



KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Declared as Deemed-to-be-University u/s 3 & 12B of the UGC Act, 1956)

Accredited at A+ Grade by NAAC (3rd Cycle)

Placed in 'A' Category by MoE (GoI)

Office of the Controller of Examinations, KAHER,

JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka State, India

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Dr. Chandra S. Metgud
Controller of Examinations

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E-mail: coe@kledeemeduniversity.edu.in

Ref. No: KAHER/Exam/24-25/D-191124001

Date: 16th November 2024

NOTIFICATION

Conduct of Fellowship Program in Head and Neck Surgical Oncology (Regular) Examinations January 2025.

The Theory Examination of **Fellowship Programs in Head and Neck Surgical Oncology (Regular)** shall commence from **16th January 2025**.

Constituent Units: J. N. Medical College, Belagavi.

Schedule for compliance:

Sl. No.	Particulars	Fellowship Course
1.	Last Date to display Students attendance on the Notice Board till 5:00 PM	2 nd January 2025
2.	Last Date to send soft & hard copy of Students attendance to the Office of the Controller of Examinations	4 th January 2025
3.	Availability of online exam forms and online payment of examination fees and Availability of Hall Tickets (without fine)	6 th to 8 th January 2025
4.	Availability of list of students (those who have filled the forms without fine) on Institution's Examination Portal.	9 th January 2025
5.	Availability of online exam forms and online payment of examination fees and Availability of Hall Tickets (with fine)	10 th to 11 th January 2025
6.	Availability of list of students (those who have filled the forms with and without fine) , Attendance diary and Feedback Report on Institution's Examination Portal.	13 th January 2025



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The Examination Fee Structure is as follows:

1	Examination Application Form Fee (To be paid by all the candidates) Fine for late submission of Examination Application Form	Rs.300/- Rs.450/-
2	Marks Card Fee (For all courses)	Rs.450/-
3	Examinations Fees	Rs. 6,000/- per paper
4	Convocation Fees Indian Foreign	Rs.9,000/- Rs.12,000/-
	Provisional Degree Certificate Fees	Rs.1,200/-

Instructions

1. The Head of the institution is requested to ensure that the students owe no dues such as tuition fees, library fees, hostel fees etc.
2. The Head of the Institution should not encourage enrollment of the candidate's for University examinations after the scheduled due date of filling of examination forms. The Institution has to strictly follow the examination scheduled timeline.
3. Heads of the Departments may be informed to maintain the Register for Internal Assessment Marks / Record Marks. Internal Assessment marks/Record Marks and Attendance of the students shall be informed to the students for their benefit without fail.
4. Kindly circulate / notify the examination notification to the concerned course co-ordinators.
5. To facilitate smooth online transition of exam application forms and payment by the candidates, the Principal should help in setting up a separate Help Desk at the institution office for the same.
6. From the college's end to send SMS and share on Whats App groups to all candidates and their parents, informing them about the online exam application availability and payment options, both without a fine and with a fine.



By Order,

B. Meher 18/11/24

Controller of Examinations

To:

- The Dean, Faculty of Medicine, K.A.H.E.R, Belagavi.
- The Principal, J.N. Medical College, K.A.H.E.R, Belagavi.

Copy for information to:

1. The Special Officer to Hon. Vice-Chancellor, K.A.H.E.R, Belagavi.
2. The Registrar, K.A.H.E.R, Belagavi.
3. The Finance Officer, K.A.H.E.R, Belagavi.
4. The Director, Academic Affairs, K.A.H.E.R, Belagavi.
5. The In-charge Principal of Allied Health Sciences, K.A.H.E.R, Belagavi.
6. The IT Section, K.A.H.E.R, Belagavi. (To Upload on Website)

} For information.