GANGADHAR MEHER UNIVERSITY, SAMBALPUR

FORM FILL UP NOTICE (FOR BACK & IMPROVEMENT AND SPECIAL NCC EXAM)

No. 3576 / Date: 19/11/2026

In partial modification to earlier Notification No.3453/EC dt.29.10.2026, filling up of forms for Back & Improvement (End term / Mid term/Practical) Examination-2026 and Special NCC/NSS/YRC/Sports etc. Examinations of **UG Arts/Science/Commerce/BBA/B.Sc. IST/ B.A. B.Ed., B.Sc. B.Ed. Semester- I to VIII of admission batch -2021-25 for Examination December- 2026 & only End term Examinations of P.G./MBA/MCA/MBA(FM) Semester-I to IV of admission batch-2023-25 for December Examination-2026 will** be held as per the following programme. Eligible candidates are required to fill up their forms for the Back & Improvement Examination -2026, Special NCC/NSS/YRC/Sports etc. Examination-2026 on the schedule dates given below on production of their University Identity Card for verification.

(A)DATE AND TIME OF FILLING –UP OF FORM

20.11.2026 (Without Fine)	UG Arts/Science/Commerce/BBA/Bsc.IST/ B.A. B.Ed., B.Sc. B.Ed. Semester-I to VIII (Admission batch-2021-25) All PG/MBA/MBA (FM)/MCA Semester-I to IV(Admission batch-2023-25) from 10**.00 A.M. to 1.00 P.M.in Room No- Conference Hall Near LG-1**
21.11.2026 (Without Fine)	UG Arts/Science/Commerce/BBA/Bsc.IST/ B.A. B.Ed., B.Sc. B.Ed. Semester-I to VIII (Admission batch-2021-25) All PG/MBA/MBA (FM)/MCA Semester-I to IV(Admission batch-2023-25) from 10**.00 A.M. to 1.00 P.M.in Room No- Conference Hall Near LG-1**
23.11.2026(With late fine of Rs.50.00)	UG Arts/Science/Commerce/BBA/Bsc.IST/ B.A. B.Ed., B.Sc. B.Ed. Semester-I to VIII (Admission batch-2021-25) All PG/MBA/MBA (FM)/MCA Semester-I to IV(Admission batch-2023-25) from 10**.00 A.M. to 1.00 P.M.in Room No- Conference Hall Near LG-1**
27.11.2026(With late fine of Rs.300.00)	UG Arts/Science/Commerce/BBA/Bsc.IST/ B.A. B.Ed., B.Sc. B.Ed. Semester-I to VIII (Admission batch-2021-25) All PG/MBA/MBA (FM)/MCA Semester-I to IV(Admission batch-2023-25) from 10**.00 A.M. to 1.00 P.M.in Room No- Conference Hall Near LG-1**

(B)FEES TO BE COLLECTED

1.	Examination fee for Mid-Term Back(Only for UG Courses)		**100.00 per paper**
2.	Examination fee for Back & Improvement		**175.00 Per paper subject to a minimum of 500.00 per semester for regular courses and Rs. 225.00 per paper subject to a minimum of Rs.500.00 per semester for self financing courses.**
3.	Centre Charge		**100.00**
4.	Cost of application form		**5.00**

1. **N.B.** ***Students must attach a copy of the mark sheet of the semester for which they are filling up of forms (for back/Imp papers) and pass out students must attach a copy of the final semester mark sheet (for improvement Exam).***
2. ***NCC/NSS/YRC/Sports etc. Students must attach their valid NCC enrollment document.***

GUIDE LINE FOR FILLING UP OF FORMS FOR UG CLASSES (IMPROVEMENT/ BACK)

1. A candidate is declared to pass the semester examination, if he/she secures minimum 30% marks in every theory paper (Hons, Pass & Elective) and minimum of 40% marks in the individual practical paper and minimum of 40% in aggregate in each semester examination.
2. If a candidate secures less than 30% marks in a paper and less than 40% in aggregate he/she has to take BACK paper examination in all the papers.
3. If a candidate secures less than 30% marks in a paper(s) and secured minimum 40% in aggregate he/she has to appear only the paper(s) in which he/she secures less than 30% mark.
4. A student either failing to take a paper or failing in papers shall not be awarded distinction even if he/she subsequently fulfils the condition laid down under regulation. Further, he/she will not be included in the merit list.
5. A candidate who fails to secure marks after taking two consecutive chances as Back Paper(s) he/she shall appear in all the papers of the semester examination concerned as per the current syllabus and marks secured in the previous examination shall be Cancelled.
6. If a candidate fails to take any paper of the examination and is marked ABSENT his/her result will be declared only when he/she clears that paper.
7. Candidates who have obtained Second Class Honours can re-appear the Honours/Core papers only to improve their results only once (Semester I to VI) within two academic sessions after publication of the final result.
8. A candidate shall be allowed to improve his/her performance in Honours/Core theory papers only and not in practical papers.
9. In case of improvement examination the higher marks in each paper shall be taken into consideration for determining the results and class. However, Distinction if earned by the candidate shall not be affected by improvement examination.
10. The results of such improvement in different Honours/Core papers of all the semesters shall be published at a time after the completion of the Semester-VI Examination.

11. The candidates taking this advantage (improvement) will be examined on the basis of current syllabus and the higher marks shall be retained during computation of result.

N.B.- ***Suppose a student has passed in 2018 (April) with 2nd Class Honours. He can improve his performance in Honours/Core papers within 2 (two) academic session i.e. withing 2020(April). He has to fill up the forms for improvement either in 2018-19 or in 2019-20.***

GUIDE LINE FOR FILLING UP OF FORMS FOR PG CLASSES (IMP/ BACK)

12. A student shall repeat all the theory and practical papers in which he/she has failed in the semester Examination within a period of eight semesters from the year of admission to the course. Such students shall have to apply to the Head of the Department/Principal in a plain paper during the filling up of forms for the

ensuing semester Examination. If allowed, he/she shall deposit the fees as prescribed by the college.

13. If a candidate secures less than 3.0 Grade point in a paper(s) and less than 4.0 Grade point average in a Semester examination he/she has to appear all the papers in that Semester.
14. If a candidate secures less than 3.0 Grade point in a paper(s) and a minimum 4.0 Grade point average in a semester examination, he/she has to appear only the papers(s) in which he/she secured less than 3.0 Grade point.
15. A candidate is eligible to sit for improvement in a paper(s) only when he/she has passed the semester examination concerned. Further, he/she can improve in a maximum of EIGHT papers(s) in the entire course. The Master Degree students seeking to take improvement examination in any course(s) shall get chances within 8 semesters from the year of admission to the course. The candidates taking this advantage (improvement) will be examined on the basis of current syllabus and the higher marks shall be retained during computation of result.

Mistake if any detected in filling up forms later at the time of scrutiny/at the time of publication of results or after which the application form will render invalid and fee will be forfeited.

19.11.26
Controller of Examination
G.M. University, Sambalpur

Controller of Examinations
G.M. University, Sambalpur

Memo No. 3577 /Date: 19/11/2026

Copy to PA to VC/PA to Registrar/Dy. Registrar/All Notice Boards/All Heads of the Department/All Hostel Notice Boards/Professional Course Notice Boards/COF/COE/ICT Cell/Library for information and necessary action.

Copy to fee Counter for necessary arrangement to collect the examination fees from the students on the date of form fill up.

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