



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

NHCE/COE/2024-25/04

7/03/2025

**CIRCULAR**

The students of **MBA, MCA & MTech** are hereby requested to register for ODD Semester End Examination 2024-25 and submit the print out of the Examination form and the e-receipt, to the respective department on or before **20<sup>th</sup> Mar 2025**. **Entry to the Examination Hall is strictly on the basis of the valid Hall Ticket and NHCE Identity Card.**

Late submission of Application form is strictly not entertained. **No further Extension will be provided.**

SI No	Event	Last date to submit the form
1	ODD Semester End Examinations	on or before <b>20<sup>th</sup> Mar 2025</b>
2	Photocopy of Answer Booklet	The day following the announcement of the results.
3	Revaluation	<b>Not applicable for Lab courses</b>
4	Make-up Exam Registration <b>Only for I &amp; X Grade holders</b>	Will be notified after the announcement of Results

Exam fee should be paid only through online payment. Fees once paid will not be refunded

**Steps for the Registration:-**

1. Visit the Payment Link: <https://forms.eduqfix.com/nhcoetrip/add>
2. In that page
  - a. Enter ROLL NUMBER, NAME, COURSE, MOBILE NUMBER, PURPOSE OF PAYMENT, FEES
  - b. Select "**Terms & Conditions**" Check Box
  - c. Click on the submit button.
3. Once the payment is made, **Download** the receipt.
4. Visit the examination application Link <https://apps-newhorizonindia.in/examinationForm/index.php>
5. Fill the exam application, submit it and take a print out.

**Note:**

- 1. Only Online receipts are accepted.**
- 2. Above mentioned steps are to be followed to apply for photocopy/Revaluation/Makeup Exam.**

**CONTROLLER OF EXAMINATIONS**  
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**Principal**  
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