



27-02-2026

**CIRCULAR**

**End Semester Supplementary Examination (April/May 2026)  
Application & Fee Payment Guidelines for the Even Semester Courses  
(Applicable only for UG 2022 & Prior Batch and PG 2023 & Prior Batch students)**

UG students who have failed in any of the courses in the even semesters (II / IV / VI Semester), PG (except MBA) students who have failed in any of the courses in the even semesters (II/IV Semester), and MCA students who have failed in any of the courses in the even semesters (II/IV/VI Semester) can apply for supplementary examination by sending an email request to [supplementaryexam@kristujayanti.com](mailto:supplementaryexam@kristujayanti.com) as per the schedule mentioned below. The email content should include the following details:

<b>Student Name</b>	
<b>Reg. No. / Roll No.</b>	
<b>Programme</b>	
<b>Mobile No.</b>	
<b>College Email Id:</b>	

**Details of Even Semester Courses for which a supplementary application has to be made**

Sl. No.	Semester	Course Code	Course Title	Nature of the Course (Theory/Practical)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**NOTE:**

Students must send the email only from their official institution email ID. Emails sent from personal IDs (e.g., Gmail, Yahoo, etc.) will not be accepted. Please note that all further communication regarding your examination process (such as hall ticket, result publication, etc.) will be sent to your institution email ID. Ensure that your institution email ID is activated at the earliest.

In case your institution email ID is deactivated, please send an email to [cmshelpdesk@kristujayanti.com](mailto:cmshelpdesk@kristujayanti.com) to activate the same.

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Supplementary Examination fee details and guidelines are published on the College/University website.

Last Date for submission of application (For sending email to supplementaryexam@kristujayanti.com)	Last date for payment of the supplementary examination fee for the even semester courses	
	14 <sup>th</sup> March 2026	Without late fee
With a late fee of Rs. 200		30 <sup>th</sup> March 2026

Once the supplementary examination application is accepted, you will receive the payment guidelines through the institution mail id.

**Please note:**

- After making the payment, in case the fee payment is not reflected on the ERP system, students are requested to report to the Student Support Centre (Admin Block, Ground Floor, opposite Accounts Office) on the next working day. Students should carry valid proof of the transaction, such as a fee transfer acknowledgement, for verification.
- After fee payment, students should download the fee receipt from the ERP solution and keep it for future reference.
- The examination fee, once paid, will not be refunded or re-adjusted under any circumstances.

  
Registrar  
**REGISTRAR**  
**KRISTU JAYANTI**  
(Deemed to be University)  
K. Narayanapura  
Kothanur PO, Bengaluru-77  
Karnataka, India