

ACADEMIC (UG) SECTION
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Dated, 27th January, 2012

SUB : SUPPLEMENTARY EXAMINATION : REGISTRATION
FOR AUTUMN SEMESTER SUBJECTS, 2011 - 2012

Students having failed in one or more subjects out of the subjects registered in the Autumn Semester, 2011-2012 may appear in the **SUPPLEMENTARY EXAMINATION**. Students desirous of appearing at the **SUPPLEMENTARY EXAMINATION** may apply for the registration as detailed below, paying a fee of Rs. 50/- per subject.

Students have to apply online through the ERP system (<http://erp.iitkgp.ernet.in>) of the Institute through the link **Academic—Supplementary Registration for Current Session**. The workflow and the process of Supplementary Examination Registration is detailed in the Annexure. After making online application, the student has to take a hardcopy print out of the application and has to meet the concerned subject teacher to get his/her signature on the hard copy and ensure the approval by the teacher on ERP. This enables the student to generate the fee-receipt on ERP for payment at the State Bank of India, IIT Kharagpur Branch. The student has to produce the signed hardcopy of the Supplementary Registration Form along with the proof of payment to the Academic Section to complete the process of Registration. In case the teacher concerned is not available, the above approval has to be done by Head of the Department offering the subject. The student can monitor all the stages of Supplementary Registration on ERP. **In case of any problem regarding Supplementary Registration students may please contact the undersigned. ERP Cell may be contacted for any online error.**

Handwritten Applications will not be entertained. ERP Registration is mandatory. Those who did not attend classes or were debarred from the Examination, will not be eligible to appear at the Supplementary Examination.

A student will not be allowed to appear in more than 5 (five) subjects including Summer Quarter subjects out of the subjects taken in Autumn / Spring Semester, 2011-2012 together.

Registration for Supplementary Examination for Subjects of Autumn Semester, 2011-2012 will be opened from **1st February 2012** and should be completed **by 2nd March, 2012.**

The Summer Quarter and Supplementary Examination for the subjects of Autumn and Spring Semester will be held during the period from **28.06.2012 to 03.07.2012.**

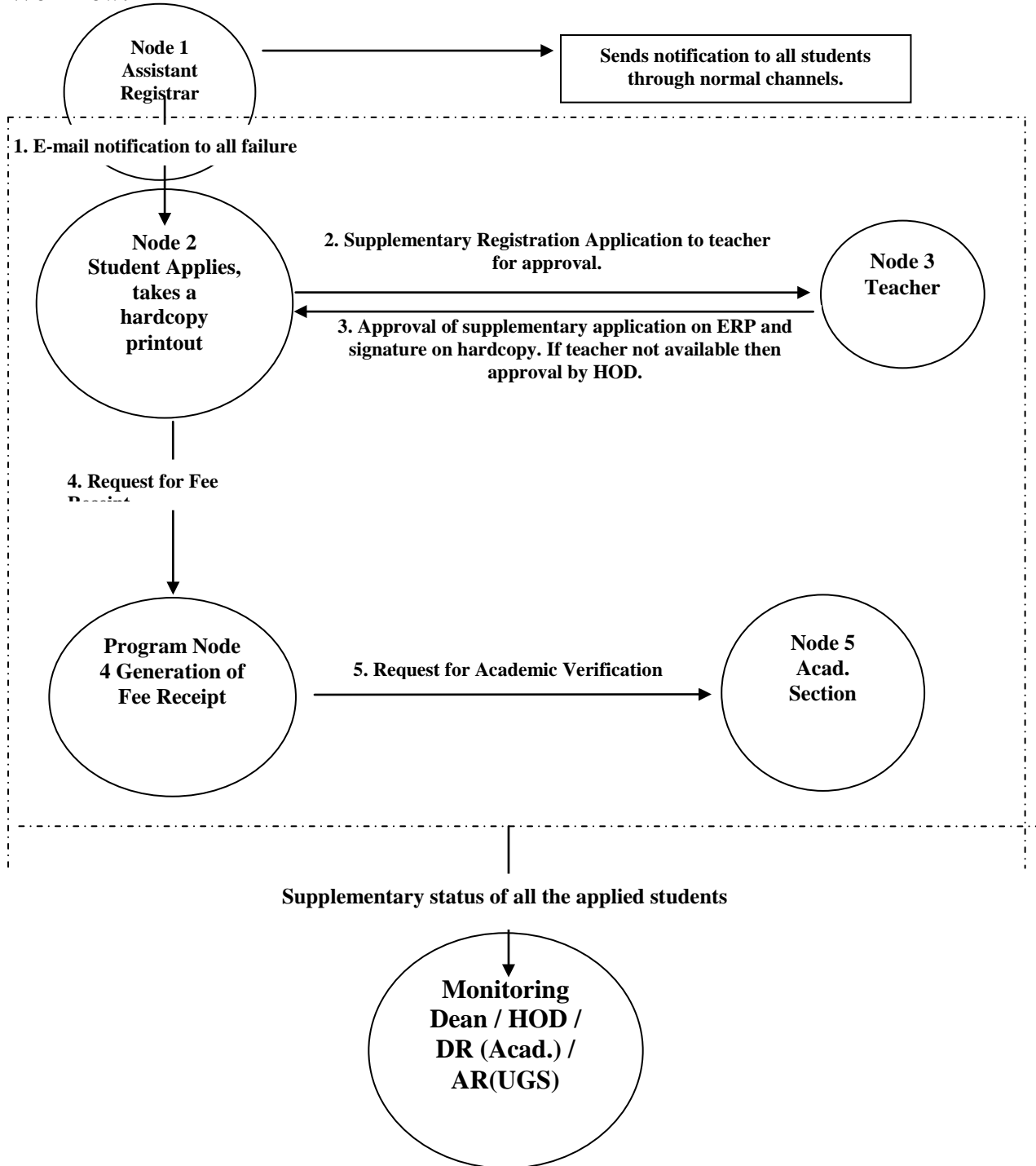
Regarding the subjects of 1st / 2nd year level likely to be run in Summer Quarter, 2011-2012, notice will be issued accordingly after the End Spring Semester Examination. There will be no Supplementary Examination for the subjects to be allotted for Summer Quarter, 2011-2012 unless otherwise decided by the competent authority.

(S. K. Poddar)
Assistant Registrar(UGS)

- 1) All Heads of the Department/Centre
- 2) Faculty Advisers of all Departments
- 3) Dean (UGS)
- 4) Dean (Students' Affairs)
- 5) Chairman, ERP
- 6) Wardens, All Halls of Residence - with a request to display in the Notice Board
- 7) President, TSG
- 8) Chairman, Central Library
- 9) Accountant, Cash Section
- 10) Class Room Notice Boards

ANNEXURE

Workflow:-



Objective: -

This application integrates the registration for supplementary examination between three stakeholders namely **student, teacher, and academic administration** in an interactive way as given in the workflow.

Workflow: -

1. Student applies for Supplementary Examination Registration on ERP, takes a hardcopy printout and meets the concerned subject teacher / subject coordinator (1st year and common subjects). The teacher approves the application on ERP and signs the hardcopy application.
2. Student can generate fee receipt on ERP and makes the payment at SBI, IIT Kharagpur. It may please be noted that the fee-receipt for a particular subject be generated only after the teacher's approval on ERP.
3. Student goes to the Academic Section with the hardcopy printout of the Supplementary Registration Form and the Fee-receipt containing the proof of payment for final submission and verification by academic section.
4. The student cannot revoke his application for a supplementary subject after verification by Academic Section. Teacher cannot revoke the approval after academic verification.

Rules:-

1. For UG students the summer quarter registration is governed by rules mentioned in Clause 14.9 and detailed in Appendix IX of the Academic rules and Regulations, while those for supplementary examination is mentioned in Clause 14.10 and detailed in Appendix X .
2. A student will be eligible to appear in the supplementary examination in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
3. A student can, at best register for five subjects, both summer quarter and supplementary inclusive. A maximum of two subjects are allowed for summer quarter registration.
4. Those who did not attend classes or were debarred from the Examination will not be eligible to appear at the supplementary examination.