



Ref. No. :

Date :

**COE/MAKAUT/25/2022**

**22.08.2022**

**Notice on Form fill-up of Backlog Students for Special Supplementary Examinations 2021-22**


Appropriate authority of the University has decided to complete the special supplementary examinations through the process similar to regular examinations of odd/even semester examinations 2021-22 and all concerned are advised to follow the steps for application for alternate evaluation process/form fills up against Special Supplementary Examinations 2021- 22 as per following.

1. Application form would be available in the college login for all eligible students of UG and PG courses to issue the forms to the eligible students.
2. On release of the online forms by the colleges concerned, students can submit the application online from their login. In case, there is problem of connectivity, college admin can process the application on the basis of request from the student.
3. Upon submission of the forms, the students will be able to submit their examination fees online through different methods available. In case of non-availability of online payment facility with the students, provision would be available to pay the fees of the students by the colleges as earlier.
4. After payment of the fee(s) student must download the form for future reference.
5. Process of collection of signed forms would be taken care by the colleges, and such forms need to be submitted to the University in due course of time, as per notification/intimation for the same.
6. After submission of the fee, the admit cards will be generated online in the student login.
7. Provision of appearing in the examinations would be available for the students for whom admit card is issued.
8. The following would be different dates for different activities for the above mentioned purpose.

<b>Dates for fill-up for special supplementary Evaluation 2021-22 for Backlog Students</b>	
24/08/2022	Availability of forms and submission of forms for special supplementary 2021-22
27/08/2022	Last date for release of forms for the students
29/08/2022	Last date for the students for online submission of the form
31/08/2022	Last date for submission of the Fee online by the students or colleges
03/09/2022	Tentative date for generation of admit Card
05/09/2022	Commencement of examinations

**Fees per semester: Rs 1000/-**

**For any further information, students are advised to visit the notice section of the exam portal or contact their college concerned.**

  
**(Dr. Subhashis Datta)**  
Controller of Examinations