Subject : END SEMESTER EXAM FORM FILL-UP OF B.TECH- 1ST & 3RD SEM, M.TECH- 1ST SEM & MANAGEMENT- 1ST SEM STUDENTS UNDER MAKAUT

All **1ST & 3RD** Sem Students of **B.TECH**, **1ST** Sem Students of **BBA, BCA, BBA(HM)**, **1ST** Sem Students of **M.TECH, MCA & MHA** Courses of Institute of Science & Technology are hereby directed to see the Notice for Exam Form Fill-up of Regular & Backlog Exam. published in University's website **(makautexam.net)** bearing Notification No **COE/MAKAUT, WB/34/2023** Date: **15/01/2024** and complete the Examination Form-Fill-up process with their own responsibility within the date mentioned in that Notice.

[College will Release the Exam Forms to the students who have Cleared their Semester Fees, after that, the students will get Exam Form in their Dashboard, So students who have not cleared their Semester Fees till date will have to clear their Semester Fees within 29.01.2024, because Starting Date of Release the Exam. Forms by the College is 30.11.2024 and last date of Release the Exam. Forms by the college is 02.02.2024. Forms of defaulter students will not be released by the College.

Followings Steps are to be followed :

Step-1 : Open the wesbite of University – **makautexam.net -- Click on Member's Area-- click on STUDENT**, then Log in with Students credential **(User ID & Password).**

Step-2 : Fill up the Exam Form Regular & Backlog (if any) and click on **" CONFIRM & SUBMIT"** Button.

Step-3 : Pay the **EXAM FEES** for Regular & Backlog (if any) Examination. Regular Exam Fee Amount is **Rs. 1200.00** & Backlog Exam Fees Amount is **Rs.1000.00**

(If any student already paid his/her Exam Fees Rs. 1200.00 with their Sem. Fees, College will pay their Exam Fees only)

By Order, Authorised Signatory

Step-4 : After Paymen, please download the Exam Form, put Signature in appropriate space, scan in PDF format and send the PDF Copy of Exam Form to : **academic@istonline.org.in**, jpg format will not be accepted. Please write in the Subject line as : **NAME:ROLL:COURSE:SEM**

Students are fully responsible to fill the Exam From and payment the Exam Fees (Except Already Paid Students), College is not responsible for the same in any Circumstances.)

IMPORTANT DATES FOR THE STUDENTS

Starting Date of Exam Form Fill Up & Payment   : 30.01.2024
Last Date of Exam Form Fill Up & Payment   : 04.02.2024

N.B: All the students are requested to complete the form fill up process preferably within 2 days of the commencement of application form up i.e. 01/02/2024 to avoid server error and payment gateway problem.

By Order, Authorised Signatory