



PRESIDENCY UNIVERSITY
86/1, COLLEGE STREET, KOLKATA – 700073

Memo.No. COE/SPL SUPP/EVEN/01

Date: 06/07/2015

URGENT NOTICE

Application for Special Supplementary Examinations for UG and PG Even Semester Examination, 2015 will be available online (link within www.presiuniv.ac.in) from 10/07/2015 till 13/07/2015.

Students eligible for Special Supplementary Examination 2015 have to register their email where a passcode will be sent. This passcode will be required to fill up the Review application form. The fee for the examination is ₹ 500.

A confirmatory email will be sent to the registered email id of the student after successful submission of the application form. A copy of the bank challan will also be available in the registered mailbox of the student. **The student should take a print out of these two documents and after duly filling up the challan submit the appropriate fees in bank mentioned below.**

The fee has to be paid in cash over the counter at **Axis Bank Ltd., C. R. Avenue Branch, 31 A & B Tarachand Dutt Street, Kolkata - 700 073 (SB A/c No. 911010065432963)**. The student should submit the counterparts of the challan (duly stamped by the bank) **the printed application form and the copies of all grade cards** to the desk at **Students' section comprising of Mr. Arun Datta (of the Finance section) and Mr. Kaushik Das (Students' Section)** within the specified date and time.

Submission of Fees in bank	13/07/2015 to 15/07/2015(within Banking hours)
submission of forms with requisite documents to the Finance Office and Students' Section	14/07/2015 to 16/07/2015 (11.00 HRS TO 15.30 HRS)

Heads of the Departments are also requested to note and instruct their good offices to inform the students accordingly.

Students Section is requested to take all necessary action in this regard and also to **check everything as mentioned above** before sending the submitted Application Form to the Office of the undersigned.

s/d-

Controller of Examinations (Addl. Charge)

Copy to :

1. Hon'ble Vice-Chancellor – for bringing it to her kind notice
2. Registrar – for necessary information and issuing necessary direction to the students; Section.
3. Finance Officer - for necessary information and issuing necessary direction to the concerned Section for collection of fees.
4. All Head of the Departments
5. Dean of Students
6. Students' Section
7. Notice Board
8. Guard file