



**THE INSTITUTE OF  
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## Circular

### **Sub: Syllabus Conversion Process linked with Exam Application System**

The Institute has decided to link the Online Syllabus Conversion process with exam application system to ensure the smooth processing of exam applications for the June 2024 Term. This step has been taken to facilitate the efficient handling of a large number of exam applications within the scheduled timeframe.

Students can now directly proceed for submitting the exam online application form. However, it is essential to complete DE NOVO Registration, if necessary, and for students who wish to select elective Paper 20 in the Final Group-IV, this must be done prior to submitting the exam application form.

This is for information of all concerned.

**CMA Dr. D.P. Nandy**  
**Senior Director (Studies, HR & Admin - Kolkata)**

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