



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/ 177

Date: 19/12/2025

Circular

Instructions for Late Submission of Regular Exam Forms of

1. Online MBA– Semester 1 Winter-2025 Examination
2. MBA & MBA-WP – Semester 1 Winter-2025 Examination
3. MBA & MBA-WP – Semester 3 Winter-2025 Examination

This is to inform all students who failed to submit their regular exam forms for the Semester 1 & Semester 3 Winter-2025 examination by the last date of 10th December 2025, 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:

1. **Late Submission Period:** The extended window for late submission of exam forms will open from **20th December 2025**. Students can submit their exam forms and make the necessary payments during the following periods:
 - **20th December 2025 to 22th December 2025:** Penalty of ₹200
 - **23rd December 2025 to 24th December 2025:** Penalty of ₹500
2. **Important Notes:**
 - **Payment for Late Submission:** All payments for late submission of the exam form must be made online through ERP Only.
 - **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 **24th December 2025** under any circumstances.
 - **Reporting Discrepancies:** Students must report any discrepancies in their exam form immediately to the respective department.
3. **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	20 th December 2025 to 22 th December 2025	₹200
Extended Submission Period	23 rd December 2025 to 24 th December 2025	₹500
Final Deadline for Exam Form Submission	24 th December 2025	-


Director

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

CC to:

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