



# Amritsar College of Engineering & Technology

A UGC Autonomous College of PTU

## SECURITY BRANCH

### Revised Schedule for filling of Examination Forms for Regular & Re-appear exams for May.-2018

S. No	Examination Fee	Batches 2010 to 2013	Batches 2014 onwards
		Last date	Important dates
1.	Without late fee Rs. 700/- per semester	26 <sup>th</sup> March 2018	30 <sup>th</sup> March to 20 <sup>th</sup> April
2.	With Late fee of Rs. 1000/- per semester	10 <sup>th</sup> April 2018	21 <sup>st</sup> April to 26 <sup>th</sup> April
3.	With Late fee of Rs. 2000/- per semester	21 <sup>st</sup> April 2018	27 <sup>th</sup> April to 30 <sup>th</sup> April
4.	With Late fee of Rs. 5000/- per semester	2 <sup>nd</sup> May 2018	1 <sup>st</sup> May to 2 <sup>nd</sup> May

#### **For Batches 2014 Onwards:**

1. Examination forms of Regular & Re-appear will be filed by students **Online through ERP Portal** and cross checked by respective Class In-charges as per given schedule. Students are required to contact their concerned class In-charges for filling and submission of the same.
2. The Examination form for regular students will be free of cost. Where Rs. 20/- per sem will be charged for re-appear student. Rs. 20/- will be charged for any additional form in case of both regular & re-appear students.
3. Re-appear forms will be submitted in the Accounts Branch along with requisite fee by the students.
4. In case, there is any discrepancy found in the Examination Form after submission to the concerned class In-charges, the same may be corrected after depositing a correction fee of Rs. 700/- per form.

#### **For Batches 2010 to 2013:**

1. The HODs may collect their requirement of examination forms on the prescribed requisition form attached here with, as the students from batches: 2010 to 2013 will fill the forms, manually.
2. The cost of examination form will be Rs. 20/- per semester and an additional Rs.20/- per form will be charged thereafter.
3. Examination forms of Re-appear subjects will be filled by the students and cross checked by respective class Incharges as per given schedule.
4. Re-appear forms will be submitted in the Account Branch (Registrar Office) along with requisite fee by the students.
5. In case, there is any discrepancy in the examination form after submission to the concerned class Incharges, the same may be corrected after depositing a correction fee of Rs. 700/- in the Account Branch (Registrar Office).

**Sd/-**  
**Deputy Registrar**