**Instruction to Fill the End Semester Re-appear Examination Form for November 2017**

**For On-Roll Students**

1. Visit https://academic.gndec.ac.in. Enter your Internet Login Id and Password provided by Institute.
2. Click on the Exam Form Reappear Button available in the control panel of the Student Login.
3. List of the Subjects for which student is eligible to fill re-appear will be displayed.
4. After selecting the subject(s) and submitting the entries, student will be re-directed to Online Payment Gateway.
5. Student can pay online fee using Debit Card/ Credit Card/ Netbanking.
6. After successfull fee payment, student will be redirected back to the academics portal
7. Now, Student can download the re-appear form by clicking Download: Reappear Exam Form Button.
8. Student must retain the photocopy of the same as it contains transaction details.
9. After Downloading and signing the Exam Form, student(s) are required to submit the same to concerned department  and reveiced candidate copy.

**For Non-Roll/ Ex-Students.**

1. A separate link will be provided at https://gndec.ac.in, in which ex-student(s) are required to fill the information asked like (Student Name, Mother Name, Roll No., etc).
2. List of the Subjects for which student is eligible to fill re-appear will be displayed.
3. After selecting the subject(s) and submitting the entries, student will be re-directed to Online Payment Gateway.
4. Student can pay online fee using Debit Card/ Credit Card/ Netbanking.
5. After successfull fee payment, student will be redirected back.
6. Ex-Student(s) need to provide the same information as asked in Step 1.
7. Now, Student can download the re-appear form by clicking Download: Reappear Exam Form Button.
8. Student must retain the photocopy of the same as it contains transaction details.
9. After Downloading and signing the Exam Form, student(s) are required to submit the same to concerned department and reveiced candidate copy.