

No. RCOEM/COE/2021/

Date: 15.05.2021

NOTICE

EXAM FORM SUBMISSION FOR BACKLOG COURSES Summer 2021 EXAMINATION

MBA (Int.) Sem II

For the **End Semester Summer 2021 examination** the process of exam form submission for backlog courses will start from **24th May 2021**. For this exam all **EX and the DC students enrolled in GEMS** will submit the exam form through GEMS. **Students must clear detention course and submit the course completion certificate to examination office before filling the online examination form. Due dates are as under for exam form filling and submitting:**

- ❖ **From 24th May 2021 to 26th May 2021** without late fees
- ❖ **From 27th May 2021 to 28th May 2021** with late fees of Rs. 300/- per day
- ❖ **From 29th May 2021** with late fees of Rs. 500/- per day

Students will not be allowed to submit the exam forms after 29th May 2021.

Exam form submission process is as under:

1. Log in to GEMS.
2. Select Academic Functions » University Exam/Result » Autonomous University Exam Form.
3. Select Examination: ***End Semester Regular Summer 2021 EX (RS 2021 EX)***.
4. Select subject/subjects to be appearing for examination. **Select “FORGO” option only for the subjects in which you want to forgo the internal marks (“FORGO” option once applied, will not be reverted).** Press save button.
5. Make payment online through **online payment button** and **print receipt of payment**.
6. **Download Examination Form and check all the subjects printed on examination form. This exam form and payment receipt students have to keep with them as a proof. They don't need to submit the exam form.**

NOTE: All EX and DC students not enrolled in GEMS should submit the form in CoE office by manual process.

(Dr. Abhijeet Agashe)
Controller of Examinations