



E-NOTICE

Date - 04/05/2023

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/12/2023** Date: **02/05/2023** as attached herewith 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 09.05.2023, because Starting Date of Release the Exam. Forms by the College is 10.05.2023 and last date of Release the Exam. Forms by the college is 16.05.2023. Forms of defaulter students will not be released by the College.]

Followings Steps are to be followed :

- Step-1 :** Open the website 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-4 :** 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-5 :** 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**. 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 Form 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 : 10.05.2023
Last Date of Exam Form Fill Up & Payment : 17.05.2023

By Order, Authorised Signatory



Ref. No. :

Date :

Ref.No. COE/MAKAUT,WB/12/2023

Date: 02/05/2023

Notice on Form fill-up for Regular & Backlog Students for Even Semester Examinations 2022-23
for all affiliated colleges, In-house Departments and CCPTR Institutions

It is notified for all concern that competent authority of the University has decided to conduct End Semester (Even) Examinations 2022- 23 as per academic calendar already published 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 college/department/CCPTR institute login for all enrolled students of all 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 the guidelines and process of odd semester and schedule published/available in admit card.
10. The schedule of affiliated college would be available in the university examination website and schedule for In-house and CCPTR centers to be uploaded by the departments in the ERP portal.
11. All concerned are requested to note that all related processes would be available in the makautexam.net portal for affiliated colleges and University ERP system for In-house departments and CCPTR institutions.
12. The following would be different dates for different activities for the above-mentioned purpose.

Dates for fill-up for all even semester examinations 2022-23 regular and backlog students	
10/05/2023	Commencement of issuance of forms by the colleges, department/CCPTR institutions and submission of application form and fees by the candidate
16/05/2023	Last date of issuance of forms by the departments/colleges
17/05/2023	Last date for online submission of the form and fees by the students
18/05/2023	Additional date for submission of the fees online by the affiliated colleges/In-house students
20/05/2023	Tentative date for generation of admit Card
22-27/05/2023	Dates of holding practical/sessional examinations and submission of marks in portal
01-20/06/2023	Tentative dates of Theory Examinations

Fees for each candidate: 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 through their college concerned.

(Dr. Subhashis Datta)
Controller of Examinations