



KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY

DEEMED TO BE UNIVERSITY, BHUBANESWAR – 24

(Decld. U/S 3 of UGC Act, 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

NOTICE

Date: 6th June 2025

Subject: Registration for Annual Supplementary Examination-2025 (For 2021, 2022 & 2023 Admitted Batches of B.Arch Programme)

All students of the 2021, 2022 & 2023 Admitted Batches of B.Arch Programme are hereby informed that the registration for the **Annual Supplementary Examination – 2025** will be open from **7th June to 9th June 2025** through the **SAP Student Self Service Portal**. Please read the following guidelines carefully:

1. Eligibility for Supplementary Examination

- ✓ Students can register only for **backlog/not appeared subjects (F or I grade)**.
- ✓ A maximum of **50% of the total subjects** (combined from odd and even semesters) can be registered for supplementary exams.

2. Eligibility for Improvement Examination

- ✓ Students with **C or D grade** in any theory paper from the **last Academic Year** can appear for improvement in those papers.
 - Students **without any backlog**: up to 3 improvement papers.
 - Students **with backlog (less than 3)**: can appear in improvement exams such that the total (backlog + improvement) does not exceed 3.

Note: Backlog papers must be registered **first**, followed by improvement papers. If no improvement is achieved, the **original grade will remain**.

3. Improvement of Internal Assessment

- ✓ Students who wish to improve internal assessment marks must attend **summer/counselling classes** in online mode from **12th June to 5th July 2025**, conducted by the concerned course teacher appointed by the School.
- ✓ The internal assessment marks will be based on fresh evaluations during these sessions.
- ✓ Faculty must upload internal marks by **10th July 2025** via SAP Faculty Self Service Portal.

4. Examination Schedule

- ✓ **The end semester supplementary exams will be conducted in the 2nd week of July 2025, only for registered subjects.**
- ✓ The detailed exam schedule will be notified soon on the CoE website: <https://coe.kiit.ac.in/notices.php>

Students are advised to adhere strictly to the deadlines and ensure correct registration through the SAP Portal. For any clarification, the Asst. CoE of the School can be contacted.

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