhury)  
Head of the Section  
Academic Affairs



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**Annexure-A**

Supplementary examination will be conducted for those students of BTech, BDes, MA and MSc Programmes who secure “F” grade due to poor academic performance in the course, provided that the concerned course is not fully Project based or Seminar based or excluded/exempted by the Chairperson, IUPC/ IPPC from list of courses for Supplementary Examination.

If the supplementary examination for a course is available, a student of UG/MA/MSc with “DD” or “CD” grade in the course can register to the examination for improving the grade up to “CC”. The improvement will be permitted only once. The better grade will be considered for CPI calculation.

Supplementary examination shall normally consist of a single test of 3(Three) hours’ duration for the theory course/component. While the same for the Laboratory component, if any, shall be decided by the concerned Course Instructor. The syllabus for supplementary examination will be the full contents of the course.

Grading for a Supplementary Examination course shall be based on the performance of a student in the Supplementary Examination only. No marks of continuous assessment of that course in the regular semester shall be included for grading. Maximum letter grade that can be awarded based on performance in the Supplementary Examination for a course shall be “CC”.

A student shall be allowed to register by paying prescribed fee during the notified period and write Supplementary Examinations for maximum of 3(Three) courses in which he/she earned “F” Grades due to poor academic performance. Students who secured “F” grades due to disciplinary action in a course are NOT allowed to register and appear in Supplementary Examination for that course. However, if such a student subsequently repeats the course in a regular semester and again secures “F” grade due to poor academic performance, he/she shall be eligible to appear in Supplementary Examination.

If no student applies/ registers for Supplementary Examination in a course, then there will be no Supplementary Examination for that course.

It is not mandatory for a student to register for Supplementary Examination. A student otherwise eligible to appear in Supplementary Examination may, if he/she so decides can also repeat the course during an appropriate regular semester.



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**Annexure-B**

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Date: 16.12.2024

**SUPPLEMENTARY EXAMINATIONS – IMPORTANT INSTRUCTIONS TO STUDENTS**

1. Students should occupy their seats in the examination halls **at least fifteen minutes before** the start of the examination. **Make sure that you are in the correct examination hall and at the correct seat.** Otherwise, the student will be marked absent.
2. Students must carry their **identity cards** for every examination they attend.
3. Any electronic gadget including **mobile phone, smart watch, pager, laptop computer** and **programmable calculator**, are **not** allowed in and around the examination hall. Use of mobile phone as calculator or clock is not allowed inside the examination hall. **All such electronic gadgets found inside the examination hall will be seized by the invigilators and handed over to the Academic Section. In the process, if any damage or loss occurs to the seized electronic gadgets, the Institute will not be responsible for the same.**
4. Use of non-programmable (scientific) calculators is generally allowed unless announced specifically not to be used.
5. Students must carry pens, pencils, erasers, rulers, and whenever appropriate, non-programmable calculators and drawing instruments to the examination hall. Only pens with blue/black/blue-black color ink should be used for writing unless the question paper gives other instructions. These materials must be carried loose or in transparent plastic bags only. No pencil cases or boxes are permitted. Any other materials, such as books, notes, bags that you bring must be placed outside the examination hall before occupying your assigned seat.
6. Students will not be allowed to enter the examination halls after 30 minutes of the commencement of the examination. Students are also not allowed to leave exam halls within 30 minutes after the commencement of the examination.
7. **Students will be allowed for a bio-break at most once. Students are strongly suggested to attend the nature's call before sitting for the examination to avoid going to the toilet during the examination.**
8. **For bio-break, please ensure making an entry in the respective form available with the Invigilator.**
9. During the examination, possession of unauthorized materials, exchange of materials, improper use of materials, misconduct, cheating, adoption of unfair means, impersonation, and unauthorized removal of material from examination halls or ignoring instructions given by invigilators, will automatically lead to disciplinary action against the students involved. **Also, the answer script of such a student shall be immediately seized and he/she will be asked to leave the examination hall by the Invigilator(s). A minimum punishment for such an offense would be a fail grade, as deemed fit by the concerned disciplinary committee.**
10. Please carefully read the instructions provided on the front page as well as the overleaf of the answer booklet.
11. Thereafter please fill up all the required details on the cover page of the answer booklet and put your signature at the appropriate place.
12. Answers should be written on both sides of a page. Rough working may be done in any page of the answer booklet or in a supplementary sheet obtained from the invigilator. Before submission of answer script, the rough work may be crossed out neatly by drawing diagonal line across the page.
13. **All supplementary answer sheets (if any), including sheets/pages used for rough works, must be tied with the answer booklet and handed over to the invigilator at the end of the examination.**

**NOTE: UNREGISTERED, DEBARRED & TERMINATED STUDENTS ARE NOT ALLOWED TO APPEAR IN EXAMS.**

(Dr. S. Choudhury)  
Head of the Section  
Academic Affairs