

BEANT COLLEGE OF ENGINEERING & TECHNOLOGY, GURDASPUR**NOTICE****(Filling of Exam Forms for End Sem. Exam. May 2018)**

This is for the information of all the students that they are required to fill and submit examination form cum admit card for appearing in the Regular/Reappear End Semester Examination to be held during May 2018.

- The **B.Tech., M.Tech. & M.Sc. students of batches 2011 onwards** (batch 2011 to batch 2017) are required to submit examination forms cum admit cards for the regular/reappear end semester examination filled **through their login IDs** provided to them by the college. **[On ERP Portal]**
- The students of **batch 2010** can appear in May 2018 End Sem. Examination by filling & submitting the reappear examination form cum admit card which is **available at college website**.
- The filled examination forms cum admit cards along with requisite fee are to be submitted in the academic section from **04/4/2018 to 13/4/2018 without any late fee**.
- Those students who are not able to submit their examination forms by due date (i.e. 13/4/2018), they can submit the same with an **additional late fee of Rs.1000/- per semester till 20/4/2018**.
- **After 20/4/2018** and till 03/5/2018, the examination forms can be submitted with late fee of Rs. 2000/- per semester.
- **After 03/5/2018** examination forms cum admit cards can only be submitted with the discretion of Principal with a fine of Rs.5000/- per semester.
- Students submitting their reappear examination forms, must attach the copy of the latest result notification of IKGPTU along with the examination form cum admit card.
- Please be cautioned about the syllabus scheme of the particular subject/paper (mentioned in the bracket) against the subject. **Students are requested to correctly choose the syllabus scheme of a paper (mentioned in the bracket) in which they want to appear. If any subject is filled wrongly, same will be corrected after depositing a correction fee of Rs.500/- per semester.** For any difficulty please contact Sh. Rajeev Bedi, Asstt. Prof.(CSE) cum System Administrator (ERP).

Note: Please go through enclosed instructions for filling the examination forms.


Controller of Exams

Copy to

1. Principal for kind information
2. Dean (Acad.) for information & n.a.
3. All HODs for information & n.a
4. I/C Conduct & Secrecy
5. System Administrator (ERP)
6. All Notice Boards
7. Sh. Baljinder Singh for uploading on college website

Instructions for Students to fill Regular Examination Form

1. Click on My Account menu, then click on Update Profile.
2. A form will be displayed. Kindly ensure that you have selected correct branch, batch and semester. Then click on update button. **For any change related to branch and semester updation, contact Sh. Rajeev Bedi, System Admin (ERP).**
3. Go back to home page.
4. Click on Examination menu, then click on Regular Exam Form.
5. It will show you all the subjects. For students of **5th semester onwards**, list of elective subjects along with compulsory subjects will be displayed having check boxes in front of them to select one or more elective subjects. **After selection of elective subjects, click on save button to save the choices in database.**
6. Click on confirm button, it will generate a .pdf file, take print out of that file and go to HOD office for sign. After getting it signed from H.O.D, submit it to the Academic branch.

Instructions for Students to fill Reappear Examination Form

1. Click on Examination menu, then click on Reappear Exam Form.
2. After that select semester. After selection of semester, list of subject of that semester will be displayed.
3. In front of each subject, there are two check boxes for External and Internal, tick on particular check box in which you have reappear. If you have multiple reappears in one semester, click on multiple check boxes.
4. After that click on confirm and generate admit card button. It will show you a confirmation message, click Ok button. Your selected subjects will come in a separate list at the end of page.
5. If you have reappear in some other semester, choose that semester and repeat the steps 3 and 4.
6. After completion of this process, click on generate admit card link at the end of the page.
7. You will receive a message that you have successfully filled your examination form.
8. Deposit your fee at bank (You can generate your fee slip from your account by clicking on Study Scheme menu and then select Fee Slip Generation, Fill cash or draft number in first text box, Bank name as SBOP in second text box and amount in third text box and click on confirm button and download your fee slip).
9. Go to Academic Section. Show the fee slip and take your Admit card.