

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

No. RCOEM/COE/2017/2196-B

Date: 15.09.2017

**NOTICE**

**EXAM FORM SUBMISSION FOR BACKLOG SUBJECTS (ALL PROGRAMMES AND ALL SEMESTERS)**  
**FOR REGULAR WINTER 2017 EXAMINATION (RW2017)**

For the **End Semester Winter 2017 examination** the process of exam form submission for backlog subjects will start from **18<sup>th</sup> September, 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:**

- ❖ **24<sup>th</sup> September, 2017** without late fees
- ❖ **27<sup>th</sup> September, 2017 with late fees** of Rs. 300/ per day
- ❖ **30<sup>th</sup> September, 2017 with late fees** of Rs. 500/ per day
- ❖ ***Students will not be allowed to submit the exam forms after 30<sup>th</sup> September, 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 Winter 2017 EX (RW 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. This exam form and payment receipt students have to keep with them as a proof. **They don't need to submit the exam form.**

**ALL EX AND DC STUDENTS NOT ENROLLED IN GEMS SHOULD SUBMIT THE FORM BY MANUAL PROCESS.**

(T. G. Arora)  
Controller of Examinations