ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi
Mahim Causeway, Mumbai. Pin – 400 016
Phone: 8591762763
E-mail: office@xaviertech.ac.in / examination@xaviertech.ac.in

Ref. No: XTECH/2026/EXAM/246 **Date: 14th October 2026**

Important Notice

Subject: Special provision for filling examination form for Winter 2026 Examination.

The last date for submitting examination form for Winter 2026 Term End examination for regular and backlog was on 30th September 2026. However, there are requests from candidates for opening examination form.

THE EXAMINATION FORM FILLING WILL REMAIN OPEN FOR ONE DAY ONLY ON 21st October 2026.

Following staff members are assigned for the assistance of the same:

Year	Electronics and Telecommunication Engineering Name of the staff	
For Regular Students		
	Name of Staff	**Name of assistant**
First Year		
First Year Division A	Mr. S. R. Borkar	Mr. S. Pansare
First Year Division B	Mr. A. C. Gurav	Mrs. A. Samant
Second Year		
Second Year Division A	Mr. V. S. Nagalikar	Mr. M. S. Gawade
Second Year Division B	Mrs. S. Gaoshinde	Mr. D. Chavan
Third Year		
Third Year Division	Mr. R. V. Gheware	Mrs. D. Jadhav
For Backlog Students		
All Years	Mr. A. A. Patil	-
	Mr. R. Saroj	-

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Year	Computer Engineering Name of the staff	
For Regular Students		
	Name of Staff	**Name of assistant**
First Year A+B Division	Ms. Priyadarshani	-
Second Year	Ms. Sakshi Shetkar	-
Third Year	Ms. Sakshi Shetkar	-
For Backlog Students		
All years	Ms. Sakshi Shetkar	-

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REGULAR STUDENTS

1. Regular students submit the examination form to respective staff members:

2. Make payment for fine of Rs. 5000/- per semester.

3. Show the receipt of the fine payment to the respective staff. The staff shall verify the receipt and get the form filled from the student.

4. Attach the copy of all the previous examination marksheets.

5. All the instructions must be followed, if the details of any of the above procedure are not received, the candidate may lose the chance to appear for their examination. It is the responsibility of the candidate to submit all the documents.

BACKLOG STUDENTS

Procedure for examination form filling:
a) Meet assigned staff

b) Collect and fill the examination form and undertaking form; submit all the previous marksheets and the marksheet of the semester whose backlog courses the examinee will be appearing for.

c) **Attach all the marksheets as mentioned in the above point to the EXAMINATION FORM and go to the accounts section in office for making fees payment.**

d) Make payment for Examination fees of **Rs. 700/- + fine of Rs. 5000/- = Total Rs. 5700/- per semester**. Take the receipt and submit the backlog examination form in accounts section.

All the instructions must be followed, if the details of any of the above procedure are not received, the candidate may lose the chance to appear for their examination. It is the responsibility of the candidate to submit all the documents.

The filling of examination form under special provision is permitted subject to following conditions.

1. The penalty for each semester is **Rs. 5000/- (Regular + backlog)** along with Examination Fees of **Rs. 700/- (applicable to backlog candidates only). Submit the duly filled undertaking form.**
2. There will be no further provision for filling examination form for the Winter 2026 examination after this special provision.
3. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions, payment of the examination fees and document submission for the same.
4. **Candidates are requested to follow the schedule for payment and the submission of examination forms strictly. So as to avoid sending request emails in regards to the same later.**

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5. **While paying the examination fees pay the fees as per the schedule mentioned above.**
6. **Examination form related queries have to be sent to examination@xaviertech.ac.in only.**
7. Candidates having the remark "TNG" will not be allowed to appear for examination if their attendance is less than 75% and had not submitted the complete term work (if applicable).
8. The "TNG" candidate will have to get the remark and signature of the HOD regarding the same.

Dr. S. B. Ghungrad
Principal

CC:

Office Accounts HoD (DETE) I/C HoD (DCE) Examination Notice board

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Annexure I
Proforma for undertaking from candidate

I _____ bearing SPN _____ hereby submit this undertaking for submission of Winter 2026 examination form after the prescribed last date.

I am aware of the fact that,

1. I am eligible to attend the examinations which are scheduled for dates falling after the submission of all required documents of Winter 2026 examinations for which I submitted the exam form under special provision.

2. **In case due to late submission of exam form & according to time table of Winter 2026, if it becomes necessary for me to appear two theory examinations on the same day and same session, it is binding on me to choose any one of the examination.**

3. **In case the question paper for the course in which I have submitted late examination form is not available at the examination center on the date of examination, I will not get a chance to attend the examination in the examination center.**

4. Due to late submission of examination form, problems may arise in the generation of pre-examination documents resulting in RHR status in my examination result.

I accept all the above condition and do not have any complaint against the examination body of St. Xavier's Technical Institute.

Date - **Signature -**

Place - **Name -**

SPN -

Endorsement by parent of the candidate submitting Winter 2026 examination form under special provision.

I _____ Father / Mother / Guardian of

_____ SPN _____ is clearly aware of the undertaking given by my ward and accept all terms & conditions laid down for accepting late examination form Winter 2026.

Date : **Signature :**

Place : **Name :**

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Winter 2026 Theory Term End Examination

Name of examinee: _____

SPN: _____ Department: DERE / DEVE / DETE / DCE Contact Number:_____

Semester	Course Code	Course Name

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FOR OFFICE USE ONLY

No. of semesters = _____ x Rs. 5700/- (Rs. 5000/- fine per semester + Rs. 700/- per semester)

Total amount payable: Rs. _____

Receipt No: _____ Signature of receiving staff: _____