SurTech

DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY & SPORTS COMPLEX
(Autonomous Institute & affiliated to MAKAUT, WB, NAAC accredited with Grade "A")
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Ref No:- DSEC/COE/0007

Date: 26.11.2026

NOTICE

Subject: Mandatory physical reporting at the Examination Cell for verification-related issues – Backlog Form Fill-up, Odd Semester Examinations 2026-27

This is with reference to the MAKAUT, WB Notification Ref. No. COE/MAKAUT,WB/2026/74 on Form Fill-up for Backlog Students for the Odd Semester Examinations 2026-27.

All backlog students of the UG and PG programmes of SurTech are hereby informed that any verification-related issue concerning their backlog examination application form must be resolved by reporting physically at the Examination Cell, SurTech, as per the deadline below:

REPORTING DEADLINE
27.11.2026 (Friday) by 11:00 AM
Venue: Examination Cell, SurTech | Last date of form issuance: 27.11.2026, 5:00 PM

STUDENTS ARE ADVISED TO NOTE THE FOLLOWING

1. Verification issues will be attended to only in person at the Exam Cell. Requests by phone, e-mail or messaging apps will not be entertained.
2. Students must carry their College ID card and a copy of the relevant grade sheet(s) / mark sheet(s) showing the backlog paper(s), along with their registration and roll number details.
3. Issues not reported by 11:00 AM on 27.11.2026 may not be processed, and the Exam Cell will not be responsible if the form cannot be issued thereafter.
4. A separate backlog form must be filled up for each semester (if applicable).
5. After the form is issued, students must complete online submission through their login by 28.11.2026, 5:00 PM.
6. The examination fee for back papers is Rs. 1,000/- per semester, to be paid to the College as per the instructions of the College office. The College will remit the consolidated fees to the University.
7. Admit cards will be generated online in the student login before the examination.

IMPORTANT DATES:

Date & Time	Activity
20.11.2026, 11:00 AM	Commencement of issuance of forms and submission by students
27.11.2026, 11:00 AM	Last time for physical reporting at SurTech Exam Cell for verification issues
27.11.2026, 5:00 PM	Last date of issuance of forms by the College
28.11.2026, 5:00 PM	Last date for online submission of the form by students
30.11.2026, 4:00 PM	Submission of fees to the University by the College

For further information, students may visit the notice section of the University examination portal or contact the Examination Cell, SurTech.

Copy to:

1. The Principal / Director, SurTech – for kind information
2. All Heads of Departments – with a request to inform the students
3. College Notice Board / Website
4. Office File

26.11.'26

Officer-In-Charge
Examination Cell, SurTech

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex (College Code : 255) 540, Dum Dum Road, Kolkata-700074