



URGENT NOTICE **(FOR FAILURE STUDENTS)**

Sub : Submission of End Semester Examination Form for B.E./BE-PTDP/ M.TECH. for ODD term of Academic Session 2017-18.

The failure students who desire to take the End Semester Examination of B.E., M.TECH. & B.E.-PTDP programmes of ODD term of Academic Session 2017-18 scheduled in OCT./NOV. 2017 should submit the examination forms as per the following programme.

The schedule for issue of examination form, payment of fee and submission of filled form is as follows:

- **Issue of Examination Form** in the department : One day before submission date
- **Examination Fee :**
 - Failure students (Ex Students) of all branches –
 - Minimum examination fee – **Rs. 1000/-** (for only one subject)
 - Fee for additional subject – **Rs. 300/-**
 - Maximum Rs. 2500/-

The following schedule is for without late fee and will be strictly followed:

- **Schedule for payment of Examination Fee** and submission of form at account section:

Sr. No.	Date	Semester
1	11.09.2017	I, II & III Sem. M.TECH. & BE- PTDP
2	12.09.2017	I & II SEM. B.E.
3	13.09.2017	III & IV SEM. B.E.
4	14.09.2017	V, VI, VII, VIII SEM. B.E.

- **Late submission of form with fee –**
 - Late fee Rs. 1000/- (from 15/09/2017 to 16/09/2017)
 - Strictly follow schedule time
- **Attach photocopy of Grade Card of previous semester (compulsory)**
- **Payment of Fee and submission of form:**
 - Student should fill the form and tick the subjects in which he/she has to appear for the examination and **cross the subjects** in which he / she do not want to appear for examination with reason thereof.
 - Students should go to account section with filled examination form and submit along with required fee at account section.
 - If Fee is already paid then attach photocopy of receipt and submit in student section
- **If you fail to submit the examination form as per given date and time, then your form will be accepted from 15/09/2017 to 16/09/2017 with late fee.**
- **Examination forms will not be accepted after 18/09/2017.**

Controller of Examinations

Copy to:

- For ALL NOTICE BOARDS
- Dean Academic Matters
- CoE
- All HoD's (CE / ME / EL / ET / CT / EE / IT / FYC), Dean PTDP
- Administrative officer, Assistant Registrar, Accounts officer
- Website I/C for uploading
- MIS section
- Principal for information