



Ref. COE/Conduct/Notice/741

Dated: - 30.11.2022

Sub: - Schedule for filling of Examination Forms for B.Tech 1st & 3rd Semester Examinations.

Theory examinations of B.Tech 1st Semester & 3rd Semester are scheduled to commence as per the Academic Calendar issued by the University. Accordingly the portal will be opened from **03.12.2022** onwards for filling of **(Regular/Re-Appear)** examination forms by following the procedure as:-

1. Students of University Teaching Departments (UTDs) have to apply through their concerned department. This registration has to be approved by the concerned Chairperson. 1st & 3rd semester re-appear examination forms has to be applied through their individual login on the portal and deposit the requisite fee for re-appear examinations.
2. Students of affiliated Institutions have to submit their examination forms on the portal through their Institute. After submitting the details, Institutes are required to pay applicable examination fee (per semester / per student) on the portal.

Schedule for filling of forms are under:-

Name of Course / Exam	Last date for submission of exam form without Late fee	Last date with Late fee of Rs. 200/-
B.Tech 1 st & 3 rd Semester	13.12.2022	20.12.2022

Affiliated Institutes are required to deposit copies of cut list and fee deposition slip to this office up to 03/01/2023. All concerned are requested to complete the process with in the stipulated time so that examinations may be carried out smoothly and in time.

- All Concerned are advised to verify the schemes and subject details / internal or external marks distribution before subject booking and in case any discrepancy is found in the schemes please report immediately to Academic Section for removing the discrepancy.
- Any Student or Institute is not allowed to fill their Current (Regular) Semester Examination form without fulfillment of lower semester Academic/Examination activities i.e filling of lower Semester Examination form, uploading of Sessional awards, fulfillment of attendance requirements/appearing in theory or practical examinations etc (all Academic/Examination activities)
- Theory and Practical Exams of all students will be conducted as per Academic Calendar issued by Academic Branch.

Facet 30.11.2022
Assistant Registrar (Exams)
for, Controller of Exams

CC: -

- PS to the Hon'ble VC /PA to Registrar for kind information
- Chairpersons of UTDs / CBCS Coordinators of UTD's /DR/AR (Affiliation)
- The Director/Principal of affiliated Institutions / In-Charge Academics NITTTR Chandigarh/NPTI
- System analyst / ERP In charge, with a request to upload this notification on the website and open the portal as per given schedule.
- A.R Academic (Kindly ensure all syllabuses are updated on the web-site by the concerned dealing staff).