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## ST JOSEPH'S UNIVERSITY

Ref :

Date :12-9-22

### NOTICE

#### Additional academic year to complete the programme

**(To write the odd semester examination in 2022-23)**

**(Only for the 17 batch UG students and 18 batch PG students are eligible to apply for the additional academic year)**

As per the UGC guidelines which are accepted by the parent university and also the Academic and Governing councils of our college, all UG students must complete the programme within 5 years and PG students within 4 years. The duration will be calculated from the date of the first entry to the programme in the college.

However, the academic council may extend this duration by one more year for the deserving candidates on the recommendation of the committee appointed by the Vice Chancellor. No further extension is allowed.

UG candidates whose registration number starts with 17 and the PG students whose registration number starts with 18 are eligible to apply for the extension of the academic year. **This registration is only for the odd semester examination in the academic year 2022-23.**

Those candidates who want to apply for the extension must

(i) Fill the application form and send it to [coeoffice@sjc.ac.in](mailto:coeoffice@sjc.ac.in)

(ii) Fill the self-declaration form and send it to [coeoffice@sjc.ac.in](mailto:coeoffice@sjc.ac.in)

(iii) Fill the Google form using the link

[https://docs.google.com/forms/d/1ysl1nYr7l7MmvwaYI\\_PHKt5kQ4VNL1uIXK3YS-sSaj0/edit](https://docs.google.com/forms/d/1ysl1nYr7l7MmvwaYI_PHKt5kQ4VNL1uIXK3YS-sSaj0/edit)

(iv) Apply for the supplementary examination in November 2022 after issuing the notification for the same.

(v) The last date to apply for the Additional academic year is 3 pm on the 31st of October 2022

Incomplete application forms will be rejected.

Controller of Examinations

**BEFORE THE HONORABLE VICE CHANCELLOR OF ST. JOSEPH'S UNIVERSITY**  
**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 December 2022.

The University 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 according to the rules of UGC and Bangalore city University and also adopted by the St. Joseph's Colleg (Autonomous), Bangalore.

(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 2022-23, I will not be eligible to apply for the degree certificate.

(5)I can not request the Vice chancellor for any further chance or to extend my course period beyond the 2022-23 academic year.

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

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) 2022-23 academic year- Last date: 31-10-2022 , 3 pm**

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	I sem
	III sem
	V sem
Please write, why do you need an extension?  Give reason(s) why you couldn't complete the programme within the years permitted.	

**Kindly note that this is not the application form for the semester examination. You must apply for the semester examination once the notification is released for the odd semester examination. 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.**

**Controller of Examinations**

Are you aware that if the academic council is not approving the recommendation of the committee, you can not complete the degree?	
Are you aware that, if you do not pass the course in this chance you can not complete the degree programme?	
Signature of the candidate	
Signature of father	
Signature of mother	
Date of submission of the application form	
For office Use	