



Ref. No. :

Date :

**Ref.No. COE/MAKAUT,WB/07/2024**

**Date: 14/05/2024**

**Notice on Form fill-up for Regular & Backlog Students for Even Semester Examinations 2023-24 for all affiliated colleges**

Competent authority of the University has decided to conduct end semester (even) examinations 2023-24 for all regular and backlog students and all concerned are advised to follow the steps for application /form fill-up for the same as per following for affiliated colleges.

1. Application form would be available in college login for all enrolled of all semester regular and backlog students of UG and PG program 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.
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, 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 colleges and colleges concerned will publish schedule and inform students in this matter. Provision for submission of marks in practical/sessional courses would be available in examination portal 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 guidelines already issued and schedule published in the website/available in admit card.
10. The theory examinations of all courses would be held in a specially designed **answer scripts containing 24 pages**. All students must note and prepare accordingly.
11. The following would be different provisional dates for different activities for the above mentioned purpose.

<b>Dates for form fill-up for even semester 2023-24 - regular and backlog</b>	
15/05/2024	Commencement of issuance of forms by the colleges and submission of application form and fees by the students
18/05/2024	Last date of issuance of forms by the colleges
19/05/2024	Last date for online submission of the form and fees by the students
21/05/2024	Last date for submission of the fees online by the colleges
24/05/2024	Tentative date for generation of admit Card
28/05-07/06/24	Dates of holding practical/sessional examinations and submission of marks in portal*
10-28/06/2024	Tentative dates of Theory Examinations

**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