

Heritage Institute of Technology, Kolkata

NOTICE

HRIT/0914/2582

Date: 03.05.2017

All students are hereby informed that Univ. Even Sem. Exam. Form is now available in the University Website (www.makautexam.net). **Students are required to fill up the Exam Form Online.**

All regular B.Tech. (except students under autonomy) and MCA students under MAKAUT are hereby directed to deposit **Examination Fee of Rs. 1000.00 only in cash**, at **CME Reception** 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 (1:45 pm to 3:30 pm)	Date	Morning (10:30 am to 12:45 pm)	Afternoon (1:45 pm to 3:30 pm)
05.05.2017 (Friday)	B.Tech. 4 th yr CSE, IT MCA 2 nd yr	B.Tech. 4 th yr AEIE, BT, ChE, MCA 3 rd yr	08.05.2017 (Monday)	B.Tech. 4 th yr ECE	B.Tech. 4 th yr CE, ME, EE

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

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

Backlog students 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)** at **CME Admin Office** between **10:30 am and 3:30 pm** on **05.05.2017 & 08.05.2017**.

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 Even Semester Examination 2017** 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 **04.05.2017**.

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

Joint Registrar – *with a request to make necessary arrangement at CME Reception on dates specified above*

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

Canteen