

JADAVPUR UNIVERSITY
OFFICE OF CONTROLLER OF EXAMINATION.

DATE: 03.11.2014

GUIDELINE FOR ONLINE EXAMINATION FORM FILL UP, GUIDELINE FOR PAYMENT AT INSTITUTE AND GENERATION OF ADMIT CARD FOR APPEARING IN ODD SEM'15 FOR ALL COURSES UNDER COURSES UNDER AFFILIATED INSTITUTE[LINK JU WEBSITE->EXAMINATION->ONLINE EXAM FORM FILL UP](other than IICP,MONOBIKAS KENDRA)

1)All regular students appearing for ODD SEM'14-15 must login by their present class roll no in the Online Exam form Fill Up Module: "For regular students". Students appearing for back papers in ODD SEM'14-15 must click on "Click here to apply for repeat examination" and follow the instructions.

2) The three step process for getting admit card for appearing for all courses under AFFILIATED INSTITUTE

□J.D.BIRLA INSTITUTE-COURSES B.COM, BBA, BSC (HOME SC),M.SC(HOME SC)-ONLY FINAL YR AND REPEATER CANDIDATES OF PREVIOUS YEAR

NOTE:DATES FOR FILLING EXAM FORM,PAYMENT AT BANK AS NOTIFIED BY THE COE OFFICE IS FINAL AND NO FURTHER EXTENTION WITH LATE FINE WILL BE PERMITTED.

->DATES FOR FILLING ONLINE EXAM FORM FILL UP [10.11.14-17.11.14]{LINK JU WEBSITE->EXAMINATION->ONLINE EXAM FORM FILL UP}

->DATES FOR DEPOSTING DUES AT INSTITUTE , -[10.11.14-18.11.14]

->DATE BY WHICH INSTITUTE WILL SEND STUDENT DATA FILE IN EXCEL TO COE OFFICE,JU 20/11/2014

▯ **INSTITUTE OF BUSINESS MANAGEMENT: COURSE MBA**

▯ **BENGAL INSTITUTE OF PHARMACEUTICAL SC: COURSES B.PHARM (AYUR),M.PHARM(AYUR)**

▯ **Centre for Studies in Social Sciences,Culcutta, M.Phil Social Sc**

i)Step 1:Login by present class roll no ->fill up mandatory fields ->upload stamp size photo-> choose subjects to be appeared in Odd Sem'15 -> follow instruction for payment at institute

Take Print out of the same

ii)Step 2: Pay requisite fees at institute by showing the same. Institute will forward the names of *payee course wise in excel format by 20/11/2014*

iii) Step 3: Again log in the system by class roll no , admit card will be available prior to 7 days of commencement of Exam->Take print out of the same ,sign at proper place and take it to examination hall for appearing in the exam.

3) SPECICAL INSTRUCTION FOR STUDENTS:

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I) Student must log in by his/her class roll no only. In any case there is mistake where name not matching, student must log out immediately without proceeding further.

II) Student must upload their recent stamp size photo which will appear in admit card. In any case any further discrepancy found in this regard, student will not be allowed in the examination hall.

III) There is separate window for filling exam form for regular and repeater students appearing for back papers of previous years. The following may be noted:

Link for Regular students: Class roll no starting with 0(Regular),1(Readmission),3(Lateral),4 (Lateral readmission)

Link for Repeater students: Class roll no starting with 2(Casual),5(Lateral casual),and 0 (student appearing for back papers of previous years).

IV) In case students appearing for regular as well as back papers of previous years he/she has to login separately for Regular and back paper link to get separate admit card.

V) In case students taken casual admission of a particular year ,appearing for multiple year back papers he has to

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login separately in the “Repeater “ window to generate multiple admit card.

VI)Change of Class Roll No for Casual ,readmission students in the next year:

Any student taken casual or readmission in the 13-14 session and promoted to current session 14-15r must note change in their class roll no for login in the system

i)Class roll no starting with 2(casual) will now be starting with 0

ii)Class roll no starting with 1 (readmission)will now be starting with 0

iii)Class roll no starting with 4 (lateral readmission)will now be starting with 3

iv)Class roll no starting with 5 (lateral casual)will now be starting with 3 .

VII)Student must select proper subjects while filling up the exam form which will appear in their admit card; in no case change of subject will be allowed.

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VIII) Student must take invigilator's signature in the proper place of admit card and show the same admit card for collecting their Grade Card.

IX) In case loss of admit card before the exam student may take a print out of System Generated "Duplicate Admit Card" by logging in the system again. The student may be allowed in Exam Hall after checking his/her University ID card.

X) In case loss of admit card after the exam student may take a print out of System Generated "Duplicate Admit Card" by logging in the system again. The same must be verified from COE's office before collection of Grade Card.

XI) Student appearing for back papers as well as regular year paper / back paper of multiple year papers must produce separate admit card with separate Exam Roll no where NAME OF EXAM WILL BE CLEARLY WRITTEN. STUDENT TO BE ALLOWED WITH PROPER ADMIT CARD OF THE YEAR HE/SHE APPEARING FOR.

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XIII)For any problem related to the following issues student must bring to the notice of the following:

Sr. No	Problem faced by students	Trouble shooting to be tried by students	If not solved Bring to the notice of
1	Not able to login(showing invalid login by system)	Check point no 3I(are you putting your correct class roll no?),3 III(Check the clause of Regular/Repeater students), 3 VI(Is there a change in class roll no ?).	Office of COE
2	Demand Slip showing payment due though student having money receipt of the same payment already made	Same as above	Office of COE

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4	Subjects to be appearing the subject list(May happen for students under faculty of Arts for repeater students applying subjects of old syllabus)	Whether correct Yr, Sem, Dept etc chosen(for Repeater window)	Office of COE .
5	Not appearing admit card even after making payment within stipulated date	Check from bank whether money deposited at the correct A/c no as mentioned in the demand slip.	System Coordinator Sri Indranil Mukherjee at UG Arts building along with copy of student's copy of bank challan.
6	Problem in uploading photo	Check size and extension as mentioned	System Coordinator Sri Indranil Mukherjee at UG Arts building

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