

Internal Memo No. SU/COE/...2032.../2026

Date:- 4th May'2026.

OFFICE OF THE CONTROLLER OF EXAMINATIONS
URGENT NOTIFICATION

**Subject: Conduct of Special Backlog Examinations for
UG (2022-26, 2023-26) & PG (2024-26) Batches**

This is to inform all students (who are having back paper in previous semester) of the UG - 2022-26, 2023-26, and PG - 2024-26 batches that the Examination Department, in collaboration with the respective Heads of Departments (HoDs), is scheduling a **Special Backlog Examination**. These examinations are tentatively scheduled to commence on or before **May 11, 2026**.

This special drive is intended for all undergraduate (UG) and postgraduate (PG) students currently carrying backlogs in **Semesters 1st, 2nd, 3rd, 4th, 5th, 6th & 7th**.

Key Directives for Examinees:

- 1. Mandatory Clearance:** All students appearing for their final term-end examinations (*i.e., 8th or 6th Semester for UG & 4th Semester for PG*) must clear all pending back papers during this cycle.
- 2. Departmental Coordination:** Students are strictly advised to remain in constant contact with their **Head of Department (HoD)** and **Exam Coordinator** to obtain the exact subject-wise dates and schedules.
- 3. Consequence of Absence:** This examination is a final opportunity to align academic records. Failure to appear or clear the back papers during this session will result in a Year Back (Detention). No further requests for special examinations will be entertained prior to the final degree award.
- 4. Summer Vacation Advisory:** Students are directed **not to plan any travel or summer vacations** that overlap with this period. Personal commitments will not be accepted as a valid reason for missing these examinations.

N.B:- To avoid academic discrepancy and ensure eligibility for the final degree, all concerned backlog examinees must comply with this directive without fail.



By the order of Vice Chancellor
Sd/-
(Controller of Exams)

CC To:

1. Office of the VC/PRO-VC/Registrar – for kind information to VC/PRO-VC/R.
2. Dean Academics/Associate - Dean Academics/Dean Admin.
3. All HoDs/Principal & Exam Coordinators
4. Notice File (SU)
5. Guard File (Exam Dept./SU)