Important Points For Filling Examination Form.

1. **Do not wait for last date** of submission of examination form;
2. **Mention student name** as per your XII\textsuperscript{th} mark sheet only. (College will not be responsible in case of any wrong name, spelling mistakes etc.)
3. **To check and confirm** name, PRN No., all subjects with backlog subjects, if any, are mentioned in Exam. Form especially in case of **Special subjects** like Foreign Language, Finance and Marketing etc. (Not for First Year students);
4. **From 4\textsuperscript{th} Sem. To 6\textsuperscript{th} Sem. Online** Examination Form, **PRN No.** should be correct which mentioned on right hand corner of **University Mark sheet**;
5. **If any subject is not showing** or any excess subjects are showing in form, Please inform in the office immediately;
6. **Please write Class and Roll No.** at Right Hand Corner of Exam. Form;
7. To enclose **Xerox copy** of last examination mark sheet & **XII\textsuperscript{th} mark sheet** for all classes of students;
8. Examination form should be **signed by student**;
9. **Please bring exact amount of examination fees** which is convenient for office and student;
10. **ID card** is necessary while submitting the examination form.