



CoE 2024-25/ 416

Date: 02/08/2025

NOTICE

All the students of 2nd/4th semester, B.VOC and 2nd/4th/6th semester, B.tech interested in applying for the revaluation of any courses from the Summer-25 (Makeup) exam are informed to **apply online (Using Laptop/Desktop only)**. The important dates for the same are:

Form Submission starts on: 02/08/2025

Form Submission ends on: 04/08 /2025 (23:59 Hrs)

The revaluation fees per course: Rs. 500/-

Note:

1. Student must pay the relevant fees for a submitted revaluation form OR cancel the application using "Cancel" button on the "Revaluation Application Details" tab.
2. A revaluation application can't be cancelled once the fees are paid online.
3. 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.


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 'Revaluation'.
5. Choose Exam Type as "Backlog" and Exam as "Makeup-S-2025"
6. Click on the 'Show' button.
7. Select the course you want to apply for the revaluation exam by ticking the checkbox
8. Also select "Revaluation" from the drop-down under "Revaluation" 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)