

**SUPPLEMENTARY EXAM FORM FILLING NOTICE**

**Subject: Offline Examination Form filling for ENGG. DIPLOMA All Branches (EX) Students 2018 batch.**

Supplementary examinations for January-2018 are going to commence from **14<sup>th</sup> June 2019**.

Facility for filling up offline examination form for students is available through your departmental Heads / Deans. All the EX students are required to fill up offline examination form for their June 2019 examinations.

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM.**

1. Fill examination form in hard copy available at our website [www.mpu.ac.in](http://www.mpu.ac.in)
2. Fees for examination should be deposited at the cash counter, and the Xerox copy of the receipt to be attached with examination form.
3. Before submitting the exam form, ensure that information contained in the examination form is correct and there is no spelling mistake. In case of any error/mistake in examination form, contact your TG/HOD immediately.
4. Write your name in Hindi in the blank space available in examination form and fill up fee paid amount with receipt no and date in your own handwriting.
5. Put your signature on exam form in the space provided.
6. Examination application along with copy of exam fee receipt must be submitted to the HOD/Dean.
7. All applications after scrutiny shall be forwarded to University Exam Department (Confidential) along with all attachments.
8. Incomplete erroneous and late applications will not be accepted by HOD/Deans/Exam Department.
9. **Exam Fees for all courses is Rs. 600/- (Rupees Six Hundred Only) per paper, maximum to Rs. 2000/- (Rupees Two Thousand). Exam fee is non refundable.**
10. **Last date of Online Examination form filling without late fees for all courses is 12/06/2019.**
11. Students filling up examination forms must ensure that they are eligible for the same. In case of any doubt they must contact their HOD/Deans to clear the same.
12. In case of ineligibility, the result of examination will be null and void and sole responsibility will lie on the student.
13. Examination forms will be forward by TGs, HODs and Deans of respective schools.
14. On Admit card fill all the details properly, put your signature in the space provided and submit to TGs / HODs for getting it sealed by Exam Confidential Cell.



Controller of Examination  
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**Dr. Sandeep Gangrade**  
**Controller of Exams**