



CoE 2025-26/723

Date: 09/06/2026

NOTICE

All the students of 2nd Semester M.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: 09/06/2026
- 2) Form Submission and Fees Payment without any Late fees: Up to 11/06/2026
- 3) Form Submission and Fees Payment with Late fees (Rs. 300/-): Up to 12/06/2026
- 4) Form Submission and Fees Payment with Super-late fees (Rs. 500/-): Up to 13/06/2026
- 5) Form Submission after 13/06/2026 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.

for

Controller of Examination

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

Copy to:-