OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No.: COE/ETE/MAY-JUNE/2023/001   Date: 08th April 2023

NOTICE

Submission of End-Term Examination (ETE) Form of Even Semester on Collpoll.

The University's End-Term Examination (ETE) Enrollment Process of Regular/ Reappear/ Repeat/ Improvement of Even Semester courses will commence on Collpoll from Monday, April 10th 2023 for all eligible students of the University.

Students can register for the reappear courses on Collpoll for the course/s he/she wants to reappear in which he/she has fail (F)/Absent (AB)/Examination Cancelled (EC)/Unsatisfactory (U) Grade in the previous Even Semester Examinations. The exam fee is Rs.500/- for each course.

Student can register for repeat courses on Collpoll for a course/s he/she wants to repeat in which S/he has detained (DE) in the previous Even Semester Examinations. Student can also appear in the course/s for the improvement of grades. The exam fee is Rs.5,000/- for each course.

Students having backlogs and are within N+1 or N+2 duration, are also eligible to fill up the ETE May/June 2023 Examination Form on Collpoll.

The Last Date of Examination Enrollment on Collpoll is May 7th 2023. Students can write at support@collpoll.com / erp.gdgu@gdgu.org if facing any issues.

Important Instructions:

1. **The Examination Enrollment will not be accepted on Collpoll after May 7th 2023.**
2. Student must register for all regular courses of Even Semester AY 2022-23 for ETE and can check the courses from Post Registration Slip generated from Collpoll.
3. Student must ensure the payment of backlog papers. The dues of backlog papers will be generated within 12 hours on Collpoll after submission of exam form.
4. Student must **upload the Latest Passport Size Photograph on the Collpoll** for appearing in ETE.
5. Students studying in regular courses, will not be eligible to fill the courses, if not meeting the eligibility criteria of attendance (=>75%) Or having any outstanding dues.
6. **The Examination Enrollment will not be approved if not satisfying all the above criteria.**
7. The details of backlog Exam Fee Payment must be sent to accountsgdgu@gdgoenka.ac.in

For any further queries, you may contact the office of the Dean of respective schools.

Controller of Examinations

Copy to: Office of the President/Vice-Chancellor/ Registrar/ Deans/Accounts/Notice Board.