



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

CIRCULAR NO. COE/2018-19/025

**SUB: Make-Up Examinations, January 2019
School of Engineering**

The students who wish to register for Make-Up Examinations, January 2019 should submit their application on a prescribed form available in the **Controller of Examinations Office** and also available for download from the **website** <https://presidencyuniversity.in/examinations/download-forms/> .

- **Registration Starts from:** **24th November 2018**
- **Last date for Registration & Payment of Fees:** **10th December 2018**
- Students applying for Make-Up Examinations, January 2019 should submit the Registration Form along with the photocopies of their Grade Card/s to the Controller of Examinations office for verification.
- After verification, student should Pay the Examination Fees of Rs. 1,000/- per Course to the **Cash Section** of the University and **submit the form** along-with fees paid receipt to the Controller of Examinations office.
- First Year (2017 Batch) First /Second semester Make-Up Examinations will be conducted along with End Term Examinations (Regular).
- Student should contact the Head of the Department for the clash of Practical Examinations with Make-Up Examinations theory papers, if any, and adjust his / her time slot for Practical Examinations in advance.
- Applications submitted on plain paper or late registrations will not be accepted.
- **Students who are having NE / NP grade in any course/s cannot register for Make-Up Examinations, January 2019.**

Date: 20/11/2018

CONTROLLER OF EXAMINATIONS