

**CHANDIGARH COLLEGE OF ENGG. & TECH. (DEGREE),**

**CHANDIGARH**

**OFFICE ORDER**

In order to streamline the usage of Re-appear module of e-akadamik Portal by the students as well as Faculties, the following instruction/Guidelines are hereby issued:-

**FOR STUDENTS:-**

- Step - I -** Students should register their Re-appear papers on e-akadamik portal through their student login id's. It is Mandatory to register for students of batch 2018-19, 2019-20, 2020-21 and subsequent batches.
- Step-II -** Student should also fill online/offline re-appear examination form of Panjab University Chandigarh along with requisite fee.
- Step-III:** Student should upload the fee-receipt during re-appear registration on e-akadamik portal and submit the same to academic cell for preparation of cut-list. Any failure would lead to non-declaration of students' re-appear result.

**FOR FACULTIES:-**

- Step - I-** The re-appear cut-list will be circulated to all departments by academic cell.
- Step-II-** After student re-appear registration on e-akadamik portal, Departmental Representative/Head of Departments will assign the faculty (based upon cut-list) to evaluate the student's re-appear through their respective e-akadamik login.
- Step - III -** Designated Faculty must upload the re-appear result of that particular student on e-akadamik portal only.
- Step-IV-** Departmental re-appear incharges must ensure that student reappear result must be uploaded on e-akadamik portal for onward transmission to university.

Chandigarh, Dated


Dr. Manpreet Singh  
The Principal  
Chd College of Engg. & Tech.,  
Sector-26, Chandigarh.

Memo No. CCET/DG/Acads/RF-202/2021/7601-04

Dated 27/01/21

A copy of the above is forwarded to the following for information and necessary action.

1. All the HODs (MECH, CIVIL, ECE, CSE, APPLIED SCIENCE): for compliance
2. Joint Incharge Academic.
3. All the Assistant Professors.
4. Website Incharge: to upload the office order on institute website

  
Nodal Officer (E-Academic)  
Chd College of Engg. & Tech.,  
Sector-26, Chandigarh