

NOTICE

SU/Exam.-103/24-25

21st December 2024

Attn: Issue of Admit cards for 5th, 3rd & 1st sem. UG & PG (Regular/Back) End-Term Exam. 2024-25.

Admit cards of 5th, 3rd & 1st sem. UG & PG (Regular/Back) End-Term Exam. 2024-25 (**Attendance criteria should be fulfilled**) will be issued as per the following schedule.

All dues must be cleared by the student before collecting the admit card positively.

Date & Timing

| Date | Program | Venue | Timing |
|--------------------------------|---|--------------------------|--------------------------------------|
| 28.12.2024 to 31.12.2024 | 5 th Sem. UG & 1 st Sem. PG Students having Shortage of Attendance only & Back. | #02-61 (Exam. Office) | 10:30AM-1:30PM & 2:30PM-5:00PM |
| 28.12.2024 to 31.12.2024 | 3 rd Sem. (UG/PG) Students having Shortage of Attendance only & Back. | #02-53 (Exam Floor) | 10:30AM-1:30PM & 2:30PM-5:00PM |
| 30.12.2024 & 31.12.2024 | 3 rd Sem. CSE & M.Tech. | Hall-01 | 2:30PM-5:00PM |
| | 3 rd Sem. CST, CEN & EIE | Hall-02 | |
| | 3 rd Sem. ECE & M.Sc. | Hall-03 | |
| | 3 rd Sem. EEE & MCA | Hall-04 | |
| 30.12.2024 & 31.12.2024 | 5 th Sem. CSE | Hall-01 | 10:30AM-1:30PM |
| | 5 th Sem. EEE, CST & EIE | Hall-02 | |
| | 5 th Sem. ECE & CEN | Hall-03 | |
| | 1 st Sem. MCA, M.Sc. & M.Tech. | Hall-04 | |

N.B:

- **Admit cards will not be issued after the scheduled time.**


Controller of Examinations



APPLICATION FOR ISSUE OF ADMIT CARD

Name of Student _____ SIC No:

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Registration No: _____ Semester _____ Branch _____ Section _____ Group _____

Subjects in which Attendance is below 80%:

Examination: [] Mid-Term [] End-Term

| Subject Code | Subject Name | Classes Conducted | Classes Attended | Attendance % |
|--------------|--------------|-------------------|------------------|--------------|
| | | | | |
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| | | | | |

Reason(s) for Shortage of Attendance: _____

List of Supporting Documents Attached: (In case of photocopies, originals must be produced to FA for verification)

1. _____ 2. _____
3. _____ 4. _____

I do hereby declare that the above mentioned details are correct and true to the best of my knowledge and belief. I also certify that the documents I have attached with this application are authentic and I can produce the originals whenever required. I undertake that if any document is found to be false or forged, I may be debarred from appearing the examination.

Date: _____
_____ Full Signature of the Student

[FOR OFFICE USE ONLY]

Recommendation/Comments by Faculty Advisor: (Attendance % mentioned above must be verified before recommending)

Name & Department of FA _____
_____ Signature of Faculty Advisor

NOTE:

- If the student has less than 80% attendance in at least 1 subject, then the Faculty Advisor will recommend/comment and forward the application along with all enclosed documents to the Dean (Instruction) after proper verification.
- Dean (Instruction) may allow up to 65% attendance for valid reasons as per recommendation of Faculty Advisor.
- If attendance is less than 65% in at least 1 subject, then the application will be forwarded to the Vice Chancellor for his approval.
- Disallowed subject(s) shall be struck-out on the Admit Card with a RED pen and signed against those subjects.
- Admit Card will be issued by the Examination Section after verification of Dues Clearance.

Subjects Allowed _____ Subjects NOT Allowed _____

| | | |
|--------------------------|---------------------------------|----------------------------------|
| Accounts Clearance | Approved / Forwarded to VC | Approved / Rejected |
| Signature of HOD (Admin) | Signature of Dean (Instruction) | Signature of the Vice-Chancellor |