

## NOTICE

SU/Exam.-179/24-25

14<sup>th</sup> May 2025

### **Attn: Issue of Admit cards for 2<sup>nd</sup> Semester B.Tech. & IMCA (Regular/Back) End-Term Exam. 2024-25.**

Admit cards of 2<sup>nd</sup> semester B.Tech. & IMCA (Regular/Back) End-Term Exam. 2024-25 (**Attendance criteria should be fulfilled**) will be issued as per the following schedule.

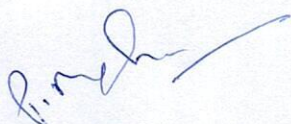
**All dues must be cleared by the student before collecting the admit card.**

### **Date & Timing**

Date	Program	Venue	Timing
21.05.2025 & 22.05.2025	2 <sup>nd</sup> Sem. B.Tech. & IMCA Students having Shortage of Attendance only.	01-08	10:30AM-1:30PM & 2:30PM-5:00PM
23.05.2025	2 <sup>nd</sup> Sem. CSE (24BCSA03 to 24BCSF98) & All year back students of CSE Branch	01-02	10:30AM-1:30PM & 2:30PM-5:00PM
	2 <sup>nd</sup> Sem. CSE (24BCSG03 to 24BCSJ39) (Reg. & Back)	01-02(A)	
	2 <sup>nd</sup> Sem. EEE, EIE & IMCA (Reg. & Back)	01-12	
	2 <sup>nd</sup> Sem. ECE (Regular & Back)	01-12(A)	

### **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-16) attached with the notice and to be submitted for collecting the Admit Card.**
- **Students should refer to the college website for any official notices or announcements. This is a standard practice for communicating updates and ensuring students are aware of the latest information.**



**Controller of Examinations**

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



**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 &amp; 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 \_\_\_\_\_

<b>Accounts Clearance</b>	<b>Approved / Forwarded to VC</b>	<b>Approved / Rejected</b>
Signature of HOD (Admin)	Signature of Dean (Student Affairs)	Signature of the Vice-Chancellor