

Office Circular

Date: 22 July 2018

Sub: Admit Card Distribution Procedure

As per CIU policy all students must procure their admit cards before the mid-term & final exams by clearing their dues and must show admit card to the faculty members before sitting for examinations.

The Office of the Controller of Examinations (CoE) will send the admit cards to the Managers of each School in three separate packages with the following labels before mid- term and final exams:

- 1) Fully paid students;
- 2) Partially paid students;
- 3) Unpaid (zero paid) students.

During midterm exams, a partially paid student may be issued admit card but during Final Exams a student must clear his/her full payment before collecting final admit card.

In any exceptional case, the student will have to take written approval from the Dean of his/her school to sit for mid term or final exams. After submitting the approved application to the school managers, a student will be eligible to collect admit card in special cases. In such a case, the managers will record correctly the name, ID number and contact number of the applicant carefully and correctly and will follow up the payment plan committed by the student and remind him/her from time to time to meet the deadline of payment. The managers will also send all approved applications to the office of the Registrar to keep the applications in the personal files of applicants for future reference. Besides this, all managers will have to maintain a data base of students who are appearing in the exams **with special permission** from the Deans.

In special cases, in absence of the Dean, the Controller of Exams will approve an application for deferred payment, if deemed appropriate.

(On instruction from the Vice Chancellor)
Sarker Kamrul Mamun
Controller of Examinations