OFFICE OF CONTROLLER OF EXAMINATIONS

Ref.No.COE/C-Notice/04/1057   Date: 18.09.2019

To

The Director/Principal/Chairpersons of
All the affiliated Engineering colleges/UTDs

Subject: **Online student registration of 1st, 3rd, 5th & 7th semester (only for B.Tech- 2016 batch of University campus) students for Dec -2019 regular examinations.**

R/Sir/Madam,

As we all are aware that end semester theory examinations are scheduled to commence from 10/12/2019. Accordingly the portal will be open from 24/09/2019 at 9:00 AM to 09/10/2019 up to 5:00 PM for filling of data by following the procedure as:

1. Students of UTDs have to apply through their concerned department and deposit the requisite fee. This registration has to be approved by the concerned Chairperson.
2. Details of students of affiliated institutions have to be submitted on the portal by the institute. After submitting the details, institutes are required to pay a fee of Rs. 1500/- per semester per student as examination fee for all courses on the portal.
3. Late fee fine after last date is over is as follows:
   - 01 to 07 Days   -   Rs. 200/- per student per semester
   - 08 to 14 Days   -   Rs. 500/- per student per semester
   - 15 to 21 Days   -   Rs. 1000/- per student per semester

Institutes/UTDs are required to deposit cut list and fee deposition slip to this office up to 16/10/2019.

All concerned are requested to complete the process with in the stipulated time so that examinations may be carried out smoothly and in time.

Assistant Registrar (Exams)
For Controller of Examinations

- All Concerned

Copy of the above is forwarded to the following for information and necessary action through e-mail only:
- PA to VC/Registrar
- All Deans/CBCS coordinators
- In-charge (Web server) with a request to upload on the website
- Notice Board