



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:

Ref: SJU/Exam/69/24-25

NOTICE

9-01-2025

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

(UG 2019 & PG 2020 batches)

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

Students who were ineligible to write the examination due to various reasons and status remain the same will not be granted the additional academic year.

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

(i) Fill out the application form & self declaration form attached and send it to 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, April 2025 (to be conducted in April-May 2025) after the notification in March 2025.

Controller of Examinations

SELF DECLARATION FORM FOR ADDITIONAL ACADEMIC YEAR

**BEFORE THE PRINCIPAL OF ST. JOSEPH'S COLLEGE (AUTONOMOUS)
BENGALURU-560027 / BEFORE THE VICE CHANCELLOR OF ST JOSEPH'S
UNIVERSITY BENGALURU-560027**

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 _____ (MM/YY format).

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 is 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 _____, (current academic year) I will not be eligible to apply for the degree certificate.

(5) I cannot request the principal for any further chance or to extend my course period beyond _____ (current academic year) academic year.

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

Date:

Place:

Signature of the student

**APPLICATION FORM FOR THE EXTENSION OF AN ACADEMIC YEAR TO
WRITE THE SEMESTER EXAMINATION TO COMPLETE THE PROGRAM**
Please tick the appropriate box, EVEN SEMESTER ☐ OR ODD SEMESTER ☐

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 even semester courses to pass	
Course code number and Course Title yet to pass	
Please write, why do you need an extension? Give reason(s) why you couldn't complete the programme within the years permitted.	
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	
For office Use	