

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR.
(An Autonomous College of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

No. RCOEM/COE/2016/

Date: 27.09.2016

NOTICE

EXAM FORM SUBMISSION FOR EX AND DC STUDENTS (ALL PROGRAMMES AND ALL SEMESTERS) FOR REGULAR WINTER 2016 EXAMINATION (RW2016)

For the **End Semester Winter 2016 examination** the process of exam form submission will start from **28th September, 2016**. For this exam all **EX and the DC students enrolled in GEMS (except MBA Third & Fourth Semesters)** will submit the exam form through GEMS. The **last date** for exam form submission is **06th October, 2016, with late fees (Rs. 300/day) it is 10th October, 2016 and with super late fees (Rs. 500/day) it is 14th October, 2016. *Students will not be allowed to submit the exam forms after this date.*** 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 Winter 2016 EX (RW 2016 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.
- 7) Submit Exam form along with Payment Receipt and self attested grade card of same semester to the Account section of RCOEM.
 - **ALL MBA THIRD & FOURTH SEMESTERS EX AND DC STUDENTS SHOULD SUBMIT THE FORM BY MANUAL PROCESS.**
 - **ALL DC STUDENTS OF B.E. AND M.TECH. (ALL SEMESTER) ADMITTED IN THIS SESSION SHOULD SUBMIT THE FORM BY MANUAL PROCESS FOR BACKLOG SUBJECTS.**

(T. G. Arora)
Controller of Examinations