



**Exam Cell (Autonomy)**

CoE 2025-26/476

Date: 01/11/2025

**NOTICE**

All the B.Tech/B.VOC (All semester) students interested in applying for the **Winter-25 Backlog Examination (Including students absorbed from Autonomy Schemes)** are informed to **apply online (Using Laptop/Desktop only)**. The important dates for the same are:

- 1) Form Submission started on: 01/11/2025
- 2) Form Submission and Fees Payment without any Late fees: Up to 04/11/2025
- 3) Form Submission and Fees Payment with Late fees (Rs. 300/-): Up to 05/11/2025
- 4) Form Submission and Fees Payment with Super-late fees (Rs. 500/-): Up to 06/11/2025

Please note the backlog examination fees structure:

- 1) Processing Fees: Rs. 100/- per Semester
- 2) Backlog examination Fees: Rs. 400/- per Theory course
- 3) Backlog examination Fees: Rs. 100/- per Practical course

**Online Application Process for the Backlog Courses:**

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 'Backlog application form'.
5. Choose Course Year as applicable.
6. Click on the 'Show' button.
7. Select the course/s you want to apply for the backlog exam by **ticking the checkbox/es**.
8. Click 'Submit application' and Click 'OK' on the pop-up window.
9. Pay the exam fees using the provided Payment Gateway.

Alternately you can pay fees (before 11.59 pm of the corresponding closing date), as follows:

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.

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

  
01/11/25

Controller of Examination

  
Principal

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