



OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. KIIT-U/Exam -Enrolled/ 16528 /17

Date:24.10.17

Sub: - Payment of examination fees & enrollment for Autumn End Semester Examination-2017 in Regular & Back paper courses.

The payment of Examination fees (Rs.1000/- for regular subjects and @Rs.200/-backlog subject) & enrollment to appear Autumn End Semesters Examination-2017 may please be notified as per the following details for information of students.

It is also to be notified that, the SAP portal/offline action for students may not be active for examination booking unless University dues is cleared.

- (A) M.Sc. Biotechnology & M.Sc. Applied Microbiology (1st & 3rd Semester)
- (B) B. Tech and M.Tech Biotechnology (Dual Degree) (1st , 3rd , 5th , 7th & 9th Semester)
- (C) B. Tech and M.Tech Chemical Technology (Dual Degree) (1st Semester)

Action	Mode	Date	Contact person in case of any Problem
Booking of the subjects & Payment of Examination Fees	Student Self Service Portal	(1) 26.10.2017 - 03.11.2017 (Without Fine)	Asst COE of respective School
	Student Self Service Portal or by depositing the requisite amount at the Accounts Counter of respective School	(2) 04.11.17 - 06.11.17 (with fine Rs 50/-)	
		(3) 07.11.17 - 08.11.17 (with fine Rs 500/-)	
		(4) From 09.11.17 onwards (with fine @ Rs.500/- per day)	
Downloading Admit card	Student Self Service Portal	9th Nov,2017	Asst COE of respective School <u>along with copy of money receipt</u>

(A) B.Tech and B.Tech Dual Degree (M.Tech-2011 Admitted Batch and Previous) and Ph. D. Course Work:

- a. As per above mentioned dates filling up the hard copy form available in the respective School.
- b. Payment of requisite fee at cash counter of respective school/Accounts section, Chintan building

The consolidated list for category (B) must reach office of the Controller of Examinations **on or before 09.11.2017** so that Admit Cards of eligible students may be issued to the Head of the school.

**Sd/-
Controller of Examinations**