

**NOTICE**

Sub: Submission of Regular & Backlog Application forms for appearing in the ensuing WBUT ODD Semester Examination December, 2013.

The online examination form fill-up shall commence on 8<sup>th</sup> October, 2013 for eligible regular & backlog students through website (www.wbutech.net) and submission of printed copy with requisite fees to the college.

All students are requested to complete the form fill-up, deposit the examination fees at accounts office and submit the signed form at the examination cell. Students must present the fees book as a proof of deposit of examination fees. The fees are as follows:

**Regular: 1,000/-**

**Backlog: 800/-**

The last date for submission of completed form at the examination cell is 31<sup>st</sup> October, 2013.

The procedure for on line examination form fill up is given below:

1. This list along with Online examination form will be available for individual candidate to fill up their forms. The student will enter their roll no and semester no. If the candidate is eligible for that semester then he/she will be presented with the online examination form. The student will be required to select requisite optional paper if any. **Please note that only eligible student will be presented with the online examination form.**
2. After saving the form the student will have the option to print the form. One copy will be retained by the student and another signed copy will have to be submitted to the college.
3. The form that is saved by the student will now be available in member area.
4. Officials from the college will login and enter course.

5. They will be presented with all the forms that have been saved online under that course.
  6. They will enter attendance, fees details and recheck optional paper after verifying the hard copy of the form as received from the student.
  7. They will now click on the **verify** button against the form. No further rectification can be done for the said form once it is verified by the college authority.
  8. After verifying all the forms the college official will get it printed from the print option.
  9. At the bottom of the list, total number of students and total fees to be submitted will get printed automatically.
10. This list along with requisite fees will be submitted by college to the university.

Prof. Amlan Chakrabarty  
The Controller of Examinations

Cc: Principal  
Dean  
Registrar/ A.O  
H.O.Ds  
Notice Board