



CoE 2025-26/ 738

Date: 24/06/2026

**NOTICE**

All the students of 4<sup>th</sup> Semester B.Tech who are interested in applying for the **Makeup (Improvement) examination of Summer-2026** can apply online (Using Laptop/Desktop only). **Make-up examination fees are ₹1,000/- per Theory/Practical course.** Important dates are as follows:

- 1) Form Submission **started on: 24/06/2026**
- 2) Form Submission and **Fees Payment without any Late fees: Up to 26/06/2026**
- 3) Form Submission and **Fees Payment with Late fees (Rs. 300/-): Up to 27/06/2026**
- 4) Form Submission and **Fees Payment with Super-late fees (Rs. 500/-): Up to 28/06/2026**
- 5) Form Submission after **28/06/2026** will incur **additional Late Fees of Rs. 500/- per day.**

**Note:**

1. **A student can fill the Summer-2026 Makeup exam form ONLY ONCE.** Students must ensure that they are applying for **all the required courses at once only.**
2. **Any correction in the Makeup exam form (post-form submission),** such as addition/deletion of course/es, **will incur an additional fees of Rs. 500/-.**

**ONLINE APPLICATION PROCESS FOR THE SUMMER-26 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.**

**The application will be rejected automatically after 11.59 pm (midnight) of the corresponding closing date if fees are not paid by that time.**

**Controller of Examination**

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

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