

PRIORITY

Dated: 01st May, 2018

Ref: SU/RO/ACS/9(Even Sem.)/2018

IMPORTANT NOTICE

FILLING UP/ISSUE OF EXAMINATION FORMS/ADMIT CARDS FOR EVEN END SEMESTER EXAMINATION

1. The Even End Semester Examination of 1st, 2nd, 3rd and 4th year students will be commenced from **21st May, 2018**. Therefore, all the Coordinators of respective School/Department(s) are requested to arrange collection of blank examination forms and verification –cum-admit card forms from Registrar Office latest by **05th May, 2018 positively**.
2. **All the HoDs/Coordinators of the School/Departments concerned are informed that no examination form will be issued to students who have not cleared the fee. However, the examination form will only be issued with the prior approval of the competent authority to these students.**
3. Duly filled examination and verification–cum-admit card forms are required to be returned to the **Chief Controller of Examination** alongwith the list of students by **10th May, 2018, positively** for signature. The admit cards will be collected by the concerned Coordinators of department(s) from **Chief Controller of Examination** by **15th May, 2018, positively for distribution to the students through class coordinator**. The following instructions may please be followed while completing these forms :-
 - (a) Name, Roll Number, Enrolment Number and Paper codes as per teaching scheme being followed are correctly mentioned in the examination form, admit card and verification sheet.
 - (b) Photograph of the student should be pasted properly and attested in ink signed by the respective Coordinators.
 - (c) Examination form will not be issued directly to the student. All the HoDs/Coordinators of the School/Department(s) will notify dates for issue, collection and deposition of examination forms. If any student fails to deposit the duly filled form on stipulated date i.e. **10th May, 2018, a late fee of Rs 200/-** (Rupees two hundred only) **per day** will be imposed on the student.
 - (d) Admit cards duly signed by the **Chief Controller of Examinations** are distributed under arrangement of respective Coordinators through class coordinators.
 - (e) The examination form in respect of the students having '**F**' grades and are attending the classes in the departments are required to fill up the examination form as well as students having '**E**' grade should also apply to clear the paper. Students having '**D**' grade should apply if they want to improve the paper.
 - (f) The examination forms in respect of '**D**,'**E**' & '**F**' grades (**Back Paper(s)**) students are forwarded along with nominal roll of the students for exam. separately to **Controller of Examination** by 12th May, 2018 for endorsement and **Chief Controller of Examination** for signature by 10th May, 2018, respectively.
 - (g) Students having dues will not be issued admit card and the **Chief Controller of Examination** will ensure the strict implementation.
 - (h) **Students having dues have to collect Admit Card from Registrar Office only.**

P.T.O.

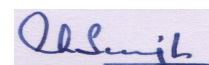
- (i) ➤ The fee for examination of 'D', 'E' & 'F' grades in old system will be as under :-

S.No.	Course	Examination Fee (D,E & F Grades-Theory & Practical)	Tuition fee for attending classes (F Grades-Theory Subject)	Tuition fee for attending classes (F Grades in Lab Practical)
(i)	Polytechnic, BA,B.Sc.,B.Com., B.Ed.,BA LL.B,LL.B,. M.Sc. & M.Phil.	Rs. 1000/- per subject	Rs. 5000/- per subject	Rs. 2500/- per subject
(ii)	B.Tech.,BBA,BCA etc.)	Rs. 2000/- per subject	Rs. 10000/- per subject	Rs. 5000/- per subject
(iii)	M.Tech.,MBA,MCA & LL.M.	Rs. 3000/- per subject	Rs. 12000/- per subject	Rs. 6000/- per subject

- The fee for examination of 'D' & 'F' grades in CBCS system will be as under :-

		Examination Fee (D & F Grades-Theory & Practical)	Tuition fee for attending classes (D Grades-Theory Subject)	Tuition fee for attending classes (D Grades in Lab Practical)
(i)	Polytechnic, BA,B.Sc.,B.Com., B.Ed.,BA LL.B,LL.B,. M.Sc. & M.Phil.	Rs. 1000/- per subject	Rs. 5000/- per subject	Rs. 2500/- per subject
(ii)	B.Tech.,BBA,BCA etc.)	Rs. 2000/- per subject	Rs. 10000/- per subject	Rs. 5000/- per subject
(iii)	M.Tech.,MBA,MCA & LL.M.	Rs. 3000/- per subject	Rs. 12000/- per subject	Rs. 6000/- per subject

- (j) Examination forms in respect of eligible students only are to be submitted to the **Chief Controller of Examination** alongwith nominal roll of students by **10th May, 2018, positively** for checking, signature and updating of the list. The updated list will also be forwarded to Registrar office for record.
- (k) A list of detained students for the subject examination will be forwarded to the **Registrar Office and Controller of Exam. separately** specifying the reasons for detaining as per provisions of the ordinance by after displaying it on the Notice Boards.
- (l) **No examination form will be accepted after 15th May, 2018.**



Vijay K. Singh
Registrar

Copy to :-

1. The Coordinator of Faculty/Deptt. concerned :-

- School of Engineering & Technology (Deptt.of CS,EC/EE, CE & ME)
- School of Basic and Applied Sciences
- School of Biological Engg. and Sciences (Deptt. of BT,Agri& AI, BM)
- School of Business Studies
- School of Law and Constitutional Studies
- School of Education
- Centre for YOGA & Research

The Coordinators of the faculty/dept(s) concerned are requested to inform all the the students those who are on internship training by mail / telephonically to fill up the examination form by due date and clear the dues, if any.

For kind information to :-

1. PS to Hon'ble Chancellor & VC - for info of the Hon'ble Chancellor and Vice-Chancellor, please.
2. Mr. Akhilesh Singh, PS to Hon'ble Chancellor -You are requested to upload the same on University web site for information of the students.
4. Mr. Mridul , Controller of Examinations -Please ensure that the notice is complied with in its letter & spirit.
5. Finance Officer -You are requested to forward a copy the list of students whose fee is outstanding direct to the HoD/Coordinator of the School/Department concerned with a copy to **Chief Controller of Examinations latest by 10th May, 2018, positively.**

Security Officer 7. Examination Cell 8. Library 9. All Notice Boards.