

GUIDELINES FOR PRIVATE CANDIDATES TO REGISTER FOR END SEMESTER EXAMINATIONS

The Private Candidates registering for the End Semester Examinations are advised to go through these rules and regulations before they apply

1. The term 'Private Candidate' means that a student who has completed her/his programme and appearing to the End Semester Examinations for any course after his/her period of study due to arrear or Repeat-Semester (RS) / Repeat-Course (RC).
2. For RS and arrear, the candidate can appear for any examinations in any semester for theory courses whereas practical courses can be appeared on the corresponding semester only.
3. The students who appear for the End Semester Examinations as private candidate due to Repeat-Course must appear for the corresponding semester like odd semester courses in odd semester and even semester course in even semester.
4. Application for the Registration for End Semester Examinations by private candidates has to reach CoE Office within **15 Working days** from the date of issue of the circular.
5. The application is to be filled by the candidate in his/her own hand-writing and not by any one else on his/her behalf. **All the fields must be filled correctly**. Incomplete applications will be rejected. The xerox copy of the HSC Mark Sheet (For UG) / UG Degree (For PG) must also be attached.
6. Entries made by the candidate are to be verified and duly signed by the HOD.
7. Prescribed fees for appearing as Private Candidate for End Semester Examinations are as follows.

<u>Under Graduate</u>		<u>Post Graduate</u>	
Registration Fee	: Rs. 120 /-	Registration Fee	: Rs. 120/-
Mark Statement	: Rs. 180 /-	Mark Statement	: Rs. 180 /-
Theory	: Rs. 125/course	Theory	: Rs. 200/course
French Language	: Rs. 600/course	-	-
Practical (3 Hours)	: Rs. 200/course	Practical (3 Hours)	: Rs. 275/course
Practical (6 Hours)	: Rs. 250/course	Practical (6 Hours)	: Rs. 350/course

8. The fee should be paid at the CoE office by Cash or through Online. The fee once paid will not be refunded. If the payment is made online, transaction ID and Date must be clearly written in the application form and the copy of the payment data should be attached with the application. Otherwise, the application will be rejected without any notice.

Online Payment Details:

Name of the A/C holder : GTN Arts College Autonomous Examination Fee
Name & Branch of the Bank : Axis Bank, MVM Nagar
Account No. : 920010032259371
IFSC Code : UTIB0003963

9. **The Application Form must be submitted to the CoE office only.**
10. The End Semester Examinations for the private candidates will be conducted along with regular students. Same time-table for Regular students is applicable to Private Candidates. The time table for the End Semester Examinations will be published in the College Website only. In this respect, no direct correspondence will be made to the candidates. The candidates are advised to check the college website regularly. Alternatively, the candidates can get the update from their parent department as well.