CoE/2023-24/83   Date: 15/02/2024

NOTICE

NOTICE FOR MAKEUP EXAMINATION FORM FILLING

All Students of **First, Third Semester CAD CAM/CSE M.Tech.** 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 20th February 2024**
5) **Late fees of Rs. 50/- will be payable up to 21st February 2024**
6) **Late fees Rs. 50/- per day will be payable up to 22th February 2024**
7) 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.

Note: Care should be taken while selecting subject in online form.
       Corrections in exam form will not be allowed after online submission of form.

Controller of Examinations (CoE)   **Principal**

(For Wide Circulation among Concerned M.Tech. Students)

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

CC:

Director	Asst. Director	Financial Admin.	Admin	HOD ME	HOD CE

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 follows:

   1st Sem :

   FOR M.Tech.First Sem,CSE - 4174EUCSE1

   FOR M.Tech.First Sem,CAD-CAM - 4174EUCAD1

7. Select examination **"Winter-2023M"**

8. Select Class/ Semester/ Subjects as applicable.

9. Click on **"Generate Exam Form".**

10. **Verify all the information along with Subject and Subject Code in the examination form.**

11. **Accept the declaration,** submit the examination form and **pay** the exam fees online.

12. Avoid multiple payment and contact to Accounts department immediately if payment received in college id, kindly takes transaction details.

13. 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

14. If any difficulty with respect to online form filling and payment contact on *mis@stvincentngp.edu.in*

Controller of Examinations (CoE)

SVPCET, Nagpur.

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