



CoE 2023-24/166

Date: 12/07/2024

**NOTICE**  
**MAKEUP EXAM FORM FILLING**  
**SUMMER- 2024**

All Students of Second, Fourth and Sixth Semester B.Tech./B.Voc.(All Branches) are hereby informed that those who wish to apply for Makeup Examination should submit the Makeup Examination form (online) as per the guidelines attached herewith.

**Fees Details:**

| Sr. No. | Program                      | Fees Amount (Rs.) |
|---------|------------------------------|-------------------|
| 1       | B.Tech./B.Voc.(All Branches) | 1000/- Per Course |

**Note:**

- Last date for filling Online Makeup Examination form is 18<sup>th</sup> July 2024.
- Forms Incomplete / with deficiency will not be processed. Institute will not be responsible for any further consequences if your application is incomplete or data you entered is incorrect / insufficient.

**Controller of Examinations (CoE)**  
St. Vincent Pallotti College of  
Engineering & Technology, Nagpur

**Principal**

(For Wide circulation among all concerned students)

**CC:**

|           |                      |        |                             |        |             |             |              |
|-----------|----------------------|--------|-----------------------------|--------|-------------|-------------|--------------|
| Director  | Financia<br>l Admin. | Admin  | In-<br>charge<br>First year | HOD ME | HOD<br>EE   | HOD<br>CV   | HOD<br>ETC   |
|           |                      |        |                             |        |             |             |              |
| HOD<br>CE | HOD<br>CS            | HOD DS | HOD IT                      | HOD AI | HOD<br>CSBS | HOD<br>IIOT | HOD<br>B.VOC |
|           |                      |        |                             |        |             |             |              |

For Any further query, contact Administration office (On working days during 9.00 am to 4.30 pm only)

**Instruction Regarding Submission of Makeup Form of**  
**End Sem Examination (Summer-2024- Regular)**  
**For B.TECH/B.VOC. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester.**

1. Visit the college MIS portal

**[http://erp.stvincentngp.edu.in/adminlogin\\_.aspx](http://erp.stvincentngp.edu.in/adminlogin_.aspx)**

(Use only desktop/laptop)

2. Enter user Id ,password and captcha to login in your Account

3. Then click on Examination tab

4. Click on Application Form tab

- Click on show button.
- All subject names will be displayed. Students should verify all subject names for which they have to appear for exam.
- Exam Fee Applicable amount will be displayed.
- Click on checkbox  with respect to subject you want to apply for Makeup Exam.

5. Before clicking on submit button verify subjects and fees carefully.

6. Click on Submit.

7. After submission of application. Note the fees displayed on screen and application Number.

8. Pay the fees in offline mode in college Account Section.

9. Avoid multiple submission.

10. In case of any difficulty with respect to online form filling, contact exam cell during working hours before the last date.

Controller of Examination (COE)

SVP CET, Nagpur  
Controller of "Examinations" (CoE)  
St. Vincent Pallotti College of  
Engineering & Technology, Nagpur