

NOTIFICATION


Sub: Submission of Application for Makeup Examinations – Reg

Schedule for the submission of application for the Makeup examinations of **3rd Semester MBA & MCA Odd Term (2025-26)** is as follows.

Event	Start Date	End Date	Fees
Submission of Applications for Makeup Examination and obtaining approval from the Accounts Department.	29/04/2026 (9:00 am)	30/04/2026 (2:00 pm)	Rs. 1250/- per course

Important Points:

1. Students must log in to the ERP (Contineo) portal (**Even Term 2025 - 2026**) and generate the Makeup Examination form.
2. Visit the cash counter with a hard copy of the generated examination form and pay the examination fee.
3. Submit the examination fee receipt along with the approved examination form to the respective mentors.
4. Applications will be accepted only during working hours on the specified dates.
5. Applications submitted after the deadline or found to be incorrect in any respect are liable for rejection.
6. Once the application is submitted, requests for changes will not be entertained.
7. Applications, once submitted, are final. Fees once paid will not be refunded.
8. Makeup Examinations are strictly for students awarded an 'I' Grade or 'X' Grade, who apply and pay the prescribed fees.
9. Answer book viewing and revaluation facilities are not available for the Makeup Examinations.
10. Students appearing for the Makeup Examination will receive one grade lower than their obtained grade, except for the "P" grade.


Controller of Examinations
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