

Heritage Institute of Technology, Kolkata

NOTICE

HRIT/0914/2532

Date: 02.12.2016

All students are hereby informed that Univ. Odd Semester Examination Form will be available in the University website (www.makautexam.net) on and from **1st December 2016**. **Students are required to fill up the Exam Form Online.**

Regular B.Tech. 7th (except Lateral Entry students), MCA – 3rd & 5th semesters students are hereby directed to deposit **Examination Fee of Rs. 1000.00 only in cash (old invalid currency of Rs. 500/- & Rs. 1000/- will not be accepted)** at **CB 604** along with Univ. Examination Form, duly downloaded after online submission, **in duplicate (a copy of which will be stamped and returned for students' records)**, as per the following schedule:

Date	Morning (10:30 am to 12:45 pm)	Afternoon (2:00 pm to 4:00 pm)	Date	Morning (10:30 am to 12:45 pm)	Afternoon (2:00 pm to 4:00 pm)
06.12.2016 (Tuesday)	B.Tech. 4th yr CSE, EE	B.Tech. 4th yr AEIE, IT, CSE	07.12.2016 (Wednesday)	B.Tech. 4th yr ME MCA – 2nd yr	B.Tech. 4th yr ECE
08.12.2016 (Thursday)	B.Tech. 4th yr ECE, BT	B.Tech. 4th yr CE, ChE MCA – 3rd yr	--	--	--

All defaulters are directed to note that Examination Fees would not be collected from them unless:

→ **They clear their outstanding dues with delay fine.**

All Backlog students under MAKAUT are also directed to fill up their forms online and submit the hard copies of the same, downloaded from the Univ. Website, **in duplicate (a copy of which will be stamped and returned for students' records)**, with **Rs. 800/- in cash (old invalid currency of Rs. 500/- & Rs. 1000/- will not be accepted)** at **CME Admin Office** between **10:00 a.m. to 1:00 p.m and 2:00 pm. to 3:00 pm on 06.12.2016 to 08.12.2016.**

Students are also directed to note the following points :

→ That the **acceptance of form is only provisional** and that if any **student fails to secure minimum attendance, he/she is liable to be disallowed to appear for University Odd Semester Examination 2016** and, in such case, his/her **University Exam fees would be refunded.**

→ That **there is no provision for submission of forms with fine**, as notified by the University.

Prof. B. R. Saha
Registrar

Copy forwarded for information to:

CFO – with a request to provide at least 1 official in **CME Reception** as per above schedule for collection of fees, who would work conjointly with Admin Office Staff; he is also requested to kindly arrange for forwarding an up-to-date defaulter list to the Admin Office latest by **05.12.2016.**

All HODs/DCs – *with a request to give the matter wide publicity amongst students*

Security Manager – *with a request to arrange for at least 2 security staff at CB 604 on dates specified above for manning the students*

All Notice Boards (including Boys' & Girls' Hostels)

Canteen