संदर्भ सं./Ref. No. ....

DCAC/Admn./2026/ १४65

दिनांक/Date ....

16.02.2026

NOTICE (Most Urgent)

Subject: Mandatory submission of details of ER (Essential Repeat) and/or Improvement papers pertaining to the Previous Even Semester (May–June Examination Cycle) – Reg.

All regular students of all courses who have **ER (Essential Repeat) / Back paper(s)** and/or are seeking to appear for **Improvement in any paper(s)** pertaining to the **Previous Even Semester (May–June Examination Cycle)** are mandatorily required to submit the complete details of such ER/Back/Improvement paper(s) through the prescribed Google Form on or before **18th February 2026.**

2. Submission of this information is compulsory:

(i) to permit attendance in classes and submission of assignments, if applicable, for the concerned ER/Improvement paper(s), in accordance with University rules; and

(ii) to enable registration for the forthcoming **Even Semester (May–June 2026) Examinations.**

3. *Failure to submit the required details within the stipulated time shall render the student ineligible for registration for the May–June 2026 Examinations and may attract other consequences as per University/College rules.*

4. The Google Form link for submission of ER/Back/Improvement paper details is provided below:

https://forms.gle/FtsWLA1qvDn8mnWG7

5. Students must ensure that all particulars (**Unique Paper Code, Paper Title, Paper Type, Semester, Exam Session, etc.**) are complete, correct, and strictly in accordance with their Statement of Marks/Grade Card. *Incomplete, incorrect, mismatched, or improperly formatted submissions shall be treated as non-submission.*

6. All ER/Back/Improvement papers must be entered in the designated text box(es) strictly as per the instructions given in the Google Form. *Students must carefully verify all entries before final submission.*

7. *No manual or physical submission of ER/Improvement paper details shall be accepted under any circumstances.*

8. The Google Form shall remain active only up to the notified deadline. *No separate reminder shall be issued, and the responsibility for timely and correct submission rests entirely with the student.*

9. For any clarification or technical difficulty in filling the Google Form, students may contact:

(i) the respective Dealing Assistant (Administration); and/or
(ii) the Network & System Administrator (First Floor – Server Room).

By Order

Acting Principal

Copy to:
• College Website / Notice Board
• Administration Office (Dealing Assistants)
• Network & System Administrator