

Dated: 1ST March, 2021



NOTICE

This is for information to all students of Jowai Polytechnic that the registration and submission of examination forms for the Final Terminal Semester Examination of Term I, III & V (Regular students only) will commence from **03/03/2021 to 08/03/2021.**

Hence all regular students are advised to fill up the online exam forms through the exam portal of Jowai Polytechnic.

Procedure for filling of online forms:

1. Firstly, fees are to be paid online only or through Challan. Proceed to SBICOLLECT to pay your exam fees of Rs.350/- . Do not pay any fines. Select NC subject as 0 & Fine as 0.
2. Download the receipt or screenshot if payment is made from a mobile phone & **make sure the date of payment is visible.** Only successful transactions will be accepted. **Failure/Pending transactions will not be accepted.**
3. Then proceed to the exam portal by visiting the Institute website www.jowaipolytechnic.in> Examination > Exam Registration > <http://examregistration.jowaipolytechnic.com>
4. Or visit the portal by directly entering the url examregistration.jowaipolytechnic.com
5. First year students are to register themselves in the portal before proceeding to fill up the forms. 2nd & 3rd year students can directly enter by using their existing login credentials.
6. Once registered, click on student login and then enter the username and password.
7. Documents required to be uploaded with the exam form:
 - i. Passport photo.
 - ii. Previous term marksheet (For 1st year students upload Class X or XII marksheet)
 - iii. Payment receipt.
8. In the "CURRENT SEMESTER APPEARING" box click on 1st Semester, 3rd Semester or 5th Semester whichever is relevant to you.
9. In the "BACKLOG SEMESTER APPEARING" click on Nil.
10. For date of examination you can enter **15/03/2021.**
11. Fill up all the details correctly and then click on "preview", and after previewing the form click on "FINAL SUBMIT".
12. Please note, Hostellers who are unable to go out for payment of fees can come to the office for payment. Bring along your ATM/Debit card.

For any queries:   +919362177015 (between 10:00 AM to 5:00 PM)

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