



Ref. No. :

Date :

Ref No. COE/MAKAUT/FACULTY/8/2019-20

Date: 09/11/2019

**Notice on Form fill-up for Back Paper Students in End Semester (Odd) Examinations 2019-20**

Applications for appearing in end semester examinations, i.e. Form fill-up for all candidates having back paper in odd semester would be done as per following.

1. Forms for all the Back paper candidates whose internal assessment (IA) marks are available, are now available in the college and students login for submission. On confirmation by the colleges, students would be able to confirm and take print of the application form. On submission of signed form to the office of the college, colleges concerned would process all such forms online and proceed for online payment of fees. On receiving online forms and requisite fees, admit card would be generated online.
2. There are some students whose IA marks are not available. Such IA marks for theory subjects at this phase would be captured through panel available in the college login. On uploading of such IA marks, concerned forms would be generated and on confirmation of the colleges, students would be able to confirm and take print of the application form. Students would then, submit signed form to the colleges and on further processing and submission of fees by the colleges, admit cards would be made available online.
3. There are some cases, where, IA marks are also not available for practical and sessional papers for back paper candidates. For such cases, IA marks of those back paper candidates would be captured during capturing IA marks for practical and sessional papers for regular students. And for all such cases, admit card would be generated only after receiving all IA marks i.e. for theory, practical and sessional papers.
4. However, missing marks for practical and end semester examinations (for the cases 3 above) would be captured along with regular students after appearing in the end semester practical and sessional examinations with the regular candidates.

The following would be different dates for different activities for the above mentioned purpose.

<b>Dates for Back Paper form fill-up</b>	
09.11.2019	Commencement of provision of submission of missing IA marks in theory subjects
10.11.2019	Commencement of form fill-up by the students
14.11.2019	Last date of Submission of missing IA marks for theory papers in panel available in the portal for all Back Paper Candidates
15.11.2019	Submission of forms by the Back Papers candidates online and hard copy to the colleges
18.11.2019	Confirmation of Back Papers form and online submission of fees by the colleges
19.11.2019	Tentative date of generation of Admit Card online for Back Paper candidates

**For any assistance, all are advised to write the query in the 'Support' system of the portal/ visit office of the CoE at Saltlake campus.**

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