



RBU

RAMDEOBABA UNIVERSITY, NAGPUR
Formerly Shri Ramdeobaba College of Engineering & Management (RCOEM) Est. 1984

RAMDEOBABA UNIVERSITY, NAGPUR.

(Self-Financed University, Approved by Govt. of Maharashtra and UGC, New Delhi)

No. RBU/COE/2025/

Date: 06.02.2025

NOTICE

EXAM FORM SUBMISSION FOR ODD SEMESTER REGULAR STUDENTS FOR MAKE-UP WINTER 2024 EXAM (MW2024) Semester I for B. Tech., MBA, BBA, MCA and BCA programmes

For the **End Semester Regular Make-up Winter 2024 examination** the process of exam form submission will start on **6th Feb. 2025**.

- ❖ **6th Feb. 2025 to 9th Feb. 2025** without late fees (Exam Form Fees INR- UG-2200/-, PG- 2500/-)
- ❖ **10th Feb. 2025 to 11th Feb. 2025** with late fees of Rs. 300/- per day
- ❖ **On 12th Feb. 2025** with late fees of Rs. 500/- per day

Students will not be allowed to submit the exam forms after 12th Feb. 2025 .

Exam form filling process - Refer Annexure – I

Eligibility Criteria

- Students securing **FF** or **I** grade or **UF** in the regular End Semester Examination. (courses cleared in make-up examination shall be marked as 'M' on the grade card)
- Students with CGPA below 6.0 willing to improve the performance (courses for which grades are improves shall be marked as '**IG**' on the grade card)
- Students with **Z** grade in a course(s) (Detained) are not eligible to appear in the respective courses.

Important Instructions

- 1) Keep the Examination form and the Payment Receipt as proof of submission with you.
- 2) Download the Examination Hall Ticket three days prior to the commencement of the Examination.
- 3) If any student applies for an exam for which they are not eligible based on the eligibility criteria stated above, their exam form and exam attempt will be treated as canceled.

For any queries/ issues, please email at dycoe@rbunagpur.in

(Dr. Abhijeet Agashe)
Controller of Examinations (Incharge)



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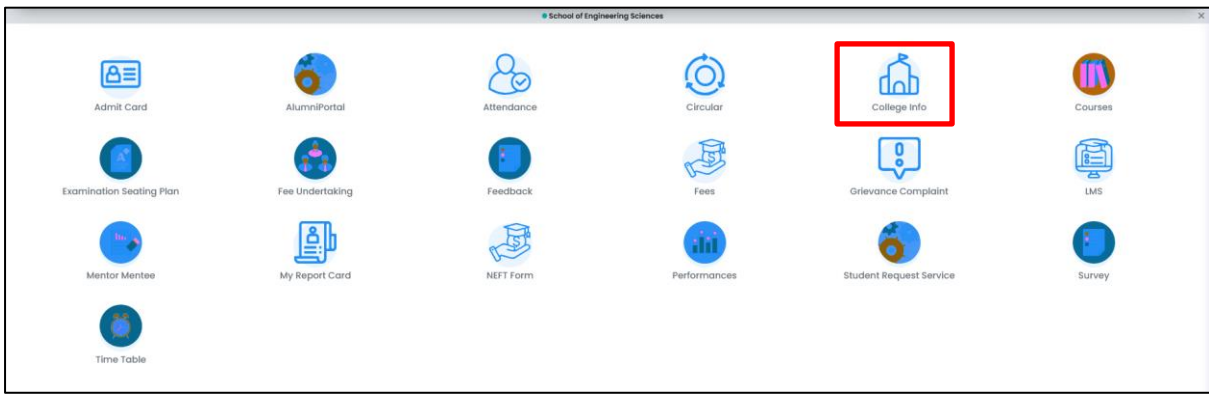
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ANNEXURE-I

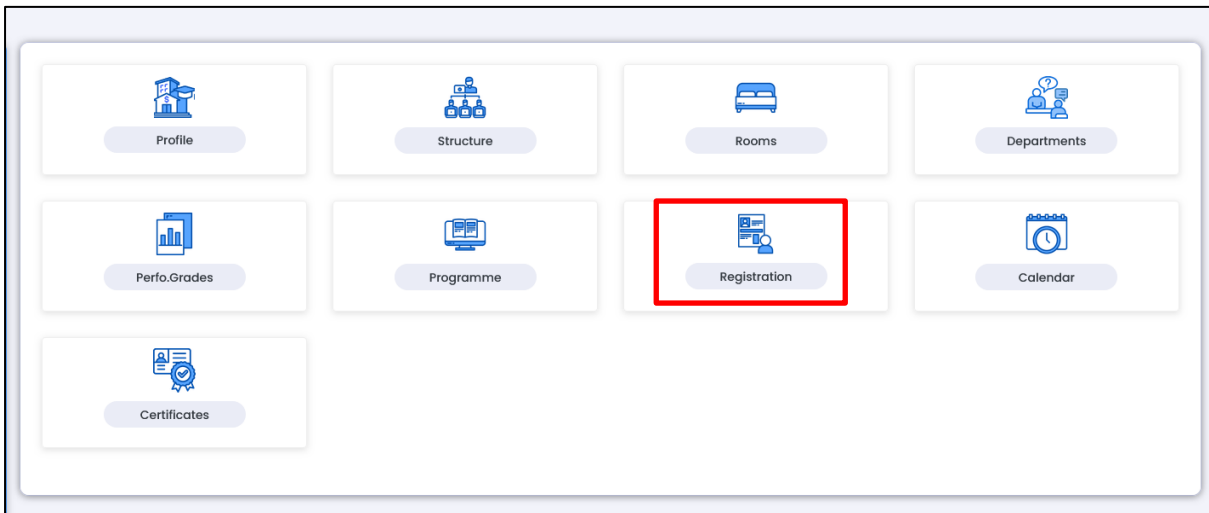
REGULAR MAKEUP WINTER 2024-2025

Stepwise Procedure to Apply for Make-up Examination (Students Login)

1. OPEN **Google CHROME**.
2. Login with your username and password.
3. Click "College Info" on main screen.



4. Click **Registration**



5. Click on Exam Form Fill-up





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Selection

Academic Year
2024-2025

Exam Session
Regular Make up Winter 2024-2025 SOEC

My Exam Registrarion

All Courses

2024-2025 (Sem 1)

Active courses for examination registration for improvement

Course Code : 24HS02TH0104

Title : Foundational course in Universal Human Values
Credit : 1.00 Type :Theory

Result :
Pass

Semester :
Sem 1 Status :
Pass

Apply

- ✓ Click on **Apply** for each course for which you wish to give makeup / Grade Improvement exam.
- ✓ It may happen that the 'Apply' button may disappear once pressed for any course (wait for a few seconds). Even if it does not appear, click again on "2024-2025 (Sem 1)".
- ✓ Courses for which you have applied will appear in "Examination Registration Applied Courses" tab. You may remove any course if added by mistake.

Examination Registration Applied Courses

<p>Course Code : 24ES04TH0104</p> <p>Title : Programming for Problem Solving Credit : 1.00 Type :PP Grade : Semester : Sem 1 Status : Backlog</p> <p>Remove 05/02/2025</p>	<p>Course Code : 24HS05TH0104</p> <p>Title : Applied Physics Credit : 3.00 Type :PP Grade : Semester : Sem 1 Status : Backlog</p> <p>Remove 05/02/2025</p>
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6. Click on "View" or "Final submission of Exam Form" to make payment and generate receipt.



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7. After clicking on Final submission of exam form, you may see following window.

Note : For pay Academic,Hostel,Transport fees, please click on related tabs.

Sr.No.	Head Name	Amount	<input type="checkbox"/> Check All
1	Examination Fees Status: Pending	2500	<input type="checkbox"/>
Total Applicable Fee (Miscellaneous) :		2500	
Amount To Pay (Miscellaneous - For selected heads)			

8. Click on Checkbox as shown and then on “Pay with Razerpay”

Note : For pay Academic,Hostel,Transport fees, please click on related tabs.

Sr.No.	Head Name	Amount	<input checked="" type="checkbox"/> Check All
1	Examination Fees Status: Pending	2500	<input checked="" type="checkbox"/>
Total Applicable Fee (Miscellaneous) :		2500	
Amount To Pay (Miscellaneous - For selected heads)		2500	

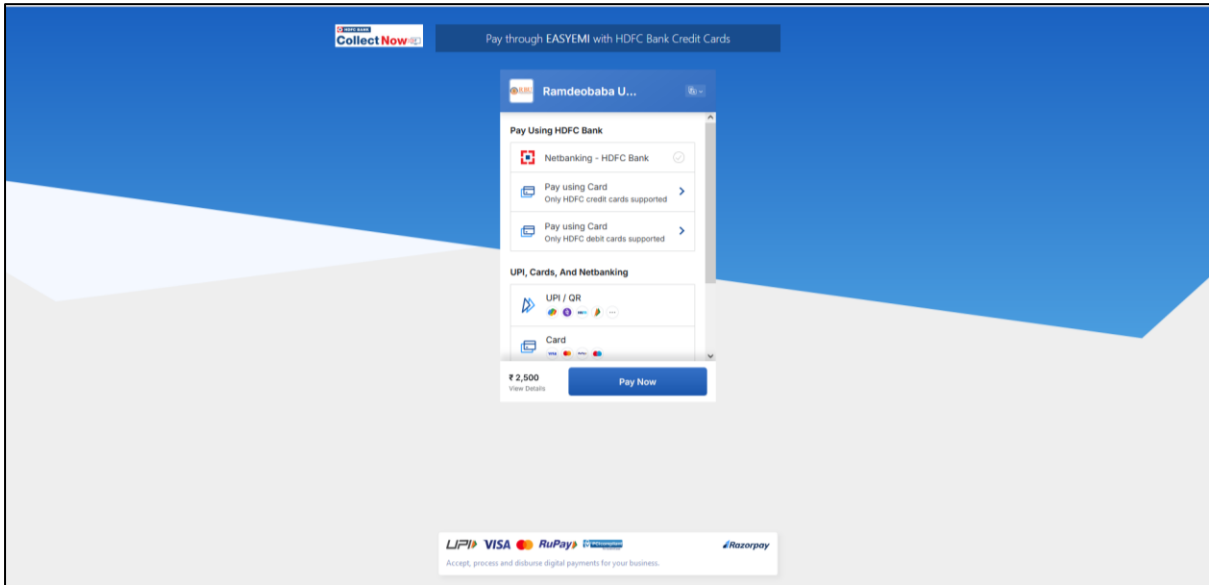
Pay With Razerpay



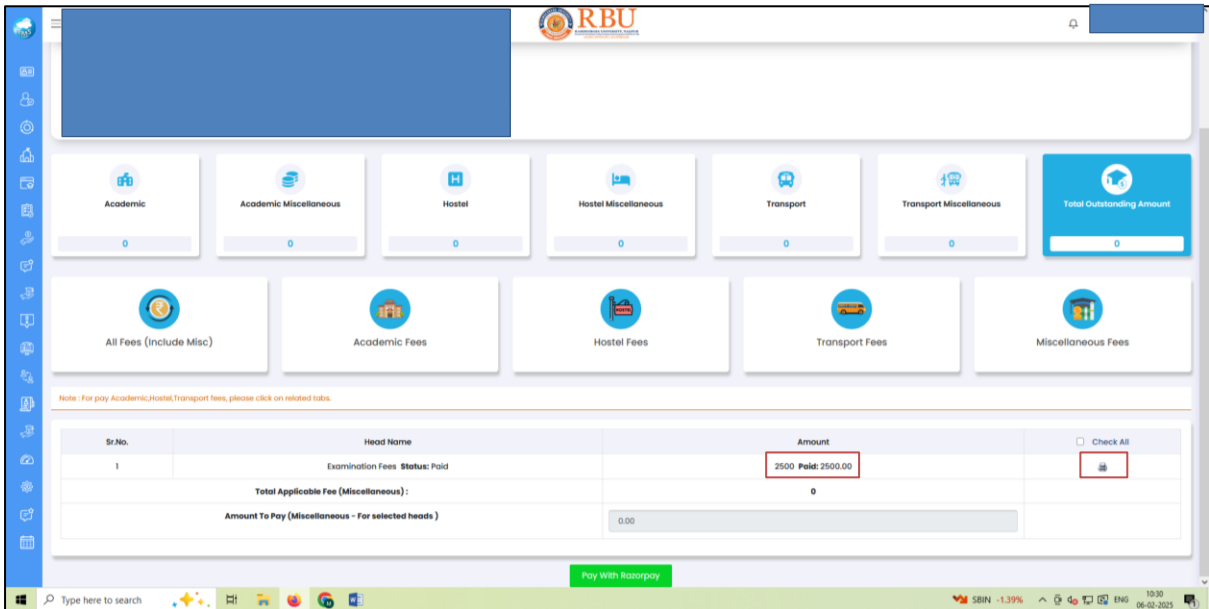
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9. Select Appropriate option for payment, check amount for payment and do the payment.



10. It will redirect you to following screen where you can see status of your payment as "Paid".





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11. Click on print (printer icon) button to generate receipt of payment as shown below:

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RAMDEOBABA UNIVERSITY

Office copy
RAMDEOBABA UNIVERSITY
Ramdeo Talai, Katol Road, Nagpur - 440 013 Maharashtra, INDIA 5500+J01 Shri Ramdeobaba College of Engineering and Management, Katol Rd, Lonand, Ghoshnada, Nagpur, Maharashtra 440013
9800946209 / 7600915249

Receipt No.: [Redacted]
Student Name: [Redacted]
Enrollment No.: [Redacted]
Cheque / DD: [Redacted]
Payment Mode: [Redacted]
Session: 2024

Date of: [Redacted]
Date of: [Redacted]
Class: [Redacted]
Acadest: [Redacted]
Cheque: [Redacted]

Sr.No.	Particulars	Amount
1	Examination Fees	2500.00
Total		2500.00

Amount: [Redacted]
Remark: [Redacted]
BSP To: [Redacted]

AUTHORISED SIGNATORY/CASHER

12. To generate Exam form registration slip where you can see the courses taken.

13. Go to HomePage -> College info -> Registration -> Fill exam form -> Select academic year and exam session then click on **“Print your finalized exam form slip”**

1. Please choose your courses for the exam form carefully. Ones Dues generated will not be reversed.
2. Until Final Submission , you can apply or remove course.
3. After Final Submission, you can not apply or remove course.
4. After Final Submission only, your exam form will be considered.

Selection

Academic Year
2024-2025

Exam Session
Regular Makeup Winter 2024-2025 SOM

Enabled Exam registration between 06/02/2025 and 12/02/2025

Exam form is finalized , you can not add/remove any course!!

Estimated Due Amount :

Print Your Finalized Examform Slip

My Exam Registration

All Courses

2024-2025 (Sem 1)

Available courses for examination registration

Active courses for examination registration for Improvement




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14. Exam form registration slip is shown below. Check your courses applied.

— | + Automatic Zoom ▾



Exam Form Registration Slip

School of Management

Full Name		
Father's Name		
Roll No.		
Admission No.		
Class		
Mobile No.		
Exam Session		

Semester - 1

Sr. No.	Subject Code	Subject Name	Subject Type	Subject Credit	Registration Date	Status
1	24SM50TH1179	Marketing Management	PP	3.00	06/02/2025	Applied & Not Approved & Final Submitted

Student's Signature: _____