



# R. N. G. Patel Institute of Technology-RNGPIT

(Affiliated with GTU - An Autonomous Institute U/s UGC Act 1956)

Ref No: RNGPIT/Exam Form/W2024/IMBA/1780-5

Date: 21/11/2024

## Circular

### Instructions for Filling the Regular Exam Forms of Integrated Master of Business

#### Administration (Semester - 1) Winter-2024 Examination

This is to inform all students who failed to submit their exam forms for the Winter-2024 examination by the last date of 20th November 2024, as per the previous circular, that the exam form submission process will remain open for an extended period, subject to a penalty.

#### **Instructions for Late Submission:**

- Late Submission Period:** The extended window for late submission of exam forms will open from **21st November 2024**. Students can submit their exam forms and make the necessary payments during the following periods:
  - 21st November 2024 to 23rd November 2024:** Penalty of ₹200
  - 24th November 2024 to 26th November 2024:** Penalty of ₹500
- Important Notes:**
  - Payment for Late Submission:** All payments for late submission of the exam form must be made offline at the Admin Office to Mr. Ankit Joshi.
  - Submission of Exam form:** After making the payment, students must report to the Examination Section with the payment slip in order to submit their exam form.
  - Department Rejection:** Please note that exam forms submitted during this late period are still subject to department rejection. If rejected, no hall ticket will be issued, and the exam fee will be refunded.
  - No Further Extensions:** No exam forms will be accepted after **26th November 2024** under any circumstances.
  - Reporting Discrepancies:** Students must report any discrepancies in their exam form immediately to the respective department.
- Queries and Assistance:** For any issues or queries related to the exam form submission, please contact the examination section.

#### **Important Dates**

**Table A**

Event	Dates	Penalty
Late Submission Window	21st November to 23rd November	₹200
Extended Submission Period	24th November to 26th November	₹500
Final Deadline for Exam Form Submission	26th November 2024	-

CC to:

1. Establishment Section, 2. Academic Section
3. All Concern Head of Departments

  
Principal

R. N. G. Patel Institute of Technology-RNGPIT