

**Greater Kolkata College of Engineering and Management, Baruipur**  
**Notice on Form fill-up for Regular & Backlog Students for Even Semester Examinations 2021-22**

GKC/PRIN/EXM-156/22

Date-06/06/2022

The form fill up for the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> semester regular and backlog students, following all advisories and guidelines of different bodies in the present situation for the interest of the students and all concerned are advised to follow the steps for application /form fill-up for the same as per following.

1. Application form would be available in college login for all enrolled students of 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> semester regular and backlog students of UG and PG program 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.
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, if required, as per intimation for the same.
7. After submission of the fee, the admit cards will be generated online in the student login.
8. Provision for submission of marks in practical courses would be available for the students for whom admit card is issued for the eligible candidates.
9. The following would be different dates for different activities for the above mentioned purpose.

<b>Dates for fill-up for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> semester 2021-22 regular and backlog students</b>	
06/06/2022	Commencement of issuance of forms by the College and submission of application form by the candidate
09/06/2022	Last date of issuance of forms by the colleges
11/06/2022	Last date for online submission of the form and fees by the students
14/06/2022	Tentative date for generation of admit Card
15-20/06/2022	Dates of holding practical examinations and submission of marks in portal
21-30/06/2022	Tentative dates of Theory Examinations

**Fees for each candidates: Regular: 1200/-Back paper per semester: 1000/-**

*Das 6/6/22*  
Prof. (Dr.) Mahuya Das  
Principal

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

Copy to:

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