

## 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: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.ac.in / examination@xaviertech.ac.in

Ref. No: XTECH/2024/EXAM/095

Date: 10<sup>th</sup> April 2024

### Important Notice

#### **Subject : Special provision for filling examination form for Summer 2024 Examination.**

The last date for submitting examination form for Summer 2024 Term End examination for regular and backlog was on 05<sup>th</sup> April 2024. However there are requests from candidates for opening examination form link.

**THE EXAMINATION FORM FILLING LINK WILL REMAIN OPEN FOR ONE DAY ONLY ON 12<sup>th</sup> April 2024.**

#### **REGULAR STUDENTS**

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

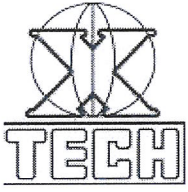
Year	Name of the staff
First Year	Mr. Chris Patel
Second Year	Mr. Houston D'Souza
Third Year	Mr. Smit Pereira

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.



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### BACKLOG STUDENTS

Procedure for examination form filling:

a) Meet Ms. S. Mane

b) Get the examination and undertaking form filled, submit all the previous marksheets and the marksheet of the semester whose backlog courses the examinee will be appearing for.

c) **Take the print out from Ms. S. Mane , attach all the marksheets as mentioned in the above point 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.

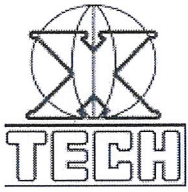
All the instructions must be followed, if the details of any of the above procedure are not received, the candidate may lose the chance to appear for their examination. It is the responsibility of the candidate to submit all the documents.

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 Summer 2024 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 submission of examination forms strictly. So as to avoid sending request emails in regards to the same later.**
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**





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### Annexure I

#### Proforma for undertaking from candidate

I \_\_\_\_\_ bearing SPN \_\_\_\_\_ hereby submit this undertaking for submission of Summer 2024 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 Summer 2024 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 Summer 2024, 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 Summer 2024 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 Summer 2024.

Date :

Signature :

Place :

Name :