



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
(Examination Division)

Ref. No. 01(31)/2016-IGDTUW-EXAM/2504

Dated : 18/09/2024

CIRCULAR-NO-38/2024/EXAM

Subject: Conduct of Supplementary Examination (CBCS students only), Nov-Dec 2024

It has been decided to conduct the Supplementary Examinations for the student, who has back papers in **EVEN semester** subjects (except the subjects where all components are evaluated as internal practical), subject to fulfillment of certain conditions. **The Examination will be conducted through Offline Mode.** The Supplementary examinations are tentatively scheduled from **Last week of November, 2024** and the schedule of the examination will be released on University Website tentatively in the **fourth week of October 2024.**

The eligibility criteria and other guidelines for appearing supplementary examination are as follows:-

- 1) A student who was detained in the previous academic year (in any of the semester) will not be allowed to appear for supplementary Examination.
- 2) A student who has not appeared for both odd and even end-semester examination in the previous academic year will not be allowed to appear for supplementary Examination.
- 3) If a paper to be registered for supplementary, she should have registered for that paper also in that preceding semester end term Examination.
- 4) **Students are not allowed to revise her internal component marks in supplementary examination.**
- 5) A student wishing to appear for supplementary examination must register within the specified time period (**25th September 2024 to 11th, October, 2024**) provided by the University by paying requisite fees Rs 500/- per paper through **online payment mode only. No Demand Draft will be accepted.**
- 6) **Students will be awarded marks as per the performance in Supplementary Examination. Accordingly, grades will be awarded as per absolute grading system.**
- 7) *The final year students (of academic session 2023-2024), who has already applied for August 2024 supplementary examination, should not apply again for NOV-DEC 2024 supplementary examination for the same subjects.*

- 8) All such students may fill online supplementary examination Registration on ERP portal from **25th September 2024** to **11th, October, 2024 4:00 P.M.**
- 9) Supplementary examination Fees once paid will not be refunded under any circumstances.
- 10) The registration & payment portals will be closed on **11th, October, 2024 4:00 P.M.** No request will be entertained after the deadline.

PROCEDURE FOR ONLINE REGISTRATION

- Step 1:** Login to ERP portal(<https://igdtuw.in/IGDTUW> by using userid and password
- Step 2 :** Go to Exam Process
- Step 3 :** Choose " **Request for Supplementary Exam** "
- Step 4 :** Choose Exam Session as **DECEMBER 2024**
- Step 5 :** Select **ONLY** Those back papers of Even semester(s), for which you want to appear as supplementary [**Note: Students can not appear for subjects , where all the components are evaluated as Internal practical e.g. BMA 120, BMA 130, BAI 108 & MCA 110 etc]**
- Step 6 :** Click Submit and Pay, Choose "**ONLINE**" mode of payment
- Step 7 :** Print as pdf and mail to support.exam@igdtuw.ac.in **latest by 11.10.2024 4 P.M**

Students who are applying for Supplementary Examination are required to submit the print out of application as well as the payment slips details through mail (support.exam@igdtuw.ac.in) on or before **11th, October 2024 5:00 P.M.**

For further details the concerned students may drop an email at acoe@igdtuw.ac.in

Copy for kind information to:

- (i) Dean (Academics Affairs/Students welfare)
- (ii) All HoDs
- (iii) DFO, IGDTUW
- (iv) PS to Vice-Chancellor-IGDTUW
- (v) PA to Registrar
- (vi) System Analyst with a request to upload on the University website.
- (vii) Guard File

Dean (Examination Affairs)

[Handwritten Signature]
18/9/24