



KIIT UNIVERSITY, BHUBANESWAR-24

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

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. KIIT-U/Exam –Enrolled/ 15537 /17

Date: 22.03.17

Sub: - Payment of examination fees & enrollment for Spring End Semester Examination-2017

The payment of Examination fees (Rs.1000/- for regular subjects and Rs.200/-for each backlog subject) & enrolment to appear Spring End Semesters Examination-2017 for students of all Schools of Engineering and School of Computer Applications shall be notified 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

(A) B.Tech, M.Tech, MCA, BCA & IMCA : All Semesters

Action	Mode	Date	Contact person in case of any Problem
Booking of the subjects & Payment of Examination Fees	Student Self Service Portal	(1) 03.04.2017 - 11.04.2017 (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) 12.04.2017- 13.04.2017 (with fine Rs 50/-)	
		(3) 17.04.2017- 18.04.2017 (with fine Rs 500/-)	
		(4) From 19.04.2017 onwards (with fine @ Rs.500/- per day)	
Downloading Admit card	Student Self Service Portal	19.04.2017 onwards	Asst COE of respective School <u>along with copy of money receipt</u>

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

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

The consolidated list on **Category (B)** must reach office of the Controller of Examinations on or before **19.04.2017** so that Admit Cards of eligible students may be sent to the Head of the school for issuance to students.

Sd/-

Controller of Examinations

