

## NOTICE

SU/Exam.-122/24-25

13<sup>th</sup> February 2025

### **Attn: Issue of Admit cards for 8th Sem. B.Tech. (Reg./Back) Mid-Term Examination 2024-25.**

Admit cards of 8<sup>th</sup> sem. B.Tech. Mid-Term (Regular/Back) Examination 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
20.02.2025 & 21.02.2025	8 <sup>th</sup> Sem. B.Tech. Students having shortage of Attendance & Back.	Exam. Office #02-61	10:30AM-1:30PM & 2:30PM-5:00PM
21.02.2025	8 <sup>th</sup> Sem. CSE, CEN & EIE	Hall-02	2:30PM-5:00PM
	8 <sup>th</sup> Sem. CST, ECE & EEE	Hall-03	

### **N.B:**

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



**Controller of Examinations**

CC to: Notice Board, Dean (Instruction), Dean (Student Affairs), All HOD, Transport & Accounts Section.



### APPLICATION FOR ISSUE OF ADMIT CARD

Name of Student \_\_\_\_\_ SIC No: 

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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 %

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