



J. C. Bose University of Science & Technology YMCA Faridabad  
(formerly YMCA University of Science & Technology)  
Sector 6, Faridabad (HARYANA) - 121006

A State Govt. University established vide State Legislature Act 21 of 2009  
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Ref. COE/Conduct/Notice/903

Dated: - 04.12.2020

**Subject: - Notice for filling of Examination Forms for Odd Semester Examinations (UG/PG Courses) of students of Echelon Institute of Technology, Faridabad.**

With reference you're your email dated 03.12.2020, regarding submission of continuation return for 3<sup>rd</sup> & 4<sup>th</sup> year students (only), the EIT is hereby allowed to submit the examination forms for the End-Semester examinations to be commenced w.e.f Dec 21, 2020. Accordingly, the web-portal for submission of examination forms for 5<sup>th</sup> and 7<sup>th</sup> semester students is herby opened till Dec 7, 2020.

2. EIT is required to submit the examination forms along with applicable fee. Thereafter, the cut-lists of students along with fee receipts are to be submitted to this office up to 08/12/2020 with signature & stamp of Head of the Institution. To expedite the process, it will be appreciated that EIT submits all these within the stipulated time.
3. Practical Exams (except in 2020-21 admitted students) are to be conducted from 08.12.2020 to 17.12.2020, **External practical examiners will be deputed/assigned by the University. (For all affiliated Institutions)**. After filling of the examination forms.
4. Portal for filling of Sessional & Practical Awards will be open till 18.12.2020, the EIT is required to submit signed copies (by Internal & External examiners duly verified by Head of Institution with stamp) of all type of awards & other documents till 21.12.2020 in Examination branch.
5. A student detail performa is enclosed with this notification. The EIT is required to provide Mobile nos. & email id of each and every student (separately for Regular & Re-appear students) by 10.12.2020 as per format in Excel sheet (Soft & hard copies, related to online exam) for further necessary.
6. Further, EIT is 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, same should be reported immediately to Academic Section for removal.

*for C.W. 04.12.2020*  
Assistant Registrar (Exams)  
for Controller of Examinations  
*4/12/2020*

CC: -

- Director-Principal, EIT Faridabad
- PA to the Hon'ble VC/Registrar for kind information
- DR /AR (Academic/Affiliation)
- System analyst with a request to upload this notification on the website and open the portal as per given schedule.