

NOTICE

SU/Exam.-133/24-25

 25th February 2025

Attn: Issue for Admit cards for 6th, 4th Sem. B.Tech. & 2nd sem. PG (Regular/Back) Mid-Term Exam. 2024-25.

Admit cards for 6th, 4th Sem. B.Tech. & 2nd sem. PG (Regular/Back) of Mid-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.

Date & Timing

Date	Program	Venue	Timing
04.03.2025 to 06.03.2025	6 th Sem. UG & 2 nd Sem. PG Students having Shortage of Attendance only & Back.	#02-61 (Exam. Office)	10:30AM-1:30PM & 2:30PM-5:00PM
04.03.2025 to 06.03.2025	4 th Sem. B.Tech. Students having Shortage of Attendance only & Back.	#02-53 (Exam Floor)	10:30AM-1:30PM & 2:30PM-5:00PM
05.03.2025 & 06.03.2025	6 th Sem. CSE	Hall-01	10:30AM-1:30PM
	6 th Sem. EEE, CST & EIE	Hall-02	
	6 th Sem. ECE & CEN	Hall-03	
	2 nd Sem. MCA, M.Sc. & M.Tech.	Hall-04	
05.03.2025 & 06.03.2025	4 th Sem. CSE	Hall-01	2:30PM-5:00PM
	4 th Sem. CST, CEN & EIE	Hall-02	
	4 th Sem. ECE	Hall-03	
	4 th Sem. EEE	Hall-04	

N.B:

- Admit cards will not be issued after the scheduled time.
- Students with shortage of attendance need to fill the required form (Form No-05/16) attached with the notice & to submit it in Exam. Office for collecting the Admit Card.



Controller of Examinations

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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APPLICATION FOR ISSUE OF ADMIT CARD
(for all students admitted in AY 2024-25 or later)

Name of Student _____ SIC No:

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Semester _____ Branch _____ Section _____ Group _____ CGPA _____ No. of Backs _____

Subjects in which Attendance is below 65%: 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 65% 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 (Student Affairs) after proper verification.
- Dean (Student Affairs) may allow up to 50% attendance for valid reasons as per recommendation of Faculty Advisor.
- If attendance is less than 50% 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 (Student Affairs)	Approved / Rejected Signature of the Vice-Chancellor
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