

NOTICE

This is for information to all students of Jowai Poltyechnic that the Examination to Term I, III & V will commence from 16th of March 2021 (tentative). Hence the payment of exam fees & registration of examination forms for **Backlog subjects only** will commence from **19/02/2021 to 25/02/2021**.

For Regular examination (i.e for regular students) a separate notice will be given at a later date regarding the payment of fees & registration of Examination forms. (please note do not pay & register for Regular examination until instructed to do so). The above dates will be for backlog forms only.

The forms are to be filled online using the Examination portal as instructed in the previous notice.

Procedure to fill exam forms online:

1. Proceed to SBICOLLECT to pay your exam fee of Rs. 350/- per semester. Do not pay any fines with regards to NC subjects.
2. Note the DUD reference number after payment & save a copy of the receipt as a pdf file as it is required to be uploaded in the exam portal.
3. For filling of registration forms please register yourself on the exam portal of Jowai polytechnic as instructed in the previous notice.
4. Visit the Institute's website www.jowaipolytechnic.in
5. Go to Examination > Exam Registration > click on the given link <http://examregistration.jowaipolytechnic.com> (this will redirect you to the examination portal)
6. Once in the portal, login with your credentials & start filling the exam form.
7. In the box for "CURRENT SEMESTER APPEARING" click on BACKLOG. And in the "BACKLOG SEMESTER APPEARING" click on the relevant semesters you have backlog papers in.
8. Fill all the details as required in the form and tick on the correct subjects you may have as backlog. For theory papers tick the relevant "Th" box & for Practical tick on "Pr".
9. You will need to upload a copy of the payment receipt(s) and the latest marksheet(s) of the exam you are applying for. For example if you are applying for Term I backlog examination, upload a copy of the marksheet of last Term I examination you appeared for.
10. If you have backlog in more than one semesters then you can fill all the backlog subjects in one application itself. But the payment has to be made separately for all backlog semesters & all the receipts has to be uploaded. (for example if you have backlog in Term I, III & V then upload payment receipts of all three semesters)
11. Once all the details has been filled, click on the "SUBMIT" button.

For any queries:   +919362177015 (between 9:00 AM to 5:00 PM)

AEC
JOWAI POLYTECHNIC, JOWAI