

# Shaheed Bhagat Singh State Technical Campus Ferozepur

Ref No. SBS/FZR/COE/

Date:07/04/017

AD/DA/Dean PG/HODs

## **Sub: Procedure for filling of Exam Forms for Nov-Dec 2017 Examination**

It is to bring to your notice that Examinations for the current session are commencing from 5<sup>TH</sup> May 2017. **The exam forms are to be filled through intranet site available at <http://10.11.11.11>.** The procedure for form filling/ locking is as given below:

1. **Regular Exam Forms:** The forms are to be filled by respective departments and not by the students individually.
  - a. Visit the intranet site <http://10.11.11.11> and Login as HOD.
  - b. Go to dropdown **Examination > Regular Courses**
  - c. Select the **Degree & Batch** then relevant regular courses. Press **Submit**.
  - d. Go to dropdown **Examination > Elective Courses**.
  - e. Select the **Degree & Batch**. List of students will be displayed. Select the relevant elective courses for each student. Press **Submit**.
  - f. Go to option **Print RG Forms**. Select the **Degree & Batch**. List of forms will be displayed. **Lock** the forms & take print outs.
  
2. **Re-Appear Exam Forms:** The steps (**for Students**) are given below:

The student is required to fill the form individually by following the steps given below:

  - a. Deposit the requisite reappear fees and keep the receipt ready.
  - b. Visit the intranet site <http://10.11.11.11>
  - c. Your login is using University Roll No. and your password. Reset your password if, forget. Contact respective HOD, otherwise.
  - d. Go to tab **Home > Personal Profile** and update if required. Please note that it is mandatory to upload your photograph and mention your Email ID in this information. In case the student's profile is locked, get it unlocked from your HOD and **Submit** after updating the data.
  - e. Go to **Self Services > RP Exam Forms**.
  - f. Choose **Semester**, then **Course** and mark tick in relevant **checkboxes** (Internal and External) for which you want to appear for re-appear examination.
  - g. Press **Submit** button. The added subject(s) will appear bellow in the table.
  - h. Repeat both steps (above) for all subjects.
  - i. To delete a wrong entry choose **Semester, Course** and keep un-ticked **checkboxes** (Internal and External) and press **Submit** button.
  - j. Enter the **Date** and **Receipt No.**, vide which you have paid the examination fee.
  - k. Press **Submit & Lock** once you are done. A message **RP Form Submitted... Get it LOCKED from ----- Office by submitting original Examination Fee Receipt** will be displayed.
  - l. Even after form submission, a selected subject may be deleted if required. The check boxes of all reappears internal as well as external are ticked. For deleting a subject,

untick the internal and external of the subject to be deleted in the respective check boxes and resubmit. The given subject will be deleted.

- m. Deposit your original Fee Receipt to your department to finally get your form locked and receive your Admit Card.

The steps (**for HODs**) are given below

- a. Visit the intranet site <http://10.11.11.11> and Login as HOD.
  - b. Go to dropdown **Examination>Print RP Forms**. A table appears giving detail of various students whoever have filled the reappear forms. Any form can be seen and printed using **Print** button.
  - c. After confirming the fees submission, **Tick** the student and **Lock** his/her Exam Form.
3. Creating logins for old students (prior to 2011 batch):
    - a. Go to dropdown **Examination>Add Old Student**.
    - b. Give the Roll Number of the student and **Submit**.
    - c. Fill up student information. Press **Update/Insert Student** button. The default password for this student is 12345 and student's Roll No. is his/her Login ID.
  4. Password of students:
    - a. Go to dropdown **Department>Student Control**. Select the **Degree, Batch**. List of student with their passwords is displayed.
    - b. The profile of student may be locked or unlocked as desired.
  5. **Checkboxes** will be **tick marked** for all students whose information is locked.

**Deputy Controller (S&C)**

**Controller of Examinations**

Copy to:

- Director, for kind information.
- All HODS to provide intimation to the students.
- All Notice Boards