

Guideline to fill up the Enrollment Form for BE Examination (Odd Semester 2016-17)

All First year and Lateral entry students are requested to go through this guideline for filling up the Enrollment form for BE Examination (Odd/Even semester). **Students may download the enrollment form attached below.** Students have to submit relevant supporting documents against the information furnished in the form as referred in this guideline.

Session:

For Regular candidates: 2016-2020; For Lateral entry candidates: 2016-2019

List of relevant supporting documents (Self attested Photocopies):

1. For serial no. 1, 2, 3, 4 and 5: As mentioned in the Enrollment form.
2. For Serial no. 4: Marriage certificate if married.
3. For serial no. 6: Caste certificate except General caste.
4. For serial no. 7: Minority certificate as applicable.
5. For serial no. 8 and 9: As mentioned in the Enrollment form.
6. For serial no. 10: Date of birth proof (Madhyamik admit card/ pass certificate).
7. For serial no. 11: Fees book of the Institution.
8. For serial no. 12: Write down "Applied for (A/F)".
9. For serial no. 13: Write down the roll no. in the following format:
 - a. For CSE: 2016-10xx
 - b. For ECE: 2016-20xx
 - c. For IT: 2016-30xx
 - d. For AEIE: 2016-40xx
 - e. For CE: 2016-50xx
 - f. For EE: 2016-60xx
 - g. For all Lateral Entry candidates: Follow this format: "L2016-xxxx".
10. For serial no. 14: Mark sheets of 10th and 10+2 examinations. For Lateral entry candidates: Mark sheet of Diploma examination.

Submission Guideline:

Submit the filled up form along with relevant supporting documents from 12 to 16 September, 2016 at Examination Cell, UIT.

Sd/-
TIC, UIT, BU

THE UNIVERSITY OF BURDWAN

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Application for Enrolment as a candidate for the B. E. Examination (Odd/Even) 20.....

(Session.....)

Affix 2.5×3.5
size recent
photograph at
this point

To
The Controller of Examinations
The University of Burdwan

Roll No

Through the Principal-University Institute of Technology, B.U.

Sir,

I do hereby apply for enrolment of my name for the B.E. Examination, (Odd/Even) 20..... (Session.....)
I furnish below the particulars relating to myself.

1. Name of the Student (In Block letter as in first public examination)
2. Name of Father
3. Name of Mother
4. Name of Husband (if Married)
(For 1, 2, 3 & 4 leave one box blank after each word)
5. Male/Female (write M or F) 6. General/SC/ST/OBC/OTHERS
7. Whether belongs to Minority Community, If so state the Community
8. Branch : CSE/ECE/IT/AEIE/CE/EE (Write in details)
9. Address in full
(a) Permanent (in block letters)
Name
Post District
State Pin-Code
Phone No Mobile No
- (b) Present
10. Date of birth
11. Date of admission to the Institute
12. Burdwan University Registration No..... of.....
with year (attested Xerox copy of the Registration Certificate is to be attached herewith)
13. Roll & No. at B.E. Examination
14. Last Examination passed with year of passing, Roll & No. & Reg. No. and Name of the Institution and Board/Council/University

Name of Examinations	Name of Board/Council/University	Roll & No & Reg. No.	Year Passing	Class/Division

The particulars furnished are correct and forwarded

Yours faithfully,

(Signature with office seal of the Principal)

(Signature of the student in full)