St. Vincent Pallotti College of Engineering & Technology
Gavsi Manapur, Wardha Road, Nagpur - 441108
(An Autonomous Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.)

CoE/2023-24/ 54

Date: 02/01/2024

NOTICE

NOTICE FOR MAKEUP EXAMINATION FORM FILLING

All Students of **First, Third and Fifth Semester B.VOC. All Branches** are hereby informed that those who are willing to appear for Winter-2023 **Makeup Examination** should fill the Makeup Examination form as per below mentioned guidelines.

1) Students who are failed or desirous to improve their grade shall be eligible for the makeup examination.
2) Fees for Makeup Examination is Rs. 1000/- per course
3) Instruction regarding online form filling is attached herewith.
4) **Last date for filling Online Examination form is 09th January 2024**
5) **Late fees of Rs. 50/- will be payable up to 11th January 2024**
6) **Late fees Rs. 50/- per day will be payable up to 13th January 2024**
7) **Super Late fees Rs.300/-will be payable up to 15th January 2024**
8) **Super Late fees Rs.500/-will be payable up to 16th January 2024**
9) Forms Incomplete / with deficiency will not be processed. Institute will not be responsible for any further consequences if your application is incomplete or data you entered is incorrect / insufficient.

for **Controller of Examinations (CoE)**

Principal

(For Wide Circulation among Concerned B. Tech Students)

CC:

Director	Asst. Director	Financial Admin.	Admin	HOD B. VOC

For Any further query, contact Administration office (On working days during 9.00 am to 4.30 pm only)

Instructions Regarding 1st, 3rd and 5th Semester B.VOC. End Semester Makeup Examination Winter– 2023 Form Filling

Process of Exam Form Filling is as follows.

1. Visit the institute MIS portal https://exam.pallottingp.in/examsection/exm_studlogin.aspx
2. Go to **student portal.**
3. Institute id is **4174**
4. Login with your ID (UID) and password.
5. Click on Examination form. : Makeup
6. Select Scheme – As applicable

FOR B.Voc. First Sem,CS - 4174VUCS1 FOR B.Voc. First Sem,SOD - 4174VUSD1 FOR B.Voc. First Sem,VRAR- 4174VUVR1	1st sem
FOR B.Voc. Third Sem,CS - 4174VUCS3 FOR B.Voc. Third Sem,SD - 4174VUSD3 FOR B.Voc. First Sem,VRAR- 4174VUVR3	3rd sem
FOR B.Voc. Fifth Sem,CS - 4174VUCS5 FOR B.Voc. Fifth Sem,SD - 4174VUSD5	5th sem

7. Select examination **"WINTER-2023-M"**
8. Select Class/ Semester.
9. Click on **"Generate Exam Form".**
10. Verify all the information along with Subject and Subject Code in the examination form.
11. Select the appropriate subject and code
12. **Accept the declaration,** submit the examination form and pay the exam fees online as applicable.
13. If any change in the address, Aadhar Number, mobile number, email address then change it in the printed form.(Contact Administration Cell)
14. **If payment is done and form is not getting generated, avoid multiple payments and contact Accounts department immediately. If payment is received in college id, kindly take transaction details and report to Exam Cell on the same day from 4 to 4:30 pm.**
15. If any difficulty with respect to online form filling and payment contact on ***mis@stvincentngp.edu.in***

02/01/24

for Controller of Examinations (CoE)
SVPCET, Nagpur.

Controller of "Examinations" (CoE)
St. Vincent Pallotti College of
Engineering & Technology, Nagpur