

Special Examinations Notification (Phase-I)

Ref. No. AGC/COE/710

Date: 06-07-2026

Office of the
Controller of
Examinations

It is hereby informed to all concerned that the Special Examinations for the academic session shall be conducted in two phases:

Phase I: For students who are passing out in 2026 and whose regular final semester results have already been declared. Only for subjects of final semester.

Phase II: For eligible students after the declaration of the re-appear examination results. A separate notification regarding Phase II shall be issued in due course.

Accordingly, applications are invited from eligible students for appearing in the Phase I Special Examinations.

Eligibility and Application Procedure for appearing in Special Exams Phase-I

1. Only those students who are passing out in the year 2026 are eligible to apply for the Phase I Special Examinations.
2. Eligible students are required to submit the manual examination form (available in their respective departments) along with the prescribed Special Examination Fee of ₹5,000/- per subject, to be deposited in the Accounts Office, as per the existing practice.

Additional Provisions

1. Students seeking permission on medical grounds shall be considered only if the medical case had been reported to their respective Head of Department prior to the issuance of this circular.
2. Requests based on family casualty shall be considered only in cases involving the demise of an immediate family member, namely parents, spouse, children, or siblings, subject to the submission of appropriate documentary evidence.

Please note, the students falling under the categories specified in the Additional Provisions may apply only for the regular subjects of the January–June 2026 semester.

The last date for submission of applications is 13.07.2026.

The detailed date sheet for the Phase I Special Examinations shall be notified separately at the earliest.

All Heads of Departments are requested to circulate this information among the eligible students and ensure timely submission of applications.

Sd/-

Controller of Examinations

Copy to:

1. Principal (for information, please)
2. Registrars (for information, please)
3. Deans/HoDs for circulation please.
4. Head, Digital Cell (for uploading on website)

Note: Students who apply for certain subjects in first phase of special exams shall not be allowed to apply for those subjects again in second phase.