



# Saint Claret College (Autonomous), Ziro

Re-accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)

Affiliated to Rajiv Gandhi University

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Ref. No.: SCCZ/ CoE/ 001

26.11.2024

## End Semester Examinations December 2024 Semester 1 UG & PG

**Online Exam Form fill-up dates:** 27.11.2024 to 29.11.2024

**Process:** Follow these steps to submit your exam form online

**Step 1:** Pay the requisite Exam Fee through the **Online Payment page** ([Click here](#)) of the College from the College Website.

- Select Examination Fee from the drop down
- Enter all details correctly and select appropriate fee component (Practical/ Non-Practical)
- Make Payment and retain Receipt for further reference

**Step 2:** Visit the **ERP Portal** ([Click here](#)) on the College Website. Login with your credentials and go to the **Examination > Exam Registration**.

Check all details and **submit** the Exam Form. (if there is any discrepancy in your details, contact the College office)

The Exam Office will verify the Exam Application Form and the payment details. Upon successful verification, the Form will be approved and the Admit Card will be issued. Detailed Notification will be issued from the Exam Office.

**Note that for the issue of Admit Card, every student must complete both the steps (payment and Form submission). Students who have pending dues must clear all dues before receiving the Admit Card.**

### Exam Fee Details

SI. No.	Particulars	Fee (Rs)
1.	Examination Fee	700/-
3.	Practical Examination Fee	600/-
4.	Marksheet Fee	250/-
5.	Processing Fee	50/-

- **Students with Non-Practical Component-  $700+250+50=$  Rs.1000/-**
- **Students with Practical Component-  $700+600+250+50=$  Rs.1600/-**

**Last date for filling-up of Exam Form is 29.11.2024. Late fine will be imposed on 30.11.2024. No forms will be accepted thereafter.**

The Online form fill-up is simple and user friendly. One can complete the process even on a smart phone.

Dr. Utpal Talukdar  
Controller of Examinations