



CoE 2024-25/285

Date: 24/02/2025

**NOTICE**

All the students of 1<sup>st</sup> semester, B.Tech/BVoc interested in applying for the **reevaluation of any courses from Winter-24 (REGULAR)** exam are informed to apply online (Using Laptop/Desktop only). The important dates for the same are:

Form Submission starts on: 24/02/2025

Form Submission ends on: 24/02/2025 (23:59 Hrs)

The reevaluation fees per course: Rs. 500/-

**Note:**

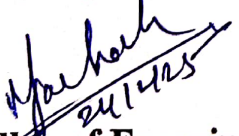
1. Student must pay the relevant fees for a submitted reevaluation form OR cancel the application using "Cancel" button on the "Reevaluation Application Details" tab.
2. If the student fails to pay fees for a submitted (non-cancelled) reevaluation form, the same amount will be recovered in the next exam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

**ONLINE APPLICATION PROCESS:**

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 'Reevaluation'.
5. Choose Exam Type as "Regular" and Exam as "End Sem Exam Winter 2024"
6. Click on the 'Show' button.
7. Select the course you want to apply for the reevaluation exam by **ticking the checkbox**
8. Also select "Reevaluation" from the drop-down under "Reevaluation" column.
9. Verify the details and Click 'Submit'.
10. 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)