# SPPU ONLINE EXAMINATION FORM FILLING PROCESS (FE-2019 Course)

Prof. Milind Mahajan College Exam Officer (CEO) PVG's COET & GKP IOM, Pune-9

# SPPU EXAMINATION FORM FILLING PROCESS (FE)

- ☐ Phase-I: Student Profile
  - Create Account (Required: Valid Email ID, Mobile Number & Aadhaar Number)
  - Course Enrollment (Required: College PUNCODE, Current Course Details & Previous Exam Details)
  - Personal Information (Required: Student Name, Father Name, Mother FirstName, Student DOB, Soft Copy of Student Photo & Signature)
- □ Phase-II: Exam Form Filling

(Required: Information about Current Year Pattern {FE2019}, Optional Subjects one from each Group A, B & C)

## Details Required Before Filling Online Exam Form:

- Passport Size Photo (Soft Copy JPG/JPEG Format Less than 300 kb Size)
- **Signature** (Soft Copy JPG/JPEG Format Less than 50 kb Size)
- ☐ Previous Exam Marksheet
- $\square$  Aadhaar Card

## **SPPU**

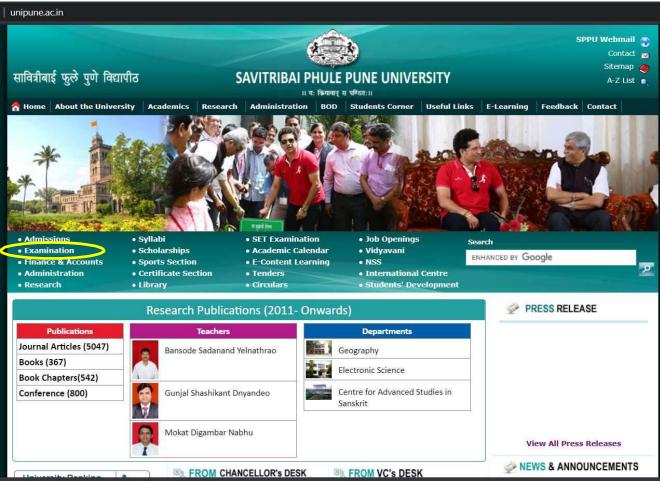
## **EXAMINATION FORM FILLING PROCESS (FE)**

Official Website of

SPPU:

Step1: Open SPPU Official Website www.unipune.ac.in

Click on "Examination"



www.unipune.ac.in





Home Students - Colleges - Contact

Welcome to ExamOnline ! Online Portal of Examination Section, Savitribai Phule Pune University



#### Prof. (Dr.) Nitin R. Karmalkar Vice Chancellor

The higher education challenge for SPPU is threefold, namely expansion, inclusion and excellence - Expansion to serve

the exponential demand, Inclusion for equity and access to all without compromising Excellence at par. Hon'ble VC Shri. Mahes
Director, Bo
and Evaluat
We, at E
Savitribai Pi

#### Shri. Mahesh Kakade Director, Board of Examinations and Evaluation

We, at Examination Section, Savitribai Phule Pune University, envisage the need for radical

reforms in traditional examination and assessment system and are working towards evolving More..



## Step2:

#### Click on

"Exam Forms Online"



- Contact Details for Various
  Online Applications
  Certificates
  Ordinance of Exams
  Syllabus
  Previous Question Papers
  Manual Exam Forms
- College Section
  College Login
  Circulars
  Manual Exam Forms
  College CEO list
  Downloads for Colleges
  Unfair Means



Online application System for submitting Exam forms

#### Online Examination Forms -

If students have any Query regarding online exam form, communicate with your College Exam Officer(CEO). Click here to Information Details of College Exam Officer(CEO)

(For Students any query regarding exam form, student should communicate to concern college & the only college will communicate to the University from its official mail id (Like CAAP010040) to the examsupport@pun.unipune.ac.in )

#### 1 Important Instructions to students

- 1. Note -Students .who are facing problem "PRN Details Not Available...!" should communicate to their colleges
- If students facing problem of "PRN Details Not Available...I", should forward their student and subject details through only college. We will accept students details only through colleges.
- 3. गैरप्रकरणात सायङलेल्या विद्यार्थ्यांनी परीक्षा अर्ज भरताना पुन्हा त्या परीक्षेत्राठी सर्व विषयांचा अर्ज भरावा. परीक्षेच्या काळापराँत विद्यापीठाच्या निर्णय त्यांना न कळविल्यास संपूर्ण विषयांची परीक्षा त्यांनी पुन्हा द्यावी. मात्र विद्यापीठातर्फे त्यांच्या प्रकरणांबाबत जो निर्णय दिला जाईल त्यानुसार त्यांच्याबाबत पुढील कारवाही केली जाईल. अधिक माहितीसाठी इथे क्लिक करा.

Those students who held in copy case have fill their exam form for all subjects, while filling exam form. If up to exam period student doesn't known their decision taken by university/decision not taken by university then students must have to give exam for all subjects. Since whatever decision taken by university for copy case students, students have to accept university decision.

For more information Please, visit following site.

For more information click Here

Note:-Backlog students of Second Year & Third Year B.A., B.Com, B.Sc. (Regular), B.Sc. (Computer Science) & B.Sc. (Bio-tech) 2008 pattern will have to appear as per equivalent subjects of 2013 pattern.

The details of courses started Online Exam Form are displayed on Student's Login Page 🚕

For all Engineering / Non-Engi	neering Courses Online Exam	Form links are as below	
Link 1	Link 2	Link 3	Link 4
Link 5	Link 6	Link 7	Link 8

Step3:
Click on any one
Link "Link 1 to
Link 8"

## Step 4: Click on "Login"



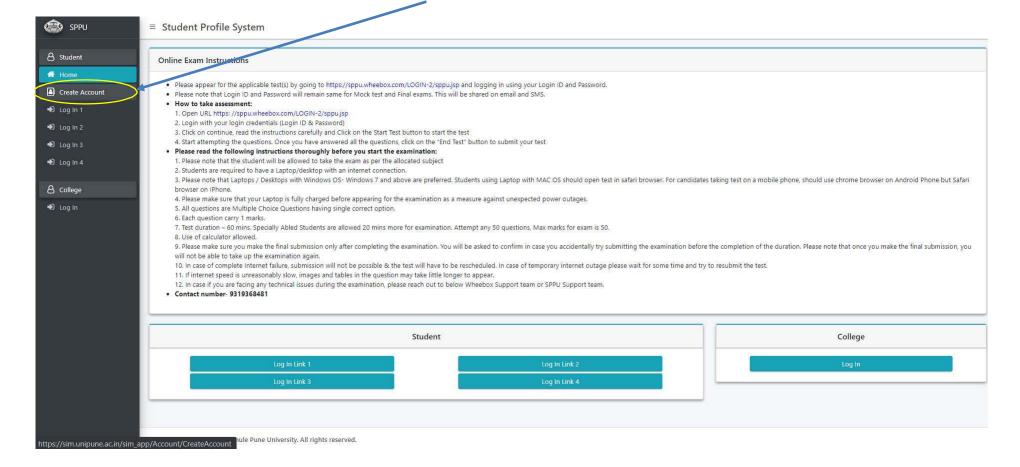
#### Online Exam Instructions

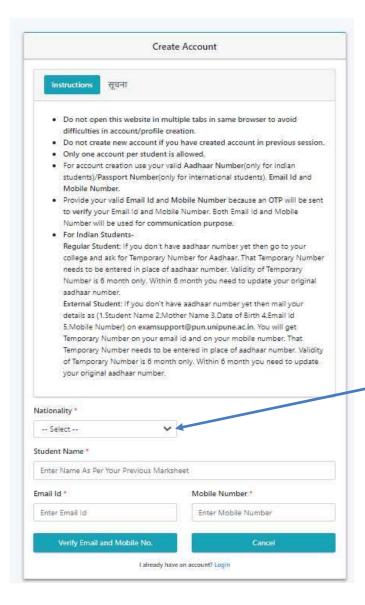
\*Online Exam Form filling system is activated as per the usual procedure that is Student need to fill the exam form from his student profile login and submit the hard copy along with the fees calculated in the exam form to their college. Then College will inward the form in the online inward system which is submitted by their students & after verification of subjects & students Details. And all this procedure need to be completed within the stipulated time. \*Please Note,For OCT-NOV 2020 Examination There will be no Online Payment Option for students...!

Important Dates				
Course	Start Date	Without Late Fee End Date	With Late Fee End Date	Fine Fee End Date
Regular - BScHS(REV. 2015)	03 Feb 2021	15 Feb 2021		
Regular - BScHS(REV. 2017)	03 Feb 2021	15 Feb 2021		
Regular - PGDFT(REV.2014)	03 Feb 2021	15 Feb 2021		
Regular - CCINFMJ	03 Feb	15 Feb 2021		



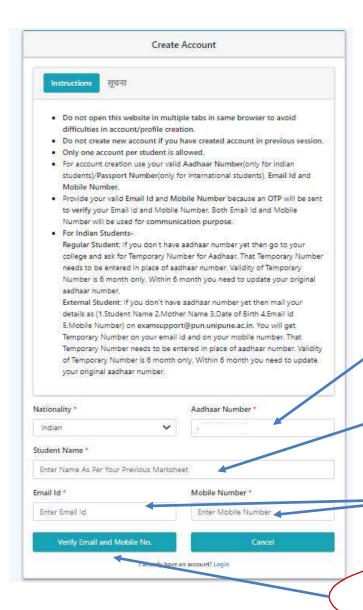
#### Step 5: Click on "Create Account"





#### Step 6: Very Important Step Select or Enter the correct Details

Select "Nationality"
(Once Selected Immediately Box will appear for "Aadhaar Number")



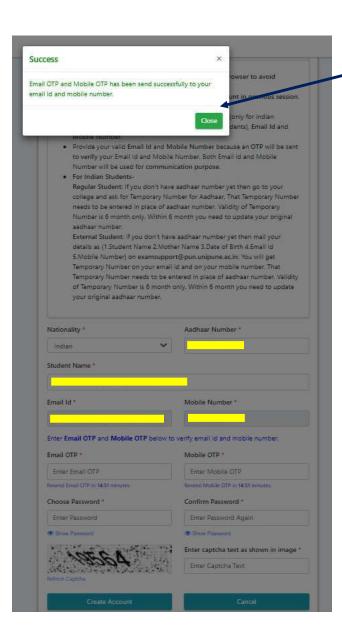
Step 7: Very Important Step Select or Enter the correct Details

Enter "Aadhaar Number"

Enter Name as per Previous Exam Marksheet.

Enter Correct Email ID & Mobile No. of Student (Do Not Use Parent details).

Click on "Verify Email and Mobile No."
(Immediately OTP will be sent on Email ID & Mobile No.)



# **Step 8:**Message for OTP Click on "Close"

#### **NOTE:**

This is a
Sample
Form DO
NOT Use
the Details
of this
Form
{Use Your
Details}

1) Enter "OTR Received on Email"

5) Enter
"Captcha Text"
(As Appeared)

6) Click on "Create Account"

. Do not open this website in multiple tabs in same browser to avoid difficulties in account/profile creation . Do not create new account if you have created account in previous session. · Only one account per student is allowed. · For account creation use your valid Aadhaar Number(only for indian students)/Passport Number(only for international students), Email Id and Provide your valid Email Id and Mobile Number because an OTP will be sent to verify your Email Id and Mobile Number. Both Email Id and Mobile Number will be used for communication purpose, For Indian Students-Regular Student: If you don't have aadhaar number yet then go to your college and ask for Temporary Number for Aadhaar. That Temporary Number needs to be entered in place of aadhaar number. Validity of Temporary Number is 6 month only. Within 6 month you need to update your original aadhaar numher External Student: If you don't have aadhaar number yet then mail your details as (1.Student Name 2.Mother Name 3.Date of Birth 4.Email Id. 5.Mobile Number) on examsupport@pun.unipune.ac.in. You will get Temporary Number on your email id and on your mobile number. That Temporary Number needs to be entered in place of aadhaar number. Validity of Temporary Number is 6 month only. Within 6 month you need to update your original aadhaar number Nationality \* Aadhaar Number 1 Indian Student Name \* Email Id \* Enter Email OTP which is received on your email. Mobile OTP Enter Mobile OTP Research Email OTP in 14:32 minutes Resend Mobile OTP in 14:32 minutes Thorse Password 1 Enter Password Again Show Password Enter captcha text as shown in image \* Create Account

### Step 9:

Enter the OTP received on Email & Mobile No. and Enter the Password of Your Choice (Combination of Only Alphabet & Numbers)

2) Enter "OTP Received on Mobile"

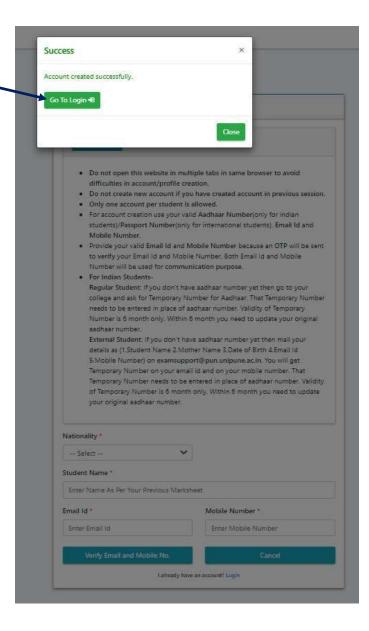
3) Enter "The Password of Your Choice" (Combination of Only Alphabet & Numbers Length of Password 6 to 10 Characters)

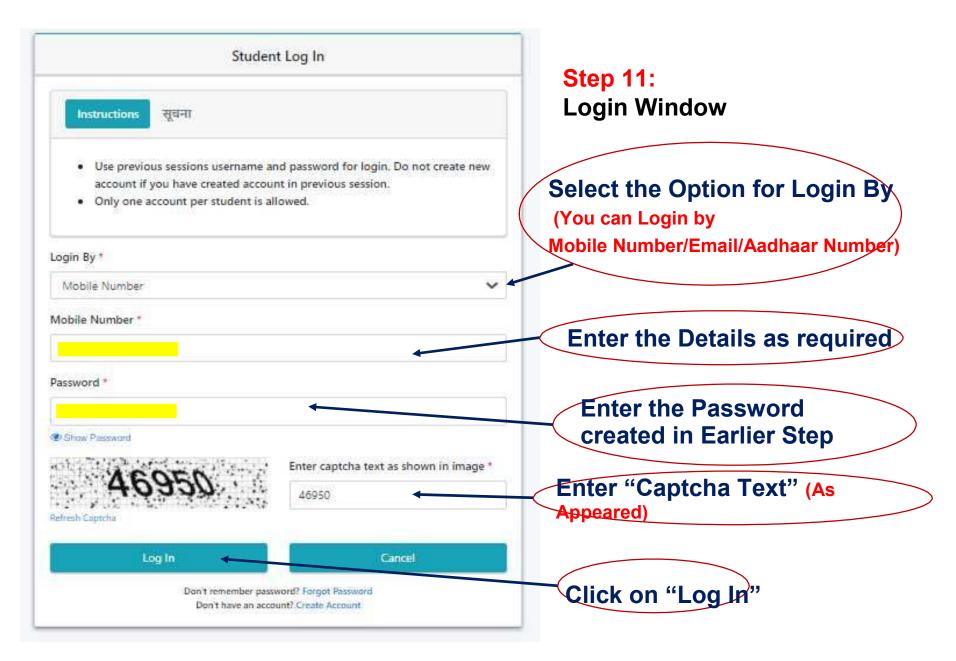
4) Confirm the same password (Preserve the Password for Future use

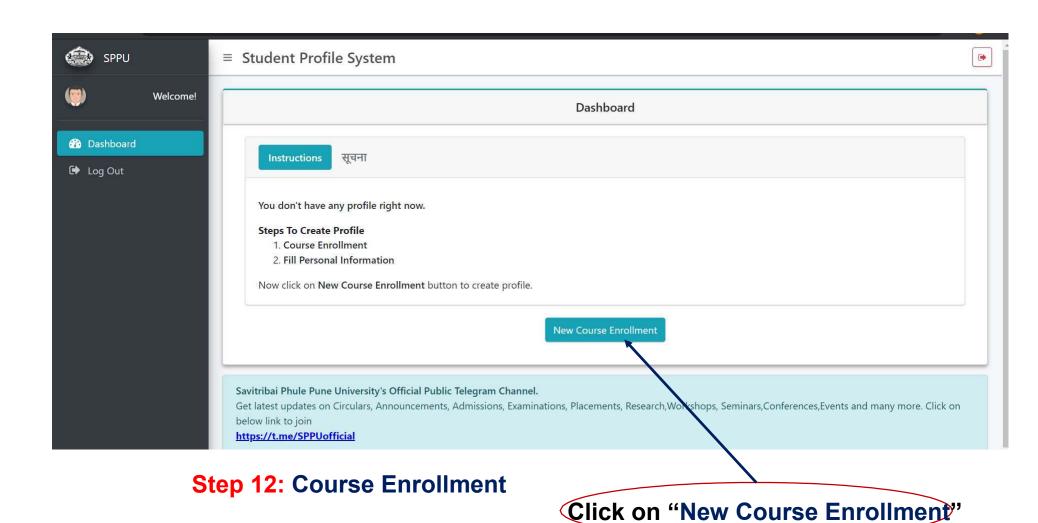
{Need for next Three Years to fill Exam
Forms})

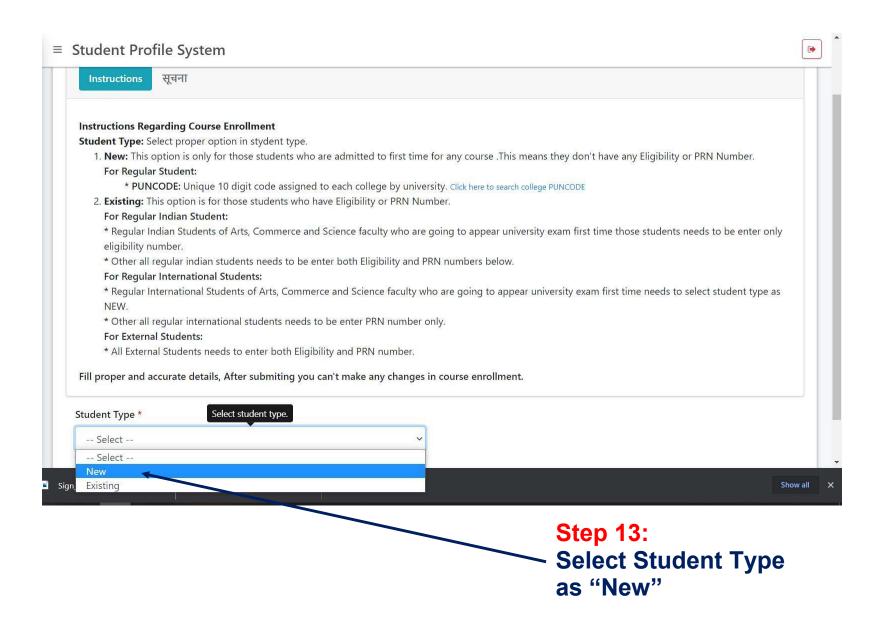
#### **Step 10:**

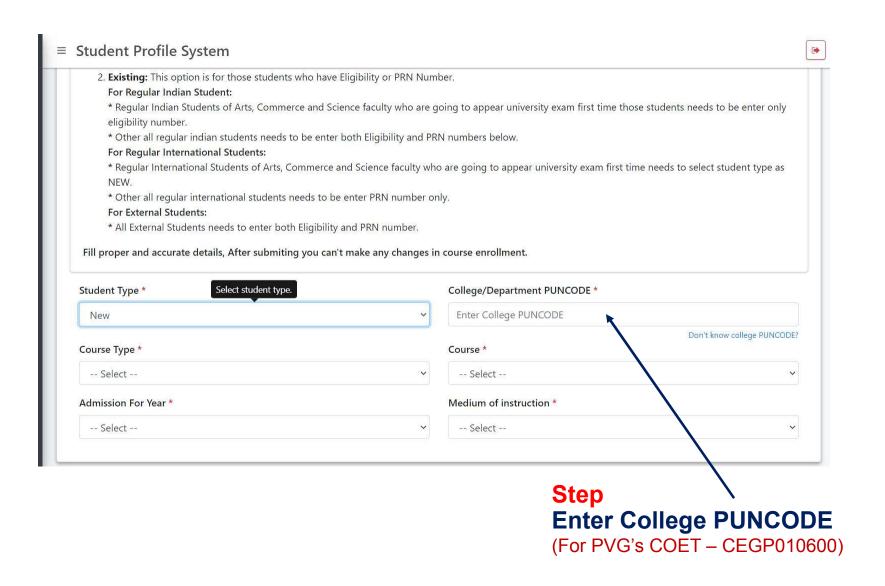
Message for Account Created Successfully Click on "Go To Login"

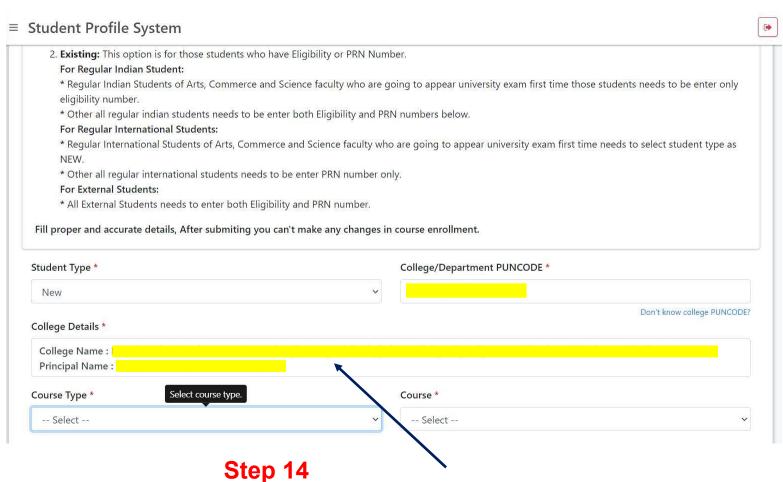




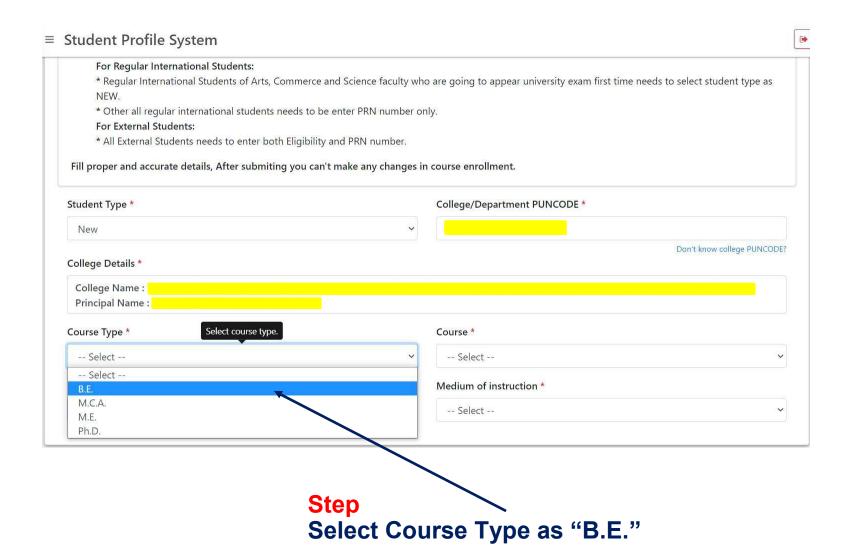


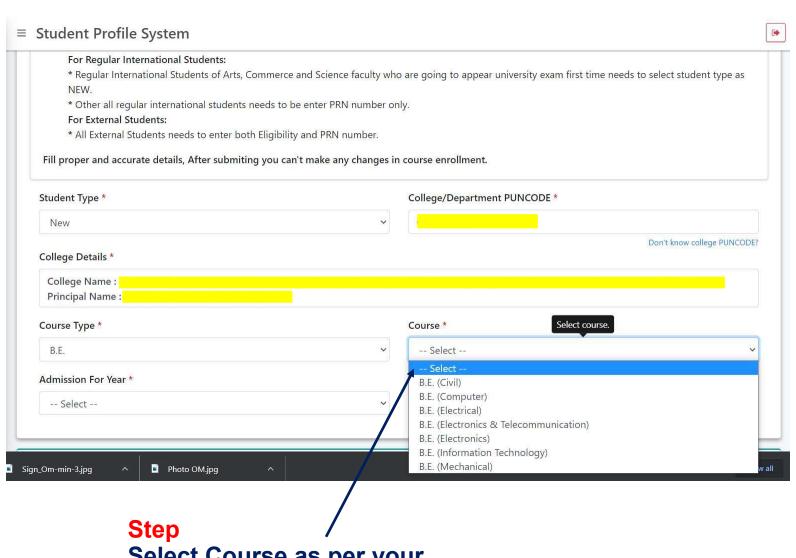




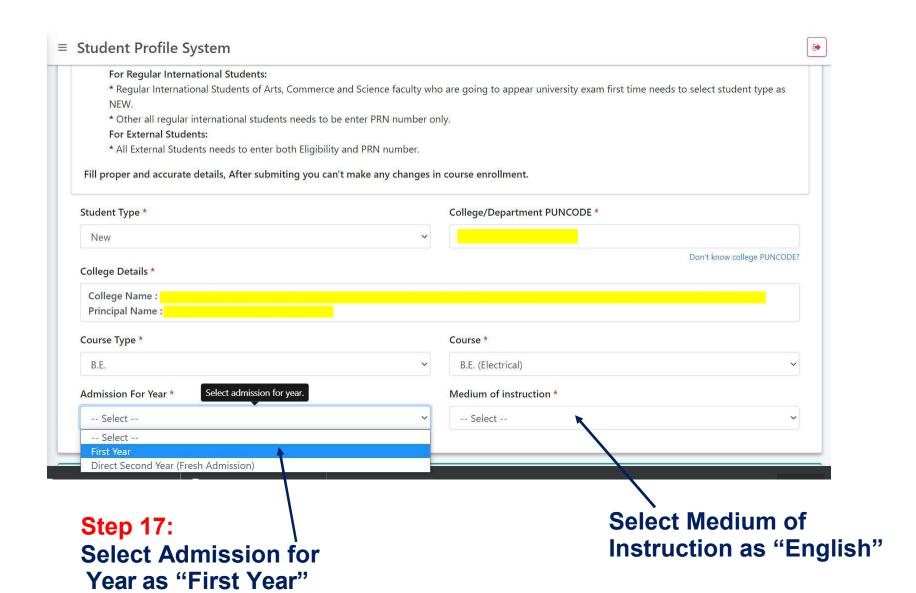


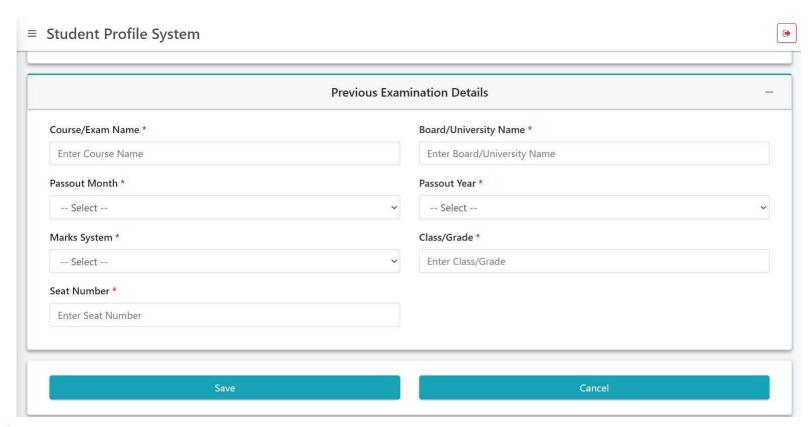
After Entering College PUNCODE
College Details will Appear along with Principal Name





Select Course as per your Branch

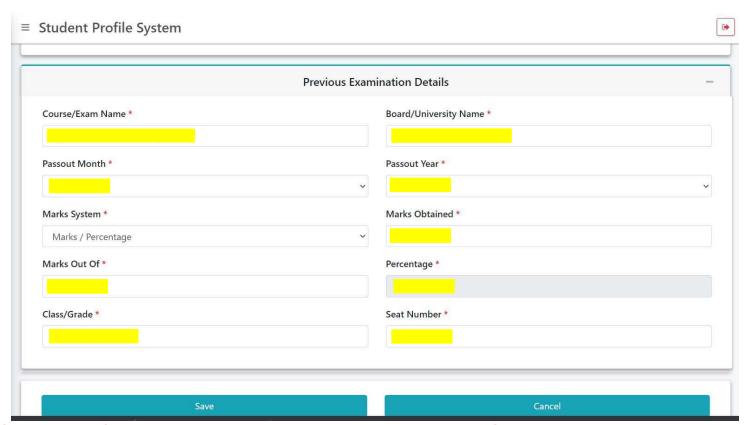




#### **Step 18: Enter Previous Examination Details**

- 1) Course/Exam Name: "Previous Exam" (e.g. HSC)
- 2) Board/University Name: As per Your Previous Exam Marksheet (For Example: Maharashtra State Board/CBSE/ICSE etc.)
- 3) Passout Month: As per Your Previous Exam Marksheet.
- 4) Passout Year: As per Your Previous Exam Marksheet.
- 5) Marks System: As per Your Previous Exam Marksheet.

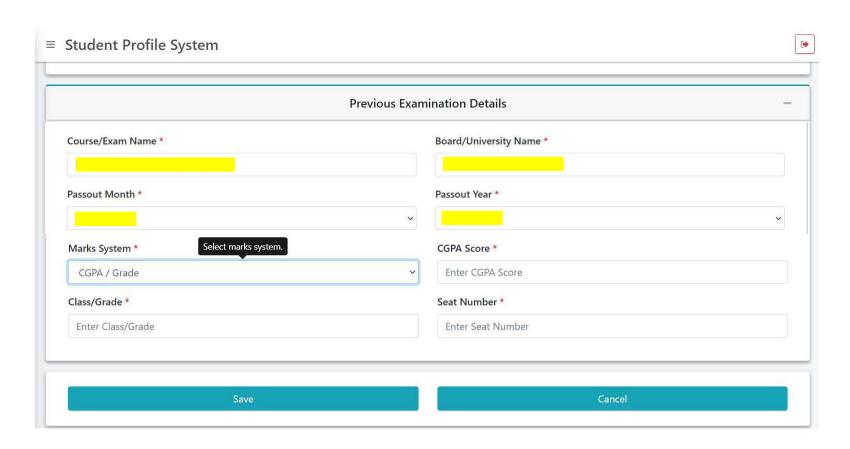
(Marks/Percentage OR CGPA/Grade)



### **Step 18: Continued (For Marks/Percentage System)**

If Marks System selected is "Marks/Percentage then Enter

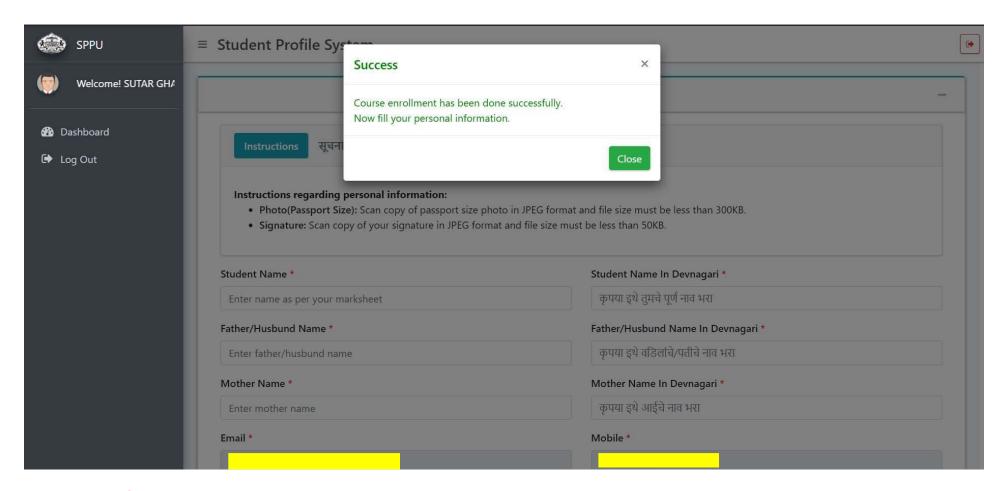
- 1) Marks Obtained: As per Previous Exam Marksheet
- 2) Marks out of: As per Previous Exam Marksheet
- 3) Percentage: Will Automatically Come.
- 4) Class/Grade: As per Previous Exam Marksheet (If Not Mentioned then Enter "Pass")
- 5) Seat Number: As per Previous Exam Marksheet. & Click on "Save"



#### **Step 18: Continued (For CGPA/Grade System)**

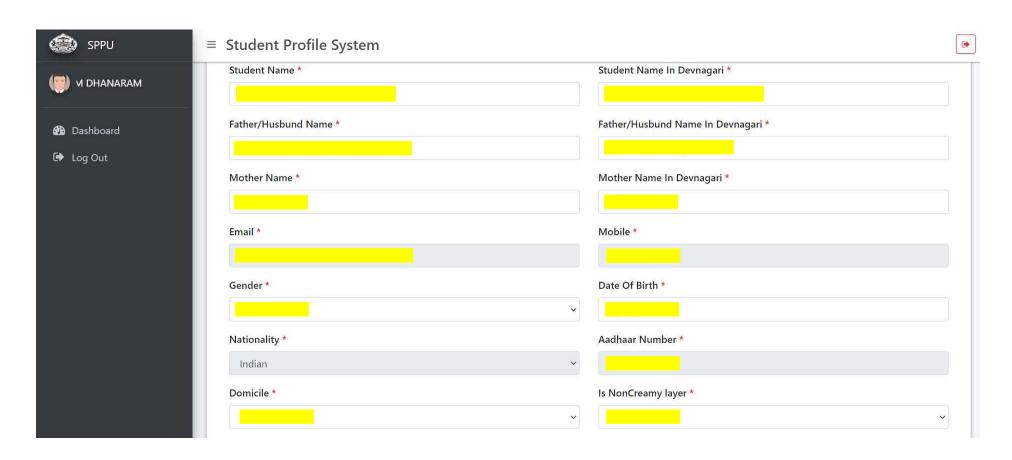
If Marks System selected is "CGPA/Grade then Enter

- 1) CGPA Score: As per Previous Exam Marksheet
- 2) Class/Grade: As per Previous Exam Marksheet (If Not Mentioned then Enter "Pass")
- 3) Seat Number: As per Previous Exam Marksheet.
- 4) Click on "Save"



#### **Step 19:**

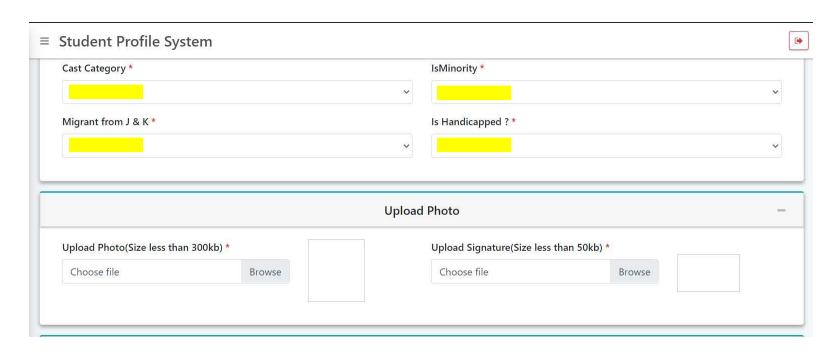
Message for Course Enrollment has been done Successfully Click on "Close" & Fill Your Personal Information



#### **Step 19: Continued**

Fill Your Personal Information correctly step by step as required.

- > Student Name must be as per Previous Exam Marksheet.
- Details in Devnagari: Try as per instructions (If facing problem then type it in Mobile Whatsapp/ Google in Marathi then Copy and Paste in required Block)



#### **Step 20:**

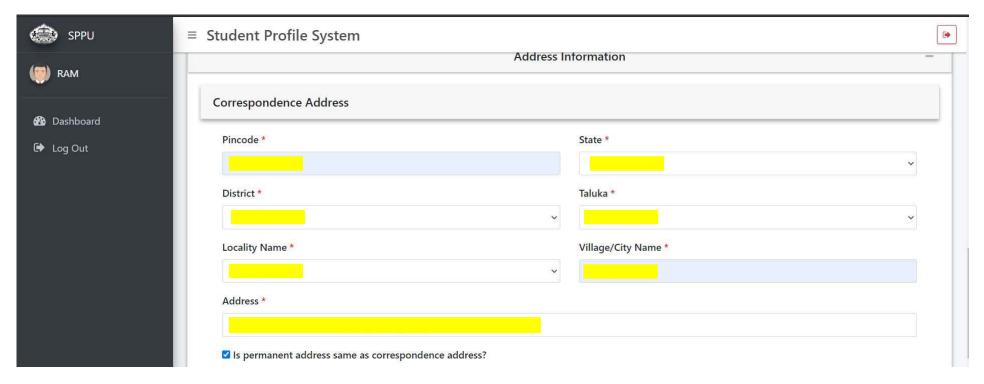
**Upload Photo & Signature of Student (JPG format only)** 

- > Student Photo less than 300 kb Size.
- > Student Signature less than 50 kb Size. (Use Blue Ink for Signature) (Click on Browse and select the File for Photo and Signature)



### **Example:**

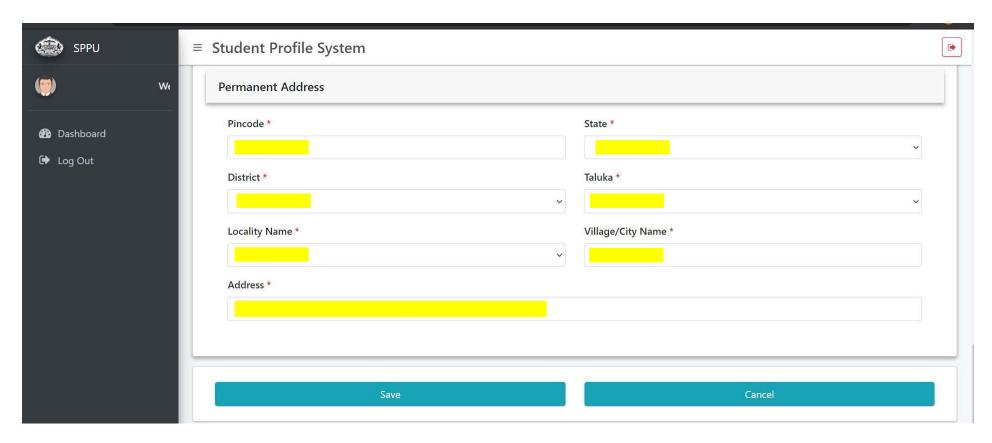
After Uploading Photo & Signature of Student, Your Photo & Signature will appear as shown above (Example).



#### **Step 21: Correspondence Address Details**

- ➤ Enter the Correct Pincode. (After Entering Pincode if State Dropdown menu does Not appear or Error message reflected then Logout and Login again {refer Step 1 to 4 and in step 5 instead of Clicking on "Create Account" Click on any one Link form Login Link 1 to Login Link 4 and login as per step 11} and click on Update Profile and Fill the Personal Information Again {Step19 & 20}) [This may happen due to Time Out]
- Select the State, District, Taluka, Locality Name, Village/City etc.
- Enter Detail Address

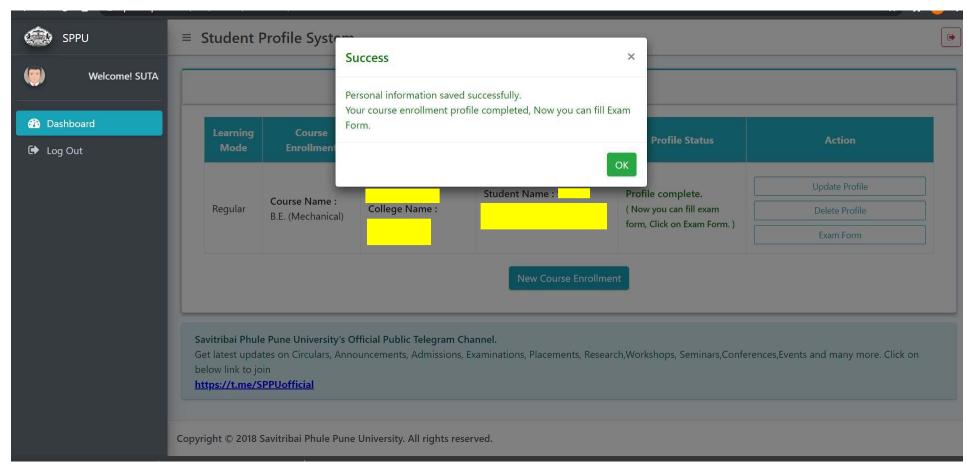
(Click on Check box if Permanent Address is same as Correspondence Address)



#### **Step 21: Continued**

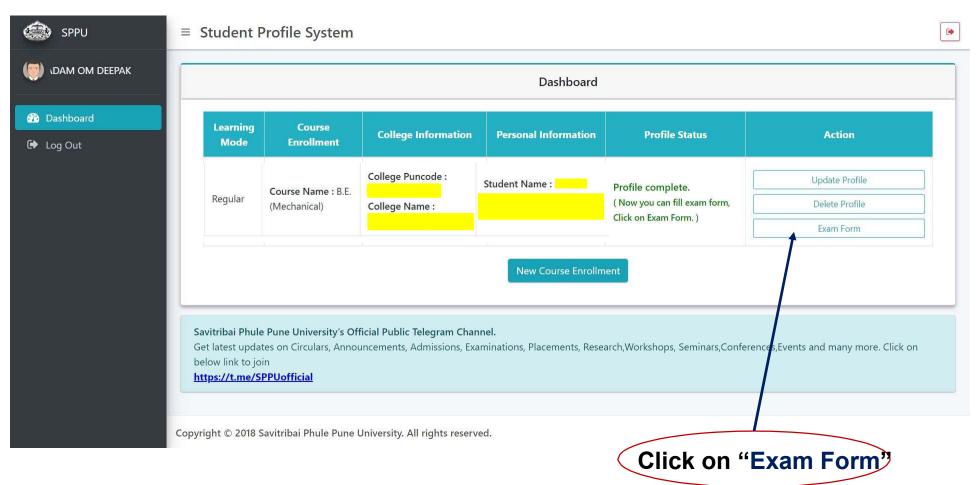
If Permanent Address is Different than Correspondence Address then only Enter the Details otherwise the details will automatically appear same as Correspondence Address.

Click on "Save"



#### **Step 22:**

Message for Personal Information saved successfully and Course Enrollment Profile Completed Click on "OK"



**Step 22: Exam Form Filling Process** 



#### Online Exam Instructions

\*Online Exam Form filling system is activated as per the usual procedure that is Student need to fill the exam form from his student profile login and submit the hard copy along with the fees calculated in the exam form to their college. Then College will inward the form in the online inward system which is submitted by their students & after verification of subjects & students Details. And all this procedure need to be completed within the stipulated time. \*Please Note,For OCT-NOV 2020 Examination There will be no Online Payment Option for students...!

Important Dates				
Course	Start Date	Without Late Fee End Date	With Late Fee End Date	Fine Fee End Date
Regular - BScHS(REV. 2015)	03 Feb 2021	15 Feb 2021		
Regular - BScHS(REV. 2017)	03 Feb 2021	15 Feb 2021		
Regular - LLB	03 Feb 2021	15 Feb 2021	20 Feb 2021	
Regular - LLB(Rev.2017)	03 Feb	15 Feb 2021	20 Feb 2021	

#### Online Exam Form

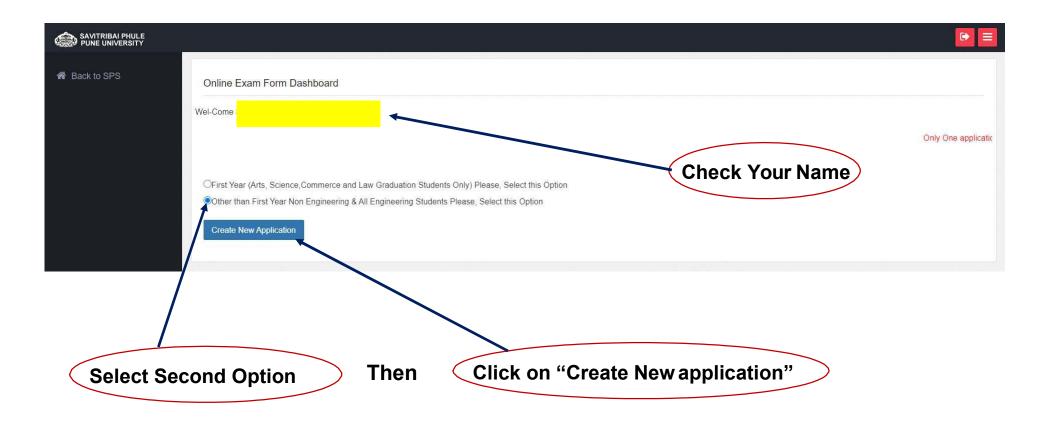
Proceed

Contact Us: (020) 71 533633

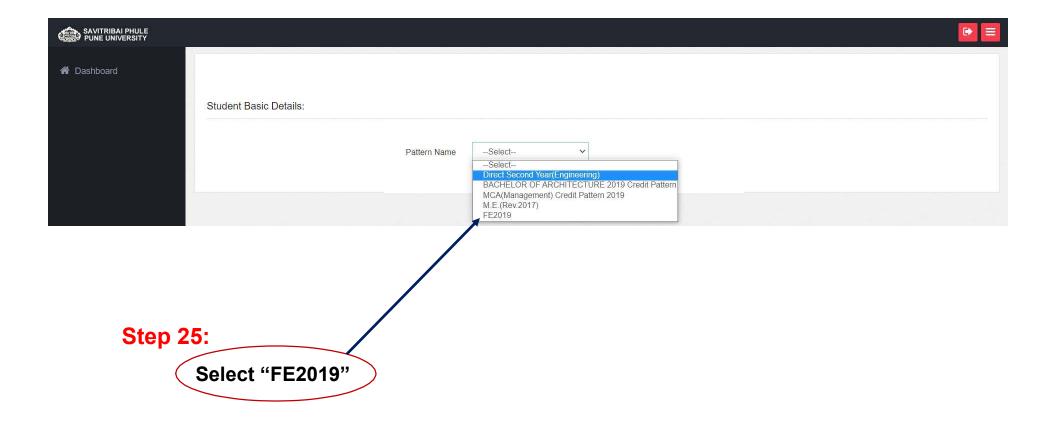
(Managed By SPPU Edutech Foundation. For Online Service related Technical queries Cnly. Active On All Working Days between 10.30A // to 6.00 PM)

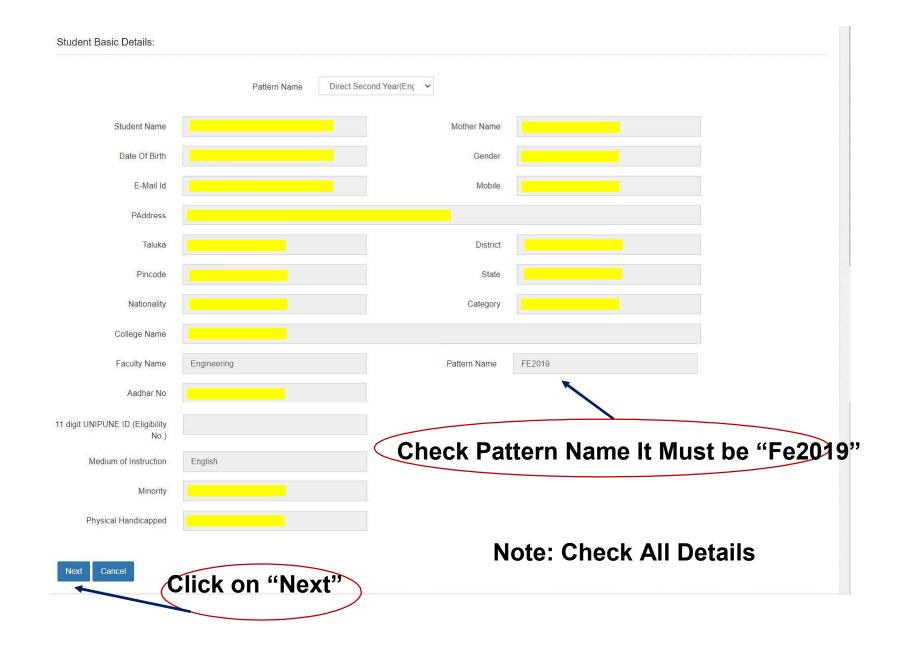
**Step 23:** 

Click on "Proceed"



**Step 24:** 





#### **Step 27:**

The Stud	ents has to Select a	ore than one subject from one group. at least one Subject from Group (A/B/C). Subject Count is 7 before submit Online B	Exam form.								
bject Deta	Subject Code	Subject Name	Select	Internal	University Exam(Theory)	Grade	Oral/Viva	Termwork	PRACTICA	L/SESSION/	AL Cre
emester	101007	Environmental Studies-I	Select			Ø Ø				LIBLOSIOIV	0
	111006	Workshop									1
	102003	Systems in Mechanical Engineering	<b>2</b>								4
	107001	Engineering Mathematics-I									4
Optional Si Semester	ubject Details Subject Code	Subject Name	Select	Internal	University Exam(Theory)	Grade	Oral/Viva	PRACTICAL/S	SESSIONAL	Group	Credit
1	107002	Engineering Physics								A	5
1	107009	Engineering Chemistry		2						Α	5
1	103004	Basic Electrical Engineering								В	4
1	104010	Basic Electronics Engineering		2						В	4
1	101011	Engineering Mechanics								С	4
	110005	Programming and Problem Solving		2	<b>2</b>					С	4

Very Important Note: Select the Correct Optional Subjects as per your Group either A or B

Compulsory for all students	for all Engineering Mathematics-1		Workshop	Environmental Studies-1
Subjects for students of Group A	Engineering Chemistry	Basic Electronics Engineering	Engineering Mechanics	
Subjects for students of Group B	udents of Engineering Basic E		Programming & Problem Solving	

**Group A:** Mechanical Engineering

**Electrical Engineering Information Technology** 

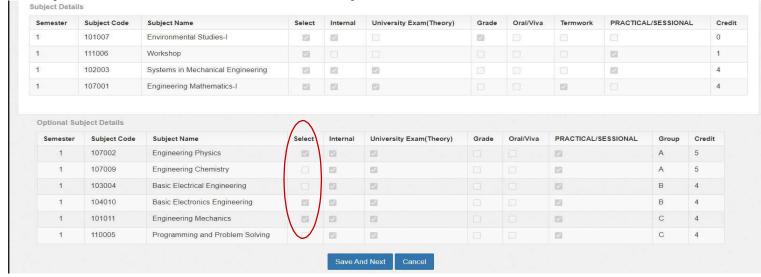
**Group B:** Electronics & Telecommunication engineering

**Computer Engineering Printing Technology** 

After Selecting Correct Optional Subjects (Click on "Save and Next")

**Example:** This is Just a Example (Ask the Optional Subjects to Your Class Coordinator) After Selecting Correct Optional Subjects, It will appear as mentioned Above.

Then (Click on "Save And Next")



After Selecting Correct Optional Subjects (Click on "Save and Next")

### **Step 29:**

#### **Fees Details:**

Once You Click on "Save And Next" Fees Details will Appear as shown.

Click on "Confirm And Print"

#### Fees Details

Fees Type	Fees Amount
Form Fee	30
Exam Fee	680
CAP Fee	145
Statement Of Marks Fee	145
Passing Certificate Fee	0
Internal Marks Fee	0
Departmental Fee	Q
Project Fee/Dissertation	C
EVS Fee	Ç
Fee_Transcript	C
Late Fee	Ç
Fine Fee	C
Total Fees To Be Paid	1000

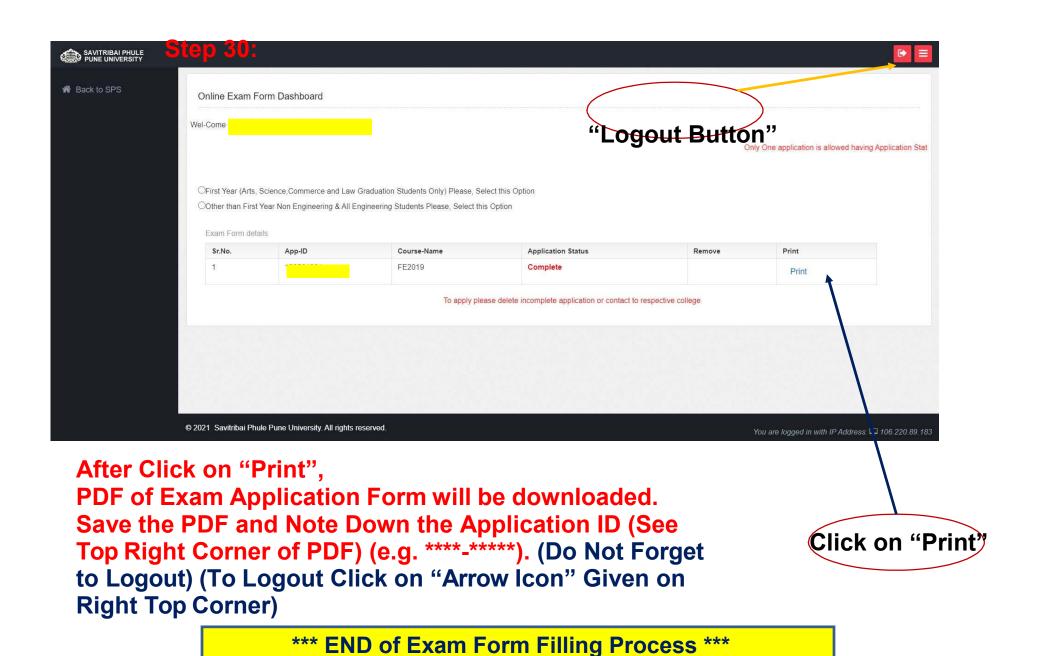
Confirm And Print Cancel



## After Click on "Confirm and Print", if Nothing is Appearing then Close the Window and Login again

Refer Step 1 to 4 and in step 5 instead of Clicking on "Create Account" Click on any one Link form 'Login Link 1' to 'Login Link 4' and login as per step 11 and Click on "Exam Form" then Exam Form Details will be displayed then click on "Print" to download the PDF of Exam Form Application (See Next Slide)



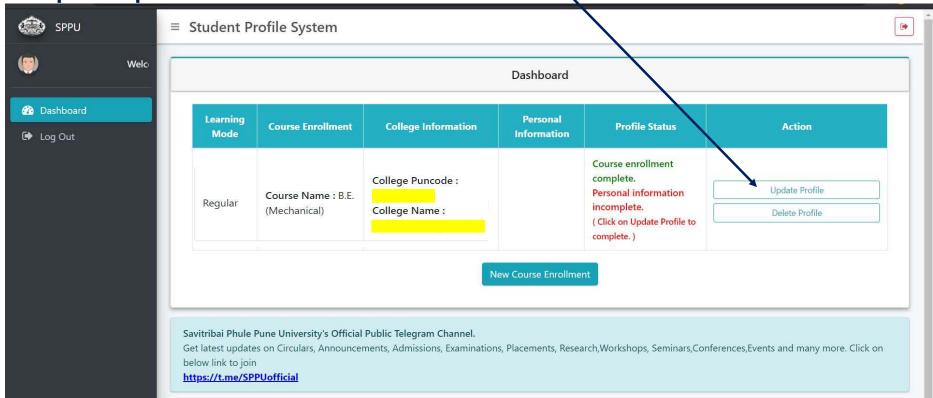


#### **Use This Step Only If Profile Status is Incomplete**

If in Case SPPU Site is not Responding or any network connectivity issue or Time out issue in between Course Enrollment/Personal Information filling, Then Logout and Login again to complete the Profile.

Refer Step 1 to 4 and in step 5 instead of Clicking on "Create Account" Click on any one Link form Login Link 1 to Login Link 4 and login as per step 11. Following window will Appear then Click on "Update Profile" and proceed

as per steps mentioned.



## Last Step

- ➤ Take the Print of Exam Form & Payment Receipt (For Payment Receipt, Pay the Exam Form Fees as per notice for examination Form).
- Send the Exam form PDF & online successful payment Transaction (UTR/ Transaction Id) to your respective Email id mentioned in the notice on or before 14/02/2021.

## **Important Note:**

If You Fail to Submit the Exam Form online to class teacher you will not be allowed to appear for Examination.