



### **IMPORTANT NOTICE**

All students of **SY, TY, and Final Year B. Tech.** classes having a **backlog of any practical course** (From previously attended classes) and having ESE component with **Practical Oral Examination (POE)/ Oral Examination (OE)** in any of the **previous examinations** with **"FF" or "II" grade** in the respective courses. These students are hereby informed to submit the filled **examination form by paying the examination fee applicable** with attaching required documents as per the following details.

Sr.	Activities	Start Date	Last Date	Last Date	
				With Late Fee (Rs.200/-)	With Super Late Fee (Rs.500/-)
1.	Submission of examination form at the office of CoE	21.10.2021	27.10.2021	29.10.2021	30.10.2021

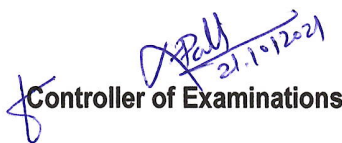
The examination form will not be accepted after due dates.

#### **Process of submission of examination form:-**

1. The student needs to complete **the admission process** [by paying at least 50 % of the payable fee as a first installment] (Not applicable for students having the overall result of the previous exams as "FAIL")
2. Students are requested to collect the blank examination forms from the Office of Controller of Examinations.
3. Fill in the required information correctly and attach the necessary xerox copies.
4. Students must ensure the correct course codes and course names for appearing courses.
5. Approach to "Account Section" for verification of any other dues and paying applicable examination fee.

Sr.	Particulars	Examination Fee
1.	Examination fee for UG students [POE/OE]	Rs. 100/- per credit
2.	Grade card fee (applicable to all students appearing for backlog exams.)	Rs. 50/-
3.	Late fee (If applicable)	Rs. 200/-
4.	Super late fee (If applicable)	Rs. 500/-

6. A confirmed examination form from the account section must be finally submitted to **Mr. Shahrukh Jamadar** at the Office of Controller of Examinations/Examination Cell.

  
**Controller of Examinations**

  
**Director**

  
**Executive Director**

