

## NOTICE

SU/Exam.-42/25-26

9<sup>th</sup> October 2025

### **Attn: Issue of Admit cards for 1<sup>st</sup> Sem. B.Tech. & IMCA (Reg./Back) Mid-Term Exam. 2025-26.**

Admit cards of 1<sup>st</sup> semester B.Tech. & IMCA (Regular/Back) Mid-Term Exam. 2025-26 (**Attendance criteria should be fulfilled**) will be issued as per the following schedule.

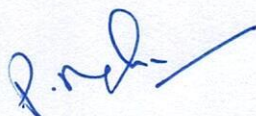
**All dues must be cleared by the student before collecting the admit card.**

### **Date & Timing**

Date	Program	Venue	Timing
16.10.2025 & 17.10.2025	1 <sup>st</sup> Sem. B.Tech.&IMCA Students having Shortage of Attendance & Back only.	#02-61 (Exam. Office)	10:30AM-1:30PM & 2:30PM-5:00PM
16.10.2025	1 <sup>st</sup> Sem. IMCA & 1 <sup>st</sup> Sem. CSE (25BCSA03 to 25BCSF96)	Hall-05	2:30PM-5:00PM
	1 <sup>st</sup> Sem. VLSI & 1 <sup>st</sup> Sem. CSE (25BCSG01 to 25BCSJ59)	Hall-05	
	1 <sup>st</sup> Sem. ECE	Hall-06	
	1 <sup>st</sup> Sem. EEE, EIE	Hall-06	

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

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