

NOTICE

Exam / coordinator/AOB/06

Date 30/8/16

All the students , Class In charge , P.G. Coordinators and HOD are informed that Exam form for Regular , Ex- Students have to be filled in college only No student is allowed to directly sent form to university by post or by hand .

Students and concerned authority are informed that these are the steps to fill Exam Form--

- 1. Student will take form and challan from office (Exam Form fee to be asked by student in A/C Section / Copy of Fees will also be made available in department).**
- 2. Student will have to fill the challan in bank on same day.**
- 3. Student have to give completely filled exam form (with proper photos and signature and all documents) and challan copy to Class In charge /PG coordinators (Class in charge and PG coordinators have to give proper subject codes and Tally Fees)**
- 4. Class in charge and a non teaching staff of department has to submit all the details in the prescribed format along with correctly verified and attested exam forms to HOD**
- 5. HOD and a non teaching staff of department has to check NAME, SUBJECT, SUBJECT CODE, ATTESTATION etc and sign on report and hand over to Principal Sir also have to mail a soft copy Principal and office clerk .**
- 6. Principal will verify all the form only if reports is signed by HOD and Class In charge (HOD and Class IC have to make counter sign) and will give to office.**
- 7. Office clerk will have to submit exam form to University along with all prescribed format Form University.**

Note

1. No form will be take after the due date
2. Form will be processed till Step 5 in two lots one for Form before due date of regular fees and one for due date of late fees
3. University has told us to collect form in offline mode If the form filling process is made online then all H.O.D. will be notified for the same

Format to Class I/C

Sr. No	Name of Student	Year and Semester	Fees	Challan No	Date of Payment	Sign of Student	Sign of IC	Sign of HOD

Principal

Copy to HOD to display and circulate among staff and students

CSE	CIVIL	EE	ENTC	MECH	FY	Office	Library	Website
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