

Prof. (Dr.) Jyoti M. Nagamoti MD, Ph. D  
Controller of Examinations

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Ref. No: KAHER/Exam/21-22/D- 11 0322007

Date: 10<sup>th</sup> March 2022

**NOTIFICATION**

**Conduct of M.Sc. Biotechnology, M.Sc. Biostatistics & PG Diploma in Biostatistics– 1<sup>st</sup> Semesters Examinations (Regular) – March 2022.**

The Theory Examination of **M.Sc. Biotechnology, M.Sc. Biostatistics & PG Diploma in Biostatistics– 1<sup>st</sup> Semesters (Regular)** shall commence from **28<sup>th</sup> March 2022**.

**Constituent Unit: J.N. Medical College, Belagavi.**

**Schedule for compliance:**

Sl. No.	Particulars	Allied Courses
1.	Last Date to confirm Internal Assessment Marks and students attendance by Head of the Institution till 5:00 PM	12 <sup>th</sup> March 2022
2.	Last Date to display Internal Assessment Marks and students attendance on the Notice Board till 5:00 PM	14 <sup>th</sup> March 2022
3.	Submission of soft copy & hard copy of Internal Assessment Marks and Students attendance to the Office of the Controller of Examinations	15 <sup>th</sup> March 2022
4.	Availability of online exam forms and online payment of examination fees with and Availability of Hall Tickets ( <b>without fine</b> )	18 <sup>th</sup> to 21 <sup>st</sup> March 2022
5.	Availability of students list, <b>who have filled the forms without fine</b> , on Institution's Examination Portal.	22 <sup>nd</sup> March 2022
6.	Availability of online exam forms and online payment of examination Fees and Availability of Hall Tickets ( <b>with fine</b> )	22 <sup>nd</sup> to 24 <sup>th</sup> March 2022
7.	Availability of student list <b>who have filled the forms with and without fine</b> , Attendance diary and Feedback Report on Institution's Examination Portal.	25 <sup>th</sup> March 2022



*[Handwritten Signature]*

PTO....

**The Examination Fee Structure is as follows:**

1.	Examination Application Form Fee Fine for late submission of Examination Application Form:	Rs. 300/- (To be paid by all the candidates) Rs. 450/-
2.	Marks Card Fee	Rs. 450/-
<b>Other Fees</b>		
3.	Examination Fees	<b>Rs.1,500/-</b> per paper (for M. Sc. in Biotechnology) <b>Rs.1,800/-</b> per paper (for M.Sc. Biostatistics) <b>Rs. 1800/-</b> Per Paper (for PG Diploma in Biostatistics)

**Instructions to the Principal / Heads of the Institution**

1. The Head of the institution is requested to ensure that the students owe no dues such as tuition fees, library fees, hostel fees etc. In case, there are students owing dues, the list may be sent separately to **KAHER** before freezing of internal assessment (IA) marks and attendance.
2. Heads of the Departments may be informed to maintain the Register for Internal Assessment Marks / Record Marks. **Internal Assessment marks / Record Marks and Attendance shall be informed to the students for their benefit without fail.**
3. Kindly circulate / notify the examination notification to the concerned course co-ordinators.
4. To facilitate smooth online transition of exam application forms and payment by the candidates, the Principal should help in setting a separate **Help Desk** at the institution office for the same from **16<sup>th</sup> March 2022.**
5. From the college end make arrangement to send SMS on **16<sup>th</sup> March 2022** to every candidate and their parents regarding the availability of online exam application and payment **without fine** from **18<sup>th</sup> to 21<sup>st</sup> March 2022.**
6. From the college end make arrangement to send reminder SMS on **22<sup>nd</sup> March 2022** to every candidate and their parents regarding the availability of online exam application and payment **with fine** from **22<sup>nd</sup> to 24<sup>th</sup> March 2022.**
7. *The head of the Institution should not encourage enrollment of the candidate/s for University examinations after the scheduled due date of filling of examination forms. The Institution has to strictly follow the examination scheduled time line.*



By Order,

**Controller of Examinations**

**To:**

-The Dean/ Principal, Faculty of Medicine, J.N. Medical College, KAHER, Belagavi.

**Copy for information to:**

1. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
2. The Registrar, KAHER, Belagavi.
3. The Finance Officer, KAHER, Belagavi.
4. The Director, Academic Affairs, KAHER, Belagavi.
5. The In charge Principal of Allied Health Sciences, KAHER, Belagavi.
6. The IT Section, KAHER, Belagavi. (To Upload on Website)

} For information.