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

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

**Ref No: RNGPIT/Exam Form/W2025/IMSc-IT/ 1583** **Date: 25/11/2025**

# Circular

## Instructions for Filling the Remedial Exam Forms of Integrated Master of Science-Information Technology (Semester - 1) Winter-2025 Examination

As an autonomous institution, we are committed to enhancing the examination process's reliability and transparency. To facilitate this, students are required to complete their exam forms online and submit fees through our digital payment gateway.

### Instructions for Students:

1. **Accessing the Exam Form:** Students must log in to the ERP Account to fill out their exam forms and pay the associated fees.
2. **Exam Form Schedule:** Students are informed to fill exam form and should pay the required exam fees as per the schedule mentioned in Table A. Exam forms will not be accepted **without a penalty** after the schedule mentioned in Table A gets over.
3. **Rejection of Exam Forms:** If your exam form is rejected by the parent department, you will not receive a hall ticket, even if payment has been made. In such cases, the fees will be refunded to your account.
4. **Reporting Discrepancies:** Immediately report any discrepancies in your name, enrolment number, subject codes, or other details to the parent department office.
5. **Payment Issues:** In the event of multiple deductions for a single payment, and if the refund is not processed within 30 working days, please contact to account section of the institute.
6. **Queries and Assistance:** For any queries related to the exam form process, please reach out to the exam section.

### Important Dates

**Table A**

| Program & Semester | Type | Exam Form Filling Period | Penalty |
|---|---|---|---|
| IMSc-IT (Semester 1) | Remedial | 26-11-2025 to 02-12-2025 | NIL |

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

CC to:

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