



KIIT UNIVERSITY, BHUBANESWAR-24

(Decld. U/S 3 of UGC Act, 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. KIIT-U/Exam –Enrolled/16425 /17

Date: 22.09.2017

Sub: - Payment of examination fees & enrollment for Additional Supplementary Examination-2017 of MBA & BBA Students of KSOM.

The payment of Examination fees Rs.200/-for each backlog subject & enrollment to appear for Additional Supplementary Examination-2017 of KSOM (MBA 1st & 2nd Sem. / BBA 1st, 2nd, 3rd & 4th Sem.) as per the following schedule.

The students unless clear any pending University dues, the SAP portal/offline action for them may not be active on the following steps for examination booking

Action	Mode	Date	Contact person in case of any Problem
Booking of the subjects and payment of Examination Fees	Student Self Service Portal	(1) 11.10.2017 to 14.10.2017 (Without Fine)	Asst. COE of respective School
	Student Self Service Portal or offline mode by depositing the requisite amount at the Accounts Counter of respective School.	(2) 16.10.2017 to 17.10.2017 (with fine Rs 50/-)	
		(3) From 18.10.2017 onwards (With fine @ RS.500/- per day)	
Downloading of Admit card	Student Self Service Portal only after due Registration	19.10.2017	Asst. COE of respective School <u>along with copy of money receipt</u>

A consolidated list of the form fill up must reach the office of the Controller of Examinations on or before 19.10.2017.

Sd/-
Controller of Examinations