

INSTRUCTIONS BEFORE FILLING THE EXAMINATION FORM

- Step-1: Newly admitted students should register from the link “**Register New Student**” available on the login page of the student portal. Student should fill the complete registration form and click the submit button. After submitting the form “Admission Ref. No.” will be generated.
- Step-2: After the “Admission Ref No” is generated, students have to login and fill his/her Examination Form by using Admission Ref. No. , Student Name, Date of Birth and Email Id.
- Step -3: Before filling the Examination form, students have to refer the date-sheet for their paper code. After filling the Examination Form, students have to click on “**Submit & Print**” button. As soon as students click on this button the filled “Tentative Exam Form” will be displayed. The students should get it printed or save a soft copy for further reference.
- Note:** College / Department / Faculty will check and approve the “Tentative Exam Form” generated by the portal after confirming that the examination fee is duly deposited by the student. After this, students’ Examination Roll No. will be generated. Regarding payment of Examination Fee, students shall contact the Administrative office of their respective college / Department / Faculty.