

REGISTRATION FOR EACH EXAMINATION

Applications for Registration for each examination will be received from the Principals in the prescribed form (given in the Web site) in accordance with the Notification of each examination on the prescribed dates. Both Regular & Supplementary students should submit applications to Principals concerned who will send the same to this office along with nominal list sorted year/semester wise and Branch wise, Scheme wise. (In case of Revision '97 students whose Register Number start with '9', and also for Part time students, 'B list' also should be sent) Students in the Attendance roll of Polytechnics can remit fees at the college and others should remit by Chalan in the Treasury under the head **0202-02-101-98-Examination fee**. Supplementary candidates who want to appear for practical subjects alone also should submit application for registration in the prescribed format.

Before forwarding the Applications to this office, the Principals should ensure that only eligible candidates have submitted Application for the Examination. Minimum required attendance for the eligibility of exam is 80% with provision to obtain condonation of shortage of attendance for valid reasons from competent authority as per rules. The Principals should also ensure that the students concerned have been sanctioned condonation for shortage, if any before issuing Hall Tickets of each exam. .Application for condonation need not be sent to this office. Howe ever the Principals may forward to this office one copy of the Proceedings issued by them sanctioning the condonation before each exam. Applications of those candidates who are not eligible for promotion to next Semester/ Year and whose attendance is below 65% need not be forwarded.

It is noticed that some of the students in the Roll of the Institution who enjoy fee concession don't submit application in time even if they need not pay fees. This is reported as a reason for not sending application to this office sufficient early. Please note that fine prescribed in the Exam Notification is applicable to all those who submit application late. Students who need not remit fee are not exempted from submitting application in the prescribed date. Hence all students who submit application late in the office even if they enjoy fee concession are liable to pay fine for late submission.