

## NOTICE

SU/Exam.-40/25-26

24<sup>th</sup> September 2025

**Attn: Issue of Admit cards for 3<sup>rd</sup> Semester B.Tech., MCA, M.Sc., M.Tech. & IMCA & 1<sup>st</sup> Sem MCA, M.Sc. & M.Tech. (Regular/Back) Mid-Term Exam. 2025-26.**

Admit cards of 3<sup>rd</sup> semester B.Tech., MCA, M.Sc., M.Tech. & IMCA & 1<sup>st</sup> Sem MCA, M.Sc. & M.Tech. (Reg./Back) Mid-Term Exam. 2025-26 (**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
08.10.2025 to 10.10.2025	3 <sup>rd</sup> Sem. UG & PG & 1 <sup>st</sup> Sem. PG Students having Shortage of Attendance & Back only.	#02-53 (Exam Floor)	10:30AM-1:30PM & 2:30PM-5:00PM
10.10.2025	3 <sup>rd</sup> Sem. CSE (Section: A, B, C)	Hall-01	2:30PM-5:00PM
	3 <sup>rd</sup> Sem. CSE (Section: D, E, F)	Hall-01	
	3 <sup>rd</sup> Sem. EEE, EIE	Hall-02	
	3 <sup>rd</sup> Sem. ECE	Hall-02	
	3 <sup>rd</sup> Sem. MCA, IMCA, M.Sc. & M.Tech.	Hall-03	
	1 <sup>st</sup> Sem. MCA, M.Sc. & M.Tech.	Hall-03	

### **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**

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