

# KALINGA NAGAR POLYTECHNIC

TARAPUR, LAXMINAGAR, JAIPUR ROAD, JAIPUR

NO.KNP/NOTICE/16

Date.20.03.2025

## NOTICE

It is hereby informed to all Regular & Ex-regular 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup> (BP) & 6<sup>th</sup> Semester students that the Examination registration / form fill-up 2025(S) shall be started as per the schedule mentioned below.

### Regular & Ex-regular 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup> (BP) & 6<sup>th</sup> Semester -2025(S)

24.03.2025 to 05.04.2025	Without fine	Time- 10.00AM to 1.30PM -1 <sup>st</sup> Session 1.30PM -2.00PM -Lunch Break 2.00PM to 4.00PM -2 <sup>nd</sup> Session
07.04.2025 to 09.04.2025	With fine,500/-	
A/C Section	Counter-01	K.C. Puri / As desired by DCFO
A/C Section	Counter-02	Sri. S.K. Majhi / As desired by DCFO

1. All concerned staffs are as required to submit details report in daily basis.
2. Any financial issue Dy. Chief Finance officer will be sorted out the problem of students during the scheduled period of examination registration / form fill-up.
3. Clearance in all respect is required including canteen.
4. Student's discipline- G Bhanja & R.R. Das
5. Clearance form- P.K. Das(Store).
6. Day to day report to be submitted by Head A/c (K.C. Puri) in daily basis to the undersigned along with copy to (R.R. Das) without fail.
7. Examination clearance is required for Ex-Regular / Back Paper students -Examination Section ( B.B. Khuntia).
8. The form fill-up date may be varied according to the SCTE & VT notice.
9. DCFO may increase number of counters to avoid last day rush for exam registration / form fill-up 2025(S)

- ❖ Note:-After closing of attendance the exam registration of regular students shall be converted to form fill-up is subject to satisfying criteria (at least 75%) attendance each students.
- ❖ Rest of the Staff and faculties will be remain alert during the period of form fill-up/ Exam registration without hampering the regular classes / academic activities as per the routine / schedule notified earlier.

20.03.2025  
Principal  
Kalinga Nagar Polytechnic  
Tarapur, Jaipur

Copy to- NB/ HNB/ Security/H.Suptd./ Canteen I/c /All Staff/ Dept./Adm I/c/ Dy. Head Admin/ EIC/ VP/ All Dy. Heads / CAO/ Chairman Sir File / Guard File for kind information & necessary action.

20.03.2025  
Principal  
Kalinga Nagar Polytechnic  
Tarapur, Jaipur