

**OFFICE OF ASSOCIATE DIRECTOR (A)**

**CIRCULAR**

3227/AD(A)/C/97/2021

29 Dec 2021

**APPLICATION FORM FOR ODD SEMESTER SUPPLEMENTARY EXAMINATION  
(OFFLINE MODE): JAN 2022**

1. It is hereby informed that the students of 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester of all courses, who are having existing backlog subject can apply for supplementary examination starting from **27 Jan 2022**.

2. The students can apply only Odd semester theory papers. However, only final year students can apply for Even Semester theory paper as well. Final year students who wants to apply both Even and Odd semester papers must apply in separate form for Even and Odd semester papers.

3. **The mode of Supplementary examination will be offline.**

4. The link for application is given below. "SBI Collect"

**<https://www.onlinesbi.com/prelogin/icollechome.htm?corpID=756718>**

5. Last date of application will be **10 Jan 2022** and further, no application shall be entertained in this regard.

6. Students are advised to keep copies of fees paid or transaction number for future reference if any.

Encls: As stated above.

To,

1. All HODs
2. Sr. Executive (Fin)
3. DCE (T)
4. Head SMIT IT



(Prof. (Dr.) Sangeeta Jha)  
Associate Director (A)

- For necessary action please.

- With are request to upload the same in institute website.

**Copy to:**

1. Director, SMIT - for kind information please
2. Associate Director (SA)
3. Chief Warden
4. All Notice Board



**APPLICATION FOR SUPPLEMENTARY EXAMINATION: JAN 2022**

(Follow the Supplementary Examination Time table to avoid any clash of papers)

1. Name of the candidate: \_\_\_\_\_
2. Reg No/Semester/Branch: \_\_\_\_\_
3. Eligibility: Only candidates having backlog papers with (F,I & without Academic Suspension) in Odd Semester Paper. Final year students to apply even semester and odd semester paper separately.

Details of subjects applied with Subject Code & Title:

S/No	Subject Code	Subject Title	HOD of Subject
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. Last Date of Application **10 Jan 2022.**
5. Communication Address (Compulsory): \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ Phone No. \_\_\_\_\_
6. (a) For applying online through SBI collect follow the link below:  
<https://www.onlinesbi.com/prelogin/icollechome.htm?corpID=756718>  
(b) For offline application: Filled in form alongwith fee receipt to be submitted at the counter of Exam Cell, Room No. (C-301).
7. Application forms will be accepted only if  
(a) Filled in form is complete in all respects.  
(b) Realization of payment made is confirmed. Fee once deposited is not refundable under any circumstances.
8. Offline forms alongwith fee receipt to be submitted at the office of DCE (T).
9. If applying online through SBI collect link no need to send scan copy through e-mail. You are required to keep the copy of online application details for future reference.
10. **Scanned copy of the application sent through E-mail will not be accepted.**
11. Fees (Nonrefundable) for Supplementary Exam: UG/PG Rs. 1000/- per paper.
12. Hall Ticket must be collected during working hour at least one day before the exam.
13. **Hall Ticket will not be issued to the students having outstanding dues (Finance/Library)**  
\* No Dues (Finance): \_\_\_\_\_  
\* No Dues (Library): \_\_\_\_\_

Signature of Candidate

AL  
29/12/2021

