



No. 284/CBIT/ AEC / IC / 2025

Date: 02.07.2025

NOTIFICATION

The last date for applying for **Physical Verification** of Answer Scripts of **MBA IV-Sem (Main) R23, MBA III-Sem (Suppl) R23 and MBA IV-Sem (Backlog) R20** held in the month of **May,2025** is **08.07.2025**. The fee for each answer script verification is **Rs. 1,000/-**. Students desirous for applying for Physical Verification are required to pay the fee through **Challan** or **use the following online payment procedure**. Submit the Challan or Online payment receipt along with duly filled Revaluation application form at AEC **on or before 08.07.2025**.

1. Procedure for online payment:

- Logon to erp portal and click on respective (Revaluation / Recounting) fee payment link and follow the instructions step by step for the payment.
- After successful payment, click on "Revaluation / Recounting Fee Receipt" for generating online examination fee receipt along with student photographs. **Failing to submit the generated online examination Fee Receipt with student photograph at AEC will be treated as non-submission of Examination Application Form.**
- For any issues regarding Examination Fee Payment, contact: **8466997216**.

2. Procedure for offline payment (through CBIT Challan):

Application forms are available at AEC counter(s) for Offline Payment. Students shall take Challan at Admn. Office/ Accounts Section, pay the fee at ICICI Bank and submit the filled in application form along with the Challan at AEC Counter immediately after payment without fail. **Failing to submit the filled in form along with the challan is treated as non-submission, even though the required fee is paid.**

NOTE: Fee once paid cannot be refunded or adjusted for any future examinations.


Prepared by


Verified by


PRINCIPAL


Copy to :

1. HOD-MBA with a request to circulate and display the same.
2. Admin Office with a request to make necessary arrangements.
3. All Directors, Joint Directors, Librarian for information.
4. CoE, for information and necessary arrangements.
5. WBC, for uploading the notification on the Institute's Website.
6. AEC-Counter-3