Subject : **EXAM FORM FILL-UP OF 2ND, 4TH, 6TH & 8TH SEM STUDENTS**

All **2ND, 4TH , 6TH & 8TH** Sem Students of **B.TECH, 2ND, 4TH & 6TH** Sem Students of **BBA, BCA, BHM & MCA, 2ND & 4TH** Sem Students of **M.TECH & 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/19/2022** Date: **26/05/2022** 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 and only after that the students will get Exam Form on their Dashboard. So students who have not cleared their Semester Fees till date will have to clear their Semester Fees within 03.06.2022, because Starting Date of Releasing the Exam Forms by the College is 06.06.2022 and last date ofReleasing the Exam. Forms by the college is 09.06.2022. Forms of defaulter students will not be released by the College. Releasing the Exam. Forms by the college is 09.06.2022. 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)

Step-4 : After Payment , 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 in .jpeg 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 : 06.06.2022
Last Date of Exam Form Fill Up & Payment   : 11.06.2022

By Order, Authorised Signatory