

JADAVPUR UNIVERSITY  
OFFICE OF CONTROLLER OF EXAMINATION.  
NOTICE

DATE: 17/03/2015

**NOTICE FOR ONLINE EXAM FORM FILL UP FOR EVEN SEM,2015 FOR FACULTY OF ISLM & ENGG(FOR JU MAIN CAMPUS STUDENTS) FOR ALL COURSES FOR ENGG FACULTY-UG(ALL YRS),PG(ME /M.TECH 2<sup>ND</sup>,4<sup>TH</sup>, 3<sup>RD</sup> &4<sup>TH</sup>(THESIS),5<sup>TH</sup>&6<sup>TH</sup>(THESIS)),PHDCOURSEWORK. ISLM-M.E,M.TECH, MPHIL(OCEANOGRAPHY,WOMEN STRUDY,COGNITIVE SC)B.ED(SPECIAL EDUCATION UNDER IICP&MK) .**

**1) DATES:**

- **DATES FOR FILLING ONLINE EXAM FORM FILL UP[ALL FACULTIES]: [19/3/2015-29/03/2015]{LINK JU WEBSITE->EXAMINATION->ONLINE EXAM FORM FILL UP}**
- **->DATES FOR DEPOSTING FEES AT BANK & DEPOSITING UNIVERSITY COPY AT CASH COUNTER: AT ANY BRANCH OF SBI (FOR JU MAIN CAMPUS STUDENT) . WITHIN NEXT TWO DAYS AS MENTIONED IN THE CHALLAN AT ANY BRANCH OF SBI.FOR EXAMPLE FOR 19/03/15 FORM FILL UP DEPOSIT BY 21/03/15.**

- ***DEPOSIT NOT VALID AFTER THE DATE MENTIONED IN CHALLAN.***  
***STUDENTS ARE REQUESTED TO DEPOSIT FEES AT NEAREST SBI BRANCH NEAR HIS/HER RESIDENCE TO AVOID HEAVY RUSH AND LONG QUEUE AT SBI, JU BRANCH.***
- ***DATES FOR FILLING EXAM FORM, PAYMENT AT BANK AS NOTIFIED BY THE COE OFFICE IS FINAL AND NO FURTHER EXTENTION WITH LATE FINE WILL BE PERMITTED.***
- ***→ ONLINE ADMIT CARD-PRIOR 10 DAYS OF COMMENCEMENT OF SEMESTER ONLY AFTER UPDATING PAYMENT DETAILS IN THE ONLINE EXAM FORM FILL UP PORTAL.***

2) All regular students appearing for EVEN SEM'14-15 must login by their present class roll no in the Online Exam form Fill Up portal: "For regular students". Students appearing for back papers in EVEN SEM'14-15 must click on "Click here to apply for repeat examination" and follow the instructions. (link ju website->link examination->online exam form fill up for even sem)

3) Student appearing for back papers as well as regular year paper / back paper of multiple year papers must APPLY FOR SEPARATE EXAM FORM AND DEPOSIT EXAM FEES AS PER DEMAND NOTE GENERATED AND produce separate admit card with separate Exam Roll no where NAME OF EXAM WILL BE CLEARLY WRITTEN. STUDENT TO BE

**ALLOWED WITH PROPER ADMIT CARD OF THE YEAR HE/SHE APPEARING FOR.**

4) IN CASE OF ANY DISPUTE RELATED TO FEES PRINTED IN THE **DEMAND NOTE/SPELLING OF NAME/CLASS ROLL NO** THE SAME TO BE BROUGHT TO THE NOTICE OF MR/COE OFFICE FOR NECESSARY RECTIFICATION.

5) IN CASE OF ANY DISPUTE RELATED TO ONLINE GENERATED ADMIT CARD SAME TO BE BROUGHT TO THE NOTICE OF COE OFFICE FOR NECESSARY RECTIFICATION **PRIOR TO 72 HOURS OF COMMENCEMENT OF EXAM.NO DISPUTE WILL BE ENTERTAINED BEYOND THAT AT COE OFFICE.**

6) STUDENT MUST ENTER (FOR 1<sup>ST</sup> YR STUDENTS NEED TO COLLECT THEIR REGISTRATION NO FROM MR SECTION) AND CHECK THEIR REGISTRATION NO WHILE FILLING ONLINE EXAM FORM FOR EVEN SEM.FOR PHD COURSEWORK STUDENTS THEY MUST ENTER REFNO/FILE NO/INDEX NO FOR ENTERING IN THE FIELD OF REGISTRATION NO.

7) DETAILED STEP BY STEP GUIDELINE IS GIVEN IN EVERY SCREEN OF ONLINE EXAM FORM FILL UPWEB PAGE.

8) A HELP DESK WILL BE AVAILABLE AT UG ARTS BUILDING (CONCERNED PERSON INDRANIL MUKHERJEE)FOR STUDENTS **FOR CLEARING ANY DOUBT/RECTIFICATION( IF APPLICABLE )REGARDING ONLINE EXAM FORM FILL UP BUT NOT FOR FILLING UP ONLINE EXAM FORM OF THE STUDENTS ON BEHALF OF THEM.**



**CONTROLLER OF EXAMINATION**