

9th September 2024

Notification – Supplementary Examination Registration (Odd Semester AY 2024-2025)

Registration for Supplementary Examination - Odd Semester AY 2024-2025 is as per the following schedule:

Start Date: **16th September 2024, 10 AM**

End Date: **5th October 2024, 5 PM**

Process and Terms for Registration

- Registration for supplementary exam for a subject is only through MS Form submission.
- Fee Payment for the supplementary exam is through online banking (SBI)- fee payment procedure is given at the end.

Fee Details

UG - Regular (All Programs): Rs.700/- per subject.

UG - Term out (All Programs): Rs.1500/-.

PG- All Categories (All Programs): Rs.1000/- per subject.

- Registration for the supplementary exams **will be considered** only if both (1) the MS form submission and (2) fee payment is completed as per the timeline mentioned above. Late registration requests will not be entertained.
- Please Note: **A student who has secured an “F” grade in a course can register for Supplementary Examination with internal marks secured during the regular semester or can register for 100 marks Supplementary examination where the internal marks will not be considered.**
- There are two forms Supplementary - Regular (Category 1) and Supplementary- Direct 100 (Category II).
 - **Category I** - Supplementary exam with previously secured internal marks
 - **Category II** - Entire 100 marks will be from the supplementary exams – without considering the internal marks secured
 - **Once the registration is completed in anyone of the above categories, change of registration mode from Category I to Category II or Vice-versa will not be permitted.**
- Choose the appropriate MS form depending upon your category.
- Courses with “FA” grade, courses that were dropped and Lab courses cannot be registered. Please check your semester grade sheet before you apply.
- Use One form per course.
- Please use the correct course code.
- **Failure to fill the correct form may lead to subject registration cancellation at any point.**
- Term out students (students who have completed the duration of study but have not cleared the subjects) applications will not be processed without Course Extension Forms.
- Acceptance of registration is subject to confirmation of fee payment.
- Extension period of 5 days up to 10th October 2024 is available for fee payment verification. Any issues related to fee payment are to be intimated within this period. Registration will not be processed beyond this period.

Forms (Click the links below for accessing the forms)

- [Supplementary- Regular](#)
- [Supplementary Direct 100](#)
- Course Extension Forms for UG: [Extension Form- UG](#)
- Course Extension Forms for PG: [Extension Form-PG](#)

Supplementary Fee Payment Procedure

- On your browser, go to <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Read the terms and tick the check box against 'I have read and accepted the terms and conditions stated above' and click on 'PROCEED' button.
- Select State (**Tamil Nadu**) then Select Type of Institution (**'Educational Institutions'**) and click on 'GO' to proceed.
- Select the Educational Institution – '**AMRITA VISHWA VIDYAPEETHAM CBE**' and click on 'SUBMIT' button.
- Select the '**Remedial Fee**' Payment Category and Click '**SUBMIT**' button to proceed.
- Fill all the fields (Name, Roll Number, Course, Mode of Remedial Fee and Amount) displayed on the screen.
- In the next section, you can enter the details of the candidate or the person who is paying. These details are for accessing the 'Payment History', re-printing the receipt on a later date or reprinting the remittance form. Hence please keep a record of the details you provide in this section.
- Enter the Name, Date of Birth (DD/MM/YYYY format), Mobile Number, Email ID of the candidate or the payer.
- Enter the CAPTCHA text and click on '**SUBMIT**' to proceed.
- The details shown in the next screen will be used to prepare your online fee receipt. Hence, please ensure that the details are correct and click on '**CONFIRM**' to proceed to the payment screen.
- In the SBI Multi option payment system, you can make your payment through any of the options presented.

For any clarification you may contact the Academic Coordinator Office.

Contact Details

Academic Coordination Office

Email ID: acadcoordengg@cb.amrita.edu

Contact Number: 0422 268 5516 (On all working days from 9.00 AM to 4:45 PM)