

**MARIAN COLLEGE OF ARCHITECTURE AND PLANNING**

No. M.CAP/A-18/2023/25

01/06/2023

NOTICE

Sub :- April 2023 University Examination Registration - Submission of Applications & Payment of Fee - S2 & S4 (2021 Scheme) , S1S2, S4, S6, S8, S10 (2014 Scheme) B.Arch. Examination (to be held in July/August 2023) - reg

Ref :- Examination Notification April 2023 of CUSAT No. EE4/429/Notifi/2023 dated 30/05/2023

**Instructions :-**

(1) Application Forms for Registration of S2 & S4 (2021 Scheme) / S1S2, S4, S6, S8, S10 (2014 Scheme) Exams will be given from office through Staff Advisors/Class Reps. Students can download the format from University website [www.cusat.ac.in/exam](http://www.cusat.ac.in/exam) (FORM Q). 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.

(2) 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.**

(3) Students who had registered for Internal Improvement, 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) **ONLINE APPLICATIONS WILL NOT BE ENTERTAINED.** Examination Registration Fees to be submitted through SB Collect **ONLY.** **CASH PAYMENT WILL NOT BE ENTERTAINED.** Proof of remittance of Exam Fee via SB Collect through College to be attached along with duly filled up Examination Applications.

(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 07/06/2023. Belated applications cannot be handled.**

(7) S10 Students who are eligible for appearing Jury should submit duly filled up Applications along with Fee payment proof in College office before 07/06/2023. They have to apply **ONLINE** for Degree Certificate through the link <http://exam.ac.cusat.in> Final printout has to be submitted in the office along with examination registration form. They have to submit **OFFLINE** applications for Provisional Certificate and Degree Certificates, the format of which will be forwarded through the group email.

