

JAI PRAKASH UNIVERSITY, CHAPRA

(Examination Department)

To

**The Principal,
Siwan Engineering and Technical Institute,
Siwan**

Subject: Submission of Fees and Forms of MBA 1st, 2nd, 3rd and 4th Semester Exam. 2015.

Sir,

With reference to the above mentioned subject I am directed to inform you that the examination fees and forms of MBA 1st (2014-2016), 2nd (2013-2015), 3rd (2012-2014) and 4th (2011-2013) Semester Examination 2015 will be accepted in the University office mentioned as under:

S.No	Description	For Students (To Submit Forms & fees in College)	For College (To Submit Form & fees in University)
1-	Date of receipt of fees and forms without fine	28-09-2015 to 02-10-2015	03-10-2015 till 02:00 P.M
2-	Date of receipt of fees and forms with Rs 250/- Late fine	05-10-2015 to 07-10-2015	08-10-2015 till 02:00 P.M
3-	Examination fees & forms for 1 st , 2 nd , and 3 rd Semesters : 2250/- Examination fees & forms for 4 th Semesters : 2350/-		

It will be necessary to enclose the photo copies of Marks-sheet, Admit Card and Registration receipt of the last examination duly attested by the Principal or the person authorized by him. Please affix two attested copies of recent photographs.

You are, therefore, requested kindly to checkup the forms duly filled in prior to forward the same otherwise the University will not be in a position to accept the fees and forms.

Note:

1. The principal or the nominated Professors should themselves confirm about correctness of the entries before forwarding the examination forms.
2. The integrated computerised list of the examination forms in duplicate, be prepared faculty wise / subject wise. The softcopy of C.D must be sent along with the duplicate lists.
3. The examination forms and the requisite fees pertaining to M.B.A course will be accepted from college provided that this course has already been recognised by AICTE and approved by the University for the concerning sessions. The attested photo copy of the letter conveying the said content must be submitted along with the forms. Else examination forms will not be accepted and the college will itself be held responsible for it.

In the light of the above points the examination forms of M.B.A examination 2015 and the admissible draft in the favour of the Registrar of the University be submitted on the stipulated date.

Yours faithfully,
sd/-

(Dr. S.A. Ata)
Controller of Examinations.

Memo No. C/ 002673.

Dated: 22/09/2015

Copy forwarded for information and necessary action to:

- 1- Finance officer, Jai Prakash University, Chapra,
- 2- Public Information Officer, Jai Prakash University, Chapra,
- 4- Store Keeper, J. P. University, Chapra,
- 5- P.A. to the Vice-Chancellor/Pro-Vice-Chancellor/Registrar, Jai Prakash University, Chapra,

Bojoo
2015

S.A. Ata
22/09/2015
Controller of Examinations
Jai Prakash University
Chapra