No/CSVTU/Exam/2021/.1.3.7.4   Bhilai, Date: 24.-12.-2021

NOTICE

Sub:- **Regarding MOCK/TRIAL Exam Form Filling by (BE/B. Tech. 6th/5th Semester, Diploma Engineering 5th & 6th Semester, B. Pharmacy 5th & 6th Semester and MCA 5th Semester).**

Following points are to be taken into consideration thoroughly by all concerned regarding MOCK/TRIAL Exam Form Filling by (BE/B. Tech. 6th/5th Semester, Diploma Engineering 5th & 6th Semester, B. Pharmacy 5th & 6th Semester and MCA 5th Semester) students for Nov-Dec 2021 End Semester Examinations:-

1) As there are certain technical changes, certain parameters up gradation in the Exam Form Submission Module; Two day MOCK/TRIAL of Exam Form submission in DIGivarsity Portal for the following courses will be conducted (link will be visible in website on dates as under):

i) BE/B. Tech.	6th/5th Semester	29th, 30th and 31st December 2021
ii) Diploma Engg.	6th & 5th Semester	03rd, 4th and 5th January 2022
iii) B. Pharmacy	6th & 5th Semester	29th, 30th and 31st December 2021
iv) MCA	5th Semester	29th, 30th and 31st December 2021

2) ONLY students of courses as mentioned above will fill the Exam Forms in the DIGivarsity Portal. User manual is already uploaded in the web site.

3) Student's latest photo and signature is mandatory; and he/she must remember the password set for all future correspondence/activities (instructions for uploading photo and signature as mentioned in portal must strictly be followed).

4) Exam Fee will not be charged during the MOCK/TRIAL Exam Form Filling as it is meant for only testing of Examination Form submission and student's record.

5) However, Students must download their all TR Sheets from TCS Portal and keep them preserved for all future correspondence as it is observed that students report issues related to results without keeping the copy of their TR/Mark sheets.

6) The ID and Password set during the Mock will remain same for actual Form Filling also.

7) **The Exact/Actual Exam Form Filling commencement dates for above mentioned exams will be notified on 05th January 2022 in website.**

8) In case of **any problems/issues faced by the students** during Mock Exam Form Filling in DIGivarsity Portal; should be emailed/informed to the parent college (such as data/subject not visible in DIGivarsity Portal **due to undeclared results, detained category, showing of wrong results/ backlog results, left out cases, students wrongly marked absent etc). Queries received from colleges will only be entertained.**

9) The queries received from the students and issues, if any in student record must be scrutinized and must be consolidated by respective colleges and shall be sent to

University only after proper verification. Queries received from colleges will only be entertained.

Note: Institutions must report issues only in DIGivarsity Portal through Institute Login. Manual for reporting issues will be mailed on 25th Dec 2021.

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Registrar
CSVTU, Bhilai

Copy to:

1. PS to HVC for kind information.
2. All Principals/Directors, Affiliated institutions of university, for circulation among students
3. Infocell for uploading in University website.
4. Office File.