Ref.No. COE/MAKAUT,WB/04/2023   **Date: 10/01/2023**

Notice on Form fill-up for Regular & Backlog Students for Odd Semester Examinations 2022-23 for In-house Departments and CCPTR Institutions
Phase II (all 1st semester and 3rd semester - B Tech)

Competent authority of the University has decided to conduct phase II of end semester (odd) examinations 2022-23 in offline mode as per notifications published earlier for 1st semester and 3rd semester - B Tech regular and backlog students and all concerned are advised to follow the steps for application /form fill-up for the same as per following.

1. Application form would be available in department/college login for all enrolled students of all 1st semester and 3rd semester - B Tech regular and backlog students of UG and PG program for issuance to the eligible students.
2. On release of the online forms by the department/colleges concerned, students can submit the application online from their login.
3. Upon submission of the forms, the students will be able to submit their examination fees online through different methods available.
4. The regular and backlog form have to be filled up separately by the students.
5. After payment of the fee(s) student must download the form for future reference.
6. Process of collection of signed forms would be taken care by the departments/colleges, and such forms need to be submitted in due course of time, if required, as per intimation for the same.
7. After submission of the fee, the admit cards will be generated online in the student login.
8. Practical/Sessional examinations would be held at respective departments/colleges and department/colleges concerned will publish schedule and inform students in this matter. Provision for submission of marks in practical/sessional courses would be available in ERP system for the students for whom admit card is issued.
9. All theory examinations of full marks 70 and duration 3 hours in morning (10 am to 01 pm) / afternoon (02pm to 05 pm) session would be held at respective colleges following guidelines and process followed already issued in phase-I during December 2022 and schedule published/available in admit card.
10. The schedule to be uploaded by the departments in the ERP portal.
11. The following would be different dates for different activities for the above mentioned purpose.

Dates for fill-up for all 1st semester and 3rd semester - B Tech 2022-23 regular and backlog students	
21/01/2023	Commencement of issuance of forms by the Department/College and submission of application form and fees by the candidate
27/01/2023	Last date of issuance of forms by the departments/colleges
28/01/2023	Last date for online submission of the form and fees by the students
30/01/2023	Additional date for submission of the fees online by the students
31/01/2023	Tentative date for generation of admit Card
01-06/02/2023	Dates of holding practical/sessional examinations and submission of marks in portal
07-15/02/2023	Tentative dates of Theory Examinations

Classes of 2nd Semester and 4th Semester - B Tech will commence from 16.02.2023.

Fees for each candidates: Regular: 1200/-   **Back paper per semester: 1000/-**

For any further information, students are advised to visit the notice section of the examination portal or contact their college concerned.

(Dr. Subhashis Datta)
Controller of Examinations