

Instructions for submission of Online Exam Application

1. Submission of Exam Application Form is **compulsory** in order to be eligible to appear for examinations. Students who do not submit Exam application will automatically be deemed by the system as '**not appearing**'.
2. Students must further ensure the following –
 - a) Appear in **all internal** examinations (Regular/Backlog papers).
 - b) Submit all necessary **fees**.
 - c) Must ensure the **minimum attendance** for all subjects.
 - d) And fulfill other requirements as per regulation.
3. Log in with your Roll Number
4. The form under the heading '**Semester Details**' shall appear on screen.
5. Click the relevant semester you intend to appear.
6. List of relevant papers (regular and/or backlog) shall be displayed on screen.
7. Select the relevant backlog papers (if applicable). The total fee payable would be on display now.
8. If the number of paper entries is more than the number of papers you are actually appearing, use the drop down menu to select the extra entries as '**DUMMY**' papers.
9. Once all relevant papers are selected, chose payment type as '**Payment Gateway (Debit/Credit/Net Banking)**'
10. Click on the '**Submit**' button to complete your online payment (if applicable) and application submission.
11. Once online submission is successful, a unique application ID number is generated. Please retain this number as reference no. for all future communication.
12. **Post submission of the online form and fee payment, candidates must submit one print copy of the Exam Application to the Institution for endorsement of the Head of Department and retain another copy as proof of submission.**

Sd/-

Controller of Examinations

All the best

END


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