



KIIT UNIVERSITY, BHUBANESWAR-24

(Decld. U/S 3 of UGC Act, 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. KIIT-U/Exam –Enrolled/15634 /17

Date: 11.04.2017

Sub: - Payment of examination fees & enrollment for Supplementary Examination-2017 of MBA, BBA, DMBA & Ph. D Course work Students of KSOM.

The payment of Examination fees Rs.200/-for each backlog subject & enrollment to appear for Supplementary Examination-2017 of KSOM (**1st, 3rd, 5th, 7th & 9th Semester**) as per the following schedule.

The students unless clear any pending University dues, the SAP portal/offline action for them may not be active on the following steps for examination booking

Action	Mode	Date	Contact person in case of any Problem
Booking of the subjects and payment of Examination Fees	Student Self Service Portal	(1) 17.04.2017 to 24.04.2017 (Without Fine)	Asst. COE of respective School
	Student Self Service Portal or offline mode by depositing the requisite amount at the Accounts Counter of respective School.	(2) 25.04.2017 to 26.04.2017 (with fine Rs 50/-)	
		(3) 27.04.2017 (with fine Rs 500/-)	
		(4) From 28.04.2017 onwards (With fine @ RS.500/- per day)	
Downloading of Admit card	Student Self Service Portal only after due Registration	28.04.2017	Asst. COE of respective School <u>along with copy of money receipt</u>

For students of Dual Degree (DMBA) (2011 Admitted Batch and Previous) and Ph. D. Course Work, examination booking will be done offline by paying requisite fee and filling the hard copy forms available in the respective School as per the below mentioned dates .

A consolidated list of the form fill up must reach the office of the Controller of Examinations on or before 28.04.2017.

Sd/

Controller of Examinations

To,

The Director, School of Management

CC: Dean/Asst. COE (SOM)

CC: Finance Officer/ Head Documents Cell for posting in the KIIT Website / Head, EAM Division for necessary action

CC: Registrar for kind information.

CC: PS to Vice-Chancellor for kind information of Vice-Chancellor