



**OFFICE OF THE PRINCIPAL, B.J.B. AUTONOMOUS COLLEGE,
BHUBANESWAR - 751014**

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NOTICE

No. 5693

Dt. 28/10/26

**GUIDELINES FOR FILL-UP OF EXAMINATION FORMS FOR END-SEMESTER
EXAMINATIONS**

In view of the implementation of the **KG to PG Free Studentship Scheme**, under which the readmission fee is exempted, the Examination Committee, in its meeting held on **29.09.2026**, has decided to introduce a **separate examination form fill-up process** for all eligible students appearing in the End-Semester Examinations.

Accordingly, all concerned students and Heads of Departments are hereby informed to follow the guidelines given below scrupulously.

A. GUIDELINES FOR STUDENTS

1. Regular Form Fill-up

The regular examination form fill-up shall ordinarily be conducted **one month prior to the commencement of the respective End-Semester Examination.**

2. Conditions for Form Fill-up Without Fine

A student shall be eligible to fill up the examination form on the regular date without payment of any fine only after fulfilling **all** of the following conditions:

1. The student has completed the prescribed **readmission process through the SAMS portal.**
2. The student has a minimum of **75% attendance**, as prescribed under the applicable academic regulations.
3. The prescribed **examination fee has been deposited** within the stipulated period.
4. The duly filled-in examination form, along with all requisite documents, has been submitted to the concerned **Head of the Department (HOD)** for verification.

3. Verification of Forms

The examination form and supporting documents shall be scrutinized and verified by the concerned HOD or an authorized representative. A student shall be considered eligible for examination only after successful verification of the form and fulfilment of all prescribed requirements.

B. FORM FILL-UP WITH FINE

Students who fail to complete the form fill-up within the regular period may avail themselves of the subsequent opportunities, subject to fulfilment of all eligibility conditions, by paying the prescribed fine as follows:

Sl. No.	Form Fill-up Opportunity	Time Schedule	Fine Payable
1	First Fine Date	After 7 days from the regular date	₹50/-
2	Second Fine Date	After 15 days from the regular date	₹100/-
3	Final Fine Date	Up to 3 days before commencement of the examination	₹500/-

Important: The above fine shall be payable in addition to the prescribed examination fee.

C. FINAL DEADLINE

No examination form shall ordinarily be accepted **after the expiry of the final fine date**. Students who fail to complete the examination form fill-up within the prescribed period shall **not be permitted to appear in the concerned End-Semester Examination**.

Students are therefore advised to complete all examination-related formalities well within the stipulated time and not to wait until the last date.

D. INSTRUCTIONS TO HEADS OF DEPARTMENTS

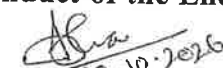
All Heads of Departments are requested to ensure strict compliance with the following procedures:

1. The HOD shall inform all eligible students of the form fill-up schedule and the requirements well in advance.
2. The HOD or an authorized representative shall **scrutinize and verify** each examination form along with the requisite documents, particularly the student's readmission status, attendance and payment of the prescribed examination fee.
3. Only forms satisfying all prescribed eligibility conditions shall be duly verified and accepted.
4. The concerned HOD shall maintain a proper record of the students whose forms have been verified and accepted.
5. After completion of the form fill-up process, the HOD shall prepare a **consolidated list of eligible students** and submit the same, along with the duly verified forms and other requisite records, to the **Controller of Examinations** within the prescribed time.
6. The HOD shall ensure that no student who does not fulfil the prescribed eligibility criteria is recommended for appearing in the examination.
7. Any discrepancy or exceptional case requiring clarification shall be brought to the notice of the **Controller of Examinations** immediately for appropriate action.

E. GENERAL INSTRUCTIONS

- The examination form fill-up is **separate from the readmission process**.
- Payment of the prescribed examination fee is mandatory for appearing in the End-Semester Examination.
- Mere completion of the readmission process through SAMS shall **not** be treated as completion of examination form fill-up.
- Students must ensure that their forms are duly verified by the concerned HOD within the stipulated period.
- No request for form fill-up after the final deadline shall ordinarily be entertained.

All concerned students and Heads of Departments are hereby requested to adhere strictly to the above guidelines to ensure the **smooth, transparent and timely conduct of the End-Semester Examination**.

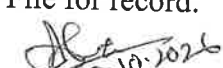

Principal,

B.J.B. Autonomous College,
Bhubaneswar

Memo No. 5694 Date 28/10/26

Copy to:

1. The Controller of Examinations
2. All Heads of Departments for information and necessary action.
3. Academic Section for information and necessary action.
4. Accounts Section for information and necessary action.
5. Notice Board/College Website.
6. Examination Section/Section Officer (I/c)/Principal's Guard File for record.


Principal,

B.J.B. Autonomous College,
Bhubaneswar


28/10/26