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## CIRCULAR

### Change in the procedure of exam form filling

From Oct. – Nov. 2011 examinations onwards, **regular students appearing in regular examinations need not** to fill examination form. They have to fill up only page No. 3 of exam form (Verification form and admission card). This page is to be submitted to head of the Department. HOD will issue admission card to students after putting their signature and seal. Verification part of the page is to be forwarded by HOD to exam superintendent alongwith list of students. HOD should make sure that admission cards should not be issued to detained students.

**The procedure of exam form filling for Supplementary/Ex-Student appearing in supplementary examination will remain same.** They have to fill up complete examination form and submit it alongwith necessary enclosure to HOD. HOD will forward all such forms to exam superintendent after verification. Exam superintendent will send admission cards to respective department from where it will be finally issued to students.

  
(A.M. Rawani)  
Dean Academics

Copy to:

1. Steno to Director.
2. All Deans.
3. Prof. I/c Examinations.
4. All HOD's.
5. Center superintendent examinations (Forenoon and afternoon).
- ✓ 6. Web master for uploading it on website.