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## INSTRUCTIONS FOR FILLING UP EXAMINATION FORM

(This form is for passed out students up to 2010 Batch only. The students from 2011 Batch onwards and All M. Tech. Students must fill the form online in the collage after getting their user ID/password from Sh. Rajiv Bedi, AP (CSE).

Please follow the instructions given below while filling up of Regular/Reappear examination form cum admit card.

- 1. The form is to be filled up by each student of previous batches (Up to 2010 Batch) only, who intends to appear in reappear examinations.
- 2. Photocopy of the examination will be retained by academic section while the original will be given back to student after getting it signed by competent authorities. This copy will serve as admit card for the student. It is mandatory to bring this admit card in each examination for which the student is appearing in.
- 3. Please fill the form legibly. As the data will be manually captured, illegibility may cause inconvenience at a later stage. Please ensure while submitting your form that correct subject has been read by the dealing hand.
- 4. Please confirm the amount payable as examination fee from the academic section.
- 5. In the columns 5-6 and 11-12 please tick in appropriate box to indicate that you will be appearing in internal and/or external examination.
- 6. A student can appear in maximum of 10 external theory papers which includes both regular and reappear subjects. However, there is no limit on the number of practical subjects in which a student can appear. If the number of subjects is more you may attach another copy of this form to fill additional practical subjects.
- 7. Student will have to get his/her examination form signed by respective Head of the Department before submitting it in the academic section.
- 8. Students are advised to follow all the instructions given from time to time by Dean (academics) and Controller of Examination.