



Ref. No. :

Date :

**Ref.No. COE/MAKAUT,WB/109/2021**

**Date: 24/12/2021**

**Notice on Form fill-up for Regular/Backlog Students for  
3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> Semester (Odd) Examinations 2021-22**

Competent authority of the University has decided to conduct end semester (odd) examinations 2021-22 online for 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semester students, following all advisories and guidelines of different bodies in the Covid-19 pandemic situation in the interest of the students and all concerned are advised to follow the steps for application /form fill ups for the same as per following.

1. Application form would be available college login for all enrolled students of 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semester of UG and PG courses for issuance to the eligible students.
2. On release of the online forms by the colleges concerned, students can submit the application online from their login. In case, there is problem of connectivity, college admin can submit the application on the basis of request from the student considering Covid-19 pandemic situation.
3. Upon submission of the forms, the students will be able to submit their examination fees online through different methods available. In case of non-availability of online payment facility with the students, provision would be available to pay the fees of the students by the colleges as earlier.
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 colleges, and such forms need to be submitted to the University in due course of time, as per notification/intimation for the same.
7. After submission of the fee, the admit cards will be generated online in the student login.
8. Provision of submission of marks in practical courses would be available for the students for whom admit card is issued for the regular candidates.
9. The following would be different dates for different activities for the above mentioned purpose.

<b>Dates for fill-up for 3rd, 5th, 7th, 9th Semester_Evaluation 2021-22 for Regular and Backlog Students</b>	
04/01/2022	Commencement of issuance of forms by the College and submission of application form by the candidate
09/01/2022	Last date for issuance of the form by the Colleges
10/01/2022	Last date for online submission of the form and fees by the students
12/01/2022	Last date for submission of the fees online by the colleges
14/01/2022	Tentative date for generation of admit Card
17-29/01/2022	Tentative dates of Theory Examinations
24-31/01/2022	Dates of holding practical examinations and submission of marks in portal

**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