

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

No. RCOEM/COE/2018/2284-B

Date: 14.03.2018

NOTICE

EXAM FORM SUBMISSION FOR BACKLOG SUBJECTS (ALL UG PROGRAMMES AND ALL NON-CBCS PG PROGRAMMES, ALL SEMESTERS) FOR REGULAR SUMMER 2018 EXAMINATION (RS2018)

For the **End Semester Summer 2018 examination** the process of exam form submission for backlog subjects will start from **15th March, 2018**. 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, 2018** without late fees
- ❖ **25th March, 2018** with late fees of Rs. 300/ per day
- ❖ **28th March, 2018** with late fees of Rs. 500/ per day
- ❖ **Students will not be allowed to submit the exam forms after 28th March, 2018.**

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 2018 EX (RS 2018 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.

(T. G. Arora)
Controller of Examinations