

# Greater Kolkata College of Engineering and Management, Baruipur

## Notice on Form fill-up for Regular/Backlog Students for 1<sup>st</sup> Semester Examinations 2021-22

GKC/PRIN-EXM-020/22

Date-18/02/2022

The form fill up for the 1<sup>st</sup> semester Examinations for Semester (Odd) 2021-22 would commence from 22<sup>nd</sup> February 2022 as per following steps following approval of the competent authority in Covid-19 pandemic situation.

1. Application form would be available in the college login for all enrolled students of 1<sup>st</sup> semester of UG and PG courses for issuance to the eligible students.
2. On release of the online forms by the colleges concerned, students can submit the application online from their login. In case, there is problem of connectivity, college admin can submit the application on the basis of request from the student considering Covid-19 pandemic situation.
3. Upon submission of the forms, the students will be able to submit their examination fees online through different methods available. In case of non-availability of online payment facility with the students, provision would be available to pay the fees of the students by the colleges as earlier.
4. The regular and backlog form have to be filled up separately by the students.
5. After payment of the fee(s) student must download the form for future reference.
6. Process of collection of signed forms would be taken care by the colleges, and such forms need to be submitted to the University in due course of time, as per notification/intimation for the same.
7. After submission of the fee, the admit cards will be generated online in the student login.
8. Provision of submission of marks in practical courses would be available for the students for whom admit card is issued for the regular candidates.
9. The following would be different dates for different activities for the above mentioned purpose.
- 10.

<b>Dates for fill-up for 1<sup>st</sup> Semester Evaluation 2021-22 for Regular and Backlog Students</b>	
22/02/2022	Commencement of issuance of forms by the College and submission of application form by the candidate
25/02/2022	Last date of issuance of forms by the colleges
25/02/2022	Last date for online submission of the form and fees by the students
05/03/2022	Tentative date for generation of admit Card
07-15/03/2022	Tentative dates of Theory Examinations
10-15/03/2022	Dates of holding practical examinations

**Fees for each candidates: Regular: 1200/-**

*Das 18/2/22*

**PROF. MAHUYA DAS  
PRINCIPAL**

**PRINCIPAL  
Greater Kolkata College of  
Engineering & Management**

Copy to:

1. Chairman/Convener, Examination Cell
2. All Faculty mentors - To inform all students.
3. Asst. Registrar
4. Accounts Section
5. Registrar section
6. Notice Board
7. Mrs. Saswati Naskar - Pl. upload in website