



## ST. JOSEPH'S COLLEGE (Autonomous)

ಸಂತ ಜೋಸೆಫರ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

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Re-accredited with 'A++' Grade (IV cycle) & 3.79/4 CGPA by NAAC | 'College of Excellence' by UGC

Ref:

Date:

### NOTICE

**7-08-2024**

**Ref: Request for an Additional Academic year to complete the programme.**

**(UG 2019 & PG 2020 batches)**

**(Registration for the Odd semester examination of 2024-25)**

As per the UGC guidelines, all UG students must complete the programme within 5 years and PG students within 4 years. The duration is calculated from the date of the first entry to the respective programme in the college. However, for deserving students, the academic council of the college may extend one additional year for completing the programme.

**Eligibility:** UG Students whose Registration number starts with 19 and PG students whose registration number starts with 20 only are eligible for this request.

This registration is only for the odd semester examinations of the academic year 2024-25. Students seeking an additional year must write the examinations in the current syllabus and the mode of examination and the pattern of question paper will be the same as that for the regular candidates. Kindly write to the HODs regarding the course code number, title and the syllabus of the paper(s) to be written.

Students who were ineligible to write the examination due to various reasons and whose status remains the same are not allowed to write the one-time chance examination.

Those candidates who want to apply for the additional academic year must

(i) Fill out the application form & self-declaration form and send it to [coeoffice@sju.edu.in](mailto:coeoffice@sju.edu.in) along with the scanned copy of the marks statement for the semester(s) in which there is back paper.

(ii) Apply for the supplementary examination, October 2024 (to be conducted in November 2024) after the notification.

Controller of Examinations

**BEFORE THE PRINCIPAL OF ST JOSEPH'S COLLEGE  
(AUTONOMOUS) BENGALURU-560027**

**SELF DECLARATION FORM**

I \_\_\_\_\_  
aged about \_\_\_\_\_ years, son/ daughter of \_\_\_\_\_  
Residing in \_\_\_\_\_

\_\_\_\_\_ do solemnly

affirm and state on oath as follows:

(i) That I am the student of \_\_\_\_\_ (write the name of the programme) of  
aforesaid institution with the registration number \_\_\_\_\_.

(ii) I have joined the college in the academic year \_\_\_\_\_ - \_\_\_\_\_ and should have  
completed the programme in the academic year \_\_\_\_\_ - \_\_\_\_\_.

(iii) I have submitted my plea to the authorities of the said institution to consider my  
case as rare and special and allow me to appear for the end semester examination  
in \_\_\_\_\_ (write the number of papers) courses in \_\_\_\_\_ semester(s)  
to be held in November / December 2024.

The college has explained to me that

(1) I have exhausted all my chances to write the examination and complete the  
programme to get my degree certificate.

(2) The examination committee will scrutinise my application form and decide on  
my request based on merit. The decision of the committee has to be ratified by the  
academic council. I agree that if the academic council rejects my plea for an  
additional chance, examination(s) written on the basis of the decision of the  
committee will be declared null and void.

(3) If the examinations for the courses which I have to complete are conducted before  
the academic council meeting, I will be allowed to write the examination with the  
condition that my results will be published only after the academic council gives its  
permission to do so.

(4) If the committee accepts my request and is ratified by the academic council, this  
will be the extended period and the last chance for me to complete the programme.  
If I do not pass the course(s) in this academic year 2024-25, I will not be eligible to  
apply for the degree certificate.

(5) I can not request the Principal for any further chance or to extend my course  
period beyond the 2024-25 academic year.

(6)I am aware that I have to write the examination in the present syllabus and pattern.

(7)I am also aware that this application is only a request form and I must apply for the Odd Semester Supplementary examination October 2024 as and when the notification is posted by the Controller of Examinations.

Date:

Signature of the student:

Signature of the parent.

Place:

**APPLICATION FORM FOR THE EXTENSION OF AN ACADEMIC YEAR TO WRITE THE SEMESTER EXAMINATION TO COMPLETE THE PROGRAM (Odd semester Registration 2024-25)**

Name of the Candidate	
Registration number	
Phone number	
Email.id	
II language opted for	
Have you changed your second language in your 2nd semester?	
If yes, what was the language selected originally during your admission?	
List of open electives selected	
Number of Odd semester courses to pass	
Course code number and Course Title yet to pass (As given in the marks card)	I sem (UG/PG)
	III sem(UG/PG)
	V sem
New Course code number and Course Title in which the examination is to be conducted.	I sem (UG/PG)
	III sem(UG/PG)
	V sem
<p>Please write, why do you need an extension?</p> <p>Give reason(s) why you couldn't complete the programme within the years permitted.</p>	

**Your results will be published only after the academic council gives approval for the extension. If the academic council refuses to give permission, your examination will be declared null and void**

Are you aware that if the academic council is not approving the recommendation of the committee, you cannot complete the degree?

Are you aware that, if you do not pass the course in this chance you cannot complete the degree programme?

Signature of the candidate

Signature of father

Signature of mother

Date of submission of the application form

Signature of the Controller of Examinations

Date of approval by the academic council