

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

No. RCOEM/COE/2017/2106

Date: 10.03.2017

NOTICE

EXAM FORM SUBMISSION FOR EX AND DC STUDENTS (ALL PROGRAMMES AND ALL SEMESTERS) FOR REGULAR SUMMER 2017 EXAMINATION (RS2017)

For the **End Semester Summer 2017** examination the process of exam form submission will start from **14th March, 2017**. For this exam all **EX and the DC students enrolled in GEMS** will submit the exam form through GEMS. **Due dates are as under for exam form filling and submitting:**

- ❖ **22nd March, 2017** without late fees
- ❖ **27th March, 2017 with late fees** of Rs. 300/ per day
- ❖ **31st March, 2017 with late fees** of Rs. 500/ per day
- ❖ ***Students will not be allowed to submit the exam forms after 31st March, 2017.***

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 2017 EX (RS 2017 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 EX AND DC STUDENTS NOT ENROLLED IN GEMS 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