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.com / examination@xaviertech.com

Ref. No: XTECH/2022/EXAM/375   **Date: 20th December 2022**

Important Notice

Subject : Special provision for filling examination form for Winter 2022 Examination.

The last date for submitting examination form for Winter 2022 Term End examination for regular and backlog was on 16th December 2022. However there are requests from candidates for opening examination form link.

THE EXAMINATION FORM FILLING LINK WILL REMAIN OPEN FOR TWO DAYS ONLY ON 21st DECEMBER 2022 AND 22ND DECEMBER 2022.

REGULAR STUDENTS

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

Year	Name of the staff
First Year	Ms. S. Mane (DIV A), Mr. S. Pansare (DIV B)
Second Year	Mrs. D. C. Jadhav (DIV A), Mr. D. D. Chavan (DIV B)
Third Year	Mrs. A. K. Samant

2. Make payment for fine of Rs. 200/- 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 Mr. D. D. Chavan.

b) Get the examination 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 Mr. D. D. Chavan, 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. 200/- = Total Rs. 900/- 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. 200/- (Regular + backlog)** along with Examination Fees of **Rs. 700/- (applicable to backlog candidates only)**

2. There will be no further provision for filling examination form for the Summer 2022 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.com 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.

Sd/-
Dr. S. B. Ghungrad
Principal

CC: COE   Office   HoD   Website

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List of Regular students who have not filled the examination form of Winter 2022

Sr. No	SPN	Name of student
1	2203062	Patil Ganesh Sudhakar Vidyabai
2	2103006	Atureal Khurshid Abdul Razzak
3	2103008	Banis Shaun Stephen
4	2103068	Sable Sakshi Parshuram
5	2103164	Singh Rohit Manoj Lalita
6	2103192	Waghmare Aashish Ankush Surekha
7	2103194	Khatake Niraanjani Rajesh Sheetal
8	2003158	Chettiar Rahul Nagraj