



CoE 2024-25/ 280

Date: 15/02/2025

NOTICE

All the 3rd, 5th & 7th Semester B.Tech/B.Voc students willing to appear for the Winter-24 Make-up examination are informed to apply online (Using Laptop/Desktop only). The important dates for the same are:

- 1) Form Submission starts on: 15/02/2025
- 2) Form Submission and Fees Payment without any Late fees: Up to 17/02/2025
- 3) Form Submission and Fees Payment with Late fees (Rs. 300/-): Up to 18/02/2025
- 4) Form Submission and Fees Payment with Super-late fees (Rs. 500/-): Up to 20/02/2025

No Make-up examination form will be accepted after 20/02/2025 (23:59 Hrs).

Make-up examination Fees: Rs. 1000/- per Theory/Practical/Audit course

Note:

1. Student must pay the relevant fees for a submitted revaluation form OR cancel the application using "Cancel" button on the "Application Details" tab.
2. If the student fails to pay fees for a submitted (non-cancelled) revaluation form, the same amount will be recovered in the next exam fees payment.
3. A make-up exam application can't be cancelled once the fees are paid online.

ONLINE APPLICATION PROCESS FOR THE WINTER-24 MAKE-UP EXAM:

1. Use URL: <https://erp.stvincentngp.edu.in/>
2. Login with your 'student login credentials'
3. Click on the tab 'Examination' (Under the menu provided on the LHS "≡").
4. Click on the link 'Application form'.
5. Choose "Course Year"
6. Click on the 'Show' button.
7. Select the course you want to apply for the Make-up exam by ticking the checkbox/es
8. Verify the details and Click 'Submit Application'.
9. Pay the exam fees using the provided Payment Gateway.

Alternately you can also make the fees payment later, following these steps:

- 1) Click on the left hand side menu (≡)
- 2) Click on 'Fees' and further on the 'Fees online payment'
- 3) Click on 'Exam Fees' and Click on 'Proceed for payment'
- 4) Pay the exam fees using the provided Payment Gateway.


Controller of Examination


Principal

For any further queries, contact Exam Cell (On working days during 9:00 am to 4:30 pm)