



AMRITA
VISHWA VIDYAPEETHAM
DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF UGC ACT, 1956

**OFFICE OF
THE DEPUTY CONTROLLER OF EXAMINATIONS**

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IMPORTANT GUIDELINES FOR STUDENTS:

SUPPLEMENTARY EXAM REGISTRATION

(1) The exam cell will send a **draft** timetable for the ensuing supplementary exams during the semester to all the departments. Students having arrears are advised to seek guidance from their respective Counsellors / Advisors for registration in these exams.

(2) Students must be cautious of the cut-off time for both – registration in AUMS as well as payment of fees and ensure that they complete their registration in AUMS as well as pay their supplementary exam fees before the due date(s).

(3) After consulting their respective Counsellors / Advisors, if students notice any potential conflict in the scheduling of the supplementary papers, they are required to send a written request to the exam cell for a modification in the draft timetable.

(4) Though the exam cell will try its utmost best to accommodate the requests from students, we cannot assure that we will be cent per cent successful in doing it. It all depends on the existing situation - different permutations and combinations of request of certain courses to be held on a certain date.

(5) After factoring in all the requests, the exam cell will come up with the final timetable that will be uploaded in our website.

(6) Students having more than one arrear paper are instructed to meticulously go through the **final supplementary timetable uploaded in our website** and ensure that they **should not register for more than one course, from the pool of courses scheduled on the same session of a particular day.**

*In other words, if more than one supplementary course is scheduled on a particular day, then students are allowed to register for only **ONE** of those supplementary exams, scheduled for that day. For the remaining courses, they need to wait for the registration window for the supplementary examinations to open in the forthcoming semester.*

Kirtipradananda

Swami Kirtipradananda
Deputy Controller of Examinations

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