



Ref. COE/Conduct/Notice/ 1603

Dated: - 20.11.2023

**Subject: - Schedule for filling of Examination Forms for B.Tech 1<sup>st</sup> Semesters (Regular/Re-Apppear) Examinations Dec - 2023.**

End-Semester theory examinations of B.Tech 1<sup>st</sup> Semester Course are scheduled to commence as per Academic Calendar issued by the University. Accordingly the portal will be opened from **27.11.2023** onwards for filling of **(Regular/Re-Appear)** odd semester examination forms by following the procedure as:-

3. Students of UTDs have to apply through their concerned department and deposit the requisite fee for regular examinations. This registration has to be approved by the concerned Chairperson. (Re-Appear examination form has to be applied through individual login of the student on the portal).
4. 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) for all courses on the portal.

**Schedule for filling of forms are under:-**

Name of Course / Exam	Last date for submission of exam form without Late fee
B.Tech 1 <sup>st</sup> semester Course	04.12.2023

Affiliated Institutes are required to deposit copies of cut list and fee deposition slip to this office up to 06/12/2023. All concerned are requested to complete the process within 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 of all courses 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.

*S. Guly 20.11.2023*  
Assistant Registrar (Exams)  
for, Controller of Examinations  
*S. Guly 20.11.2023*

**CC: -**

- PS/PA to the Hon'ble VC / Registrar for kind information of VC/Registrar
- Chairpersons of UTDs / CBCS Coordinators of UTD's /DR/AR (Affiliation)
- The Director-Principal, affiliated Institutions
- 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).