Please select the scheme and select “FOR INDIVIDUAL STUDENT”.

Put the student ID and ENTER

Select the parameter that requires exemption

**Example 1** For eg: If University wants to link a scholar ID whose selection was in Jan 2013. The exception is to be marked as under.

Select Exception parameter : Max Period allowed for linking after date of result

Unit Enter New Value: should be the number of months since the scholar got selection ie IF scholar got selected in JAN 2013 and university is raising exception in APR 2019, then the new value should be 75.

From Date: The date from which University will be allowed to do the linking as per exception

Remarks: Reason of Delay in submitting the documents should be entered
On submission the exception is to be approved by UGC. Once UGC approves the exception, University will be able to link the scholar ID within the time period mentioned in the Exception request.