

MARIAN COLLEGE OF ARCHITECTURE AND PLANNING

No. M.CAP/A-18/2025/61

12/09/2025

NOTICE

Sub :- November 2025 University Examination Registration - Submission of Applications & Payment of Fee - S3, S5, S7, S9, (2021 Scheme & 2014 Scheme) - B.Arch. Regular and Supplementary Examination - reg

Ref :- Examination Notification EH6/455/Notifi/2025 31.08.2025

Instructions :-

(1) For Candidates who registered in SAMARTH Portal should apply for the Examination through the SAMARTH portal via the link <https://cusat.samarth.edu.in>. Examination Fee to be paid in College through SBI Collect. After successful registration of Examination, Printouts of course and examination registration along with Proof of Fee payment to be submitted in office through Staff Advisors. This is applicable for 2023 and 2024 Admission Batch students.

(2) Application Forms for Registration of S7 (2021 Scheme for 2021 Admissions) Exams will be given from MCAP Store through Staff Advisors/Class Reps. S9 Students can download the format from University website www.cusat.ac.in/exam (FORM Q) and also for supplementary Examination Registration. **A COPY THEREOF IS EMAILED IN CLASS GROUP EMAIL ID.** All relevant columns to be filled up. **Photograph to be affixed on applications for both Regular & Supplementary Examinations.** Please note Applications without Photograph or Signature or Incomplete in any respect, will not be entertained by University and hence, such forms cannot be forwarded to University from this Office. **Regular students should submit duly filled up applications along with Fee Payment Proof in office through Class Reps only.** While forwarding applications, list of applicants, semester wise (Regular & Supple) also to be submitted.

2014 Scheme: - Separate Applications are to be submitted semester-wise for appearing Regular/Supplementary Examination including Jury (Supplementary Chance) and Internal Improvement. **Supplementary Applications are to be verified and signed by Staff Advisors.** Staff Advisors please instruct the students to write correct subject code and name in the Applications.

(3) Students who had registered for Internal Improvement (2014 Scheme), are directed to submit Supplementary Exam Registration Applications per Semester improving and pay the required Exam Fee. These Candidates should write as "Internal Improvement" against such subjects.

(4) **APPLICATIONS Submitted via Email WILL NOT BE ENTERTAINED.** Examination Registration Fees to be submitted through SB Collect/ONLINE Payment ONLY. **CASH PAYMENT WILL NOT BE ENTERTAINED.** Proof of remittance of Exam Fee via ONLINE in the College Account to be attached along with duly filled up Examination Applications, with Name, Admission No., Year of Admn., Examination Semester, signature, Bank Details, etc. written on the Fee Remittance Proof.

(5) Staff Advisors may please give necessary instructions and also ensure that all Regular students have submitted applications on time. Also ensure that no student has submitted supplementary applications for PASSED Subjects.



(6) Last date of receipt of duly filled up Applications for Regular as well as Supplementary Exam along with Fee Payment Proof in M.CAP Office is 23/09/2025 for the completing formalities in Office. Belated applications cannot be handled.

(7) Those who have attendance shortage will have to submit application for Condonation of shortage of Attendance. Staff Advisors should inform such students. Applications for Condonation of Attendance Shortage should be accompanied with Academic Performance Report of Staff Advisor. Duly filled up applications for Condonation to be submitted in Office as and when required.

(9) Rate of Fee

23/09/2025 IS THE LAST DATE OF SUBMISSION OF DULY FILLED UP APPLICATION ALONG WITH PROOF OF EXAM FEE PAYMENT IN OFFICE. DULY FILLED APPLICATIONS OF REGULAR STUDENTS ALONG WITH LIST TO BE SUBMITTED IN OFFICE THROUGH CLASS REPS.

Regular Semester	No. of Papers (refer syllabus)	Rate per Paper/Jury/Workshop/Lab	Application cost Rs.95 + Mark List Rs.170	Fee amount Rs.	Semester
S3	7	Rs. 315/-	Rs. 265/-	Rs. 315 X 7 + Rs. 265	Rs. 2470/- (S3 & S5)
S5	7				
S7	7	Rs. 315/- per paper PLUS Rs. 795/- Dissertation		Rs. 315 X 6 + Rs. 795/- + Rs. 265/-	Rs. 2950/- (S7)
S9	1	Rs. 315/-		Rs. 315/- + Rs.265/-	Rs.580/- S9
For All Supplementary Exams including Re-jury (2021 & 2014 scheme) & Internal Improvement of 2014 Scheme		Rs.315/- per Theory/Design/ Lab Paper Rs.795 for Dissertation	Rs. 265/-	Separate forms for each semester of exam is required. Amount to be calculated per paper per semester.	

The Procedure for ONLINE Remittance through SB Collect :-

Google search - State Bank Collect - - Type of Institution - Educational Institution - Name of Institution - Marian College of Architecture and Planning - Submit - Select Payment Category - select Fees - after entering the personal details - select Fee Details - Enter University Exam Fee -Enter Amount -Enter Remarks - Examination Registration Fee - Proceed for payment.

You can also make Payment via ONLINE Pay to College Account No. 67315218108 IFSC Code SBIN0070445. Printout to be submitted in Office with Full Name, Class/Sem, Batch Admn Number, Year of Admission and signature.

Examination Fee can be remitted through QR Code available in OFFICE.


 Prof. Ar. Suja Kumari L.
PRINCIPAL

To be informed to all Students as well as Staff Advisors

Class	S3 A	S3 B	S5 A	S5 B	S7 A	S7 B	S9 A	S9 B
Initials of Faculty handling classes								
Signature of Staff Advisor								