



# ALAGAPPA UNIVERSITY

(Reaccredited with 'A' Grade by NAAC)

KARAIKUDI – 630 003.TAMILNADU

## DISTANCE EDUCATION

### APPLICATION FOR IMPROVEMENT EXAMINATIONS

1. Programme : 2. Exam Centre with Centre Code :
3. Name of the Study Centre :
4. Name of the applicant (in Block letters) :
5. Enrolment No. :
6. Permanent Address with Pin Code :
7. Mobile No :
8. Year/Semester for which you are appearing :

#### 9. Examination Fees Payment details

- a. Amount paid (₹.) :
- b. D.D. Number :
- c. Date of payment :
- d. Name and place of Issuing Bank :

Details	No. of Papers (1)	Amt./ Paper (₹.) (2)	Total (₹.) (1) x (2)
1. UG /PG/Diploma/ PG Diploma /Certificate Course Theory only		500	
2. Certificate fee (including Exam Application fee, Mark Statement fee)		500	
3. Postage:		50	
4. Late fee:		200	
<b>Total (₹.)</b>			

#### 10. Subjects in which you are appearing for improvement \*

Subject Code	Subject Name	Mark Obtained	Month & Year of passed

- \* 1) Improvement is permitted for the subjects already passed in the latest previous examination only.
- 2) For current and arrear subjects, submit separate application through online.

Verified by (for office use only)

Signature of the Candidate with Date



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Exam Month & Year : .....

### DISTANCE EDUCATION IMPROVEMENT EXAMINATIONS HALL TICKET

Name of the Candidate : .....

Course : .....

Enrolment Number : .....

Examination Centre with Code : .....

Affix Photo  
duly  
attested by  
Gazetted  
Officer

Subject Code :

Signature of the Candidate

Controller of Examinations

## **Guidelines for Improvement Examination of Distance Education**

### **Examinations from December – 2015 Examination onwards**

- (i) Candidates willing to improve his/her mark in the University Examinations including Final examinations (Semester / Non semester) shall be permitted to reappear in the succeeding Examination in which he / she has passed in the first appearance, to be conducted within six months.
- (ii) Improvement of marks is allowed only for theory papers.
- (iii) If the candidate shows improvement, a revised mark statement will be issued, on production of the original mark statement already issued to him/her.
- (iv) For Improvement Examinations, candidate has to pay Rs.500/- per subject plus Certificate fee of Rs.500/-
- (v) If the candidate shows no improvement, marks secured by him/her in the first appearance will remain. No fresh mark statement will be issued in such cases.
- (vi) If the candidate shows improvement in marks and becomes eligible for a higher class, revised Mark Statement/Provisional Certificate/Degree Certificate will be issued on production of the Original Mark Statement/Provisional Certificate/ Degree Certificate already issued to him/her, along with the prescribed fee of Rs.500/- per certificate by means of demand draft in favour “The Registrar, Alagappa University”, payable at Karaikudi.
- (vii) No revaluation is admissible for Improvement Examinations.
- (viii) The application form for Improvement Examinations can be downloaded from the University website [www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in).
- (ix) The duly filled-in Examination Application form for Improvement along with the demand draft should be sent to “The Controller of Examinations, Alagappa University, Karaikudi – 630 003” by speed post on or before the last date mentioned in the Examination schedule to be notified for every examination.
- (x) Fees paid once will not be refunded or adjusted under any circumstances.

**CONTROLLER OF EXAMINATION**