

NOTICE

SU/Exam.-39/25-26

24th September 2025

Attn: Issue for Admit cards for 7th & 5th Sem. B.Tech. (Reg./Back) Mid-Term Exam. 2025-26.

Admit cards for 7th & 5th Sem. B.Tech. (Reg./Back) of 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	7 th Sem. B.Tech. Students having Shortage of Attendance only & Back.	#02-61 (Exam. Office)	10:30AM-1:30PM & 2:30PM-5:00PM
08.10.2025 to 10.10.2025	5 th Sem. B.Tech. Students having Shortage of Attendance only & Back.	#02-61 (Exam Floor)	10:30AM-1:30PM & 2:30PM-5:00PM
10.10.2025	5 th Sem. CSE	Hall-01	10:30AM-1:30PM
	5 th Sem. CST, CEN	Hall-01	
	5 th Sem. ECE	Hall-02	
	5 th Sem. EEE&EIE	Hall-02	
10.10.2025	7 th Sem. CSE.	Hall-03	10:30AM-1:30PM
	7 th Sem. EEE, CST &EIE	Hall-03	
	7 th Sem. ECE& CEN	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) attached with the notice and to be submitted 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. _____
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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	Approved / Forwarded to VC	Approved / Rejected
Signature of HOD (Admin)	Signature of Dean (Instruction)	Signature of the Vice-Chancellor