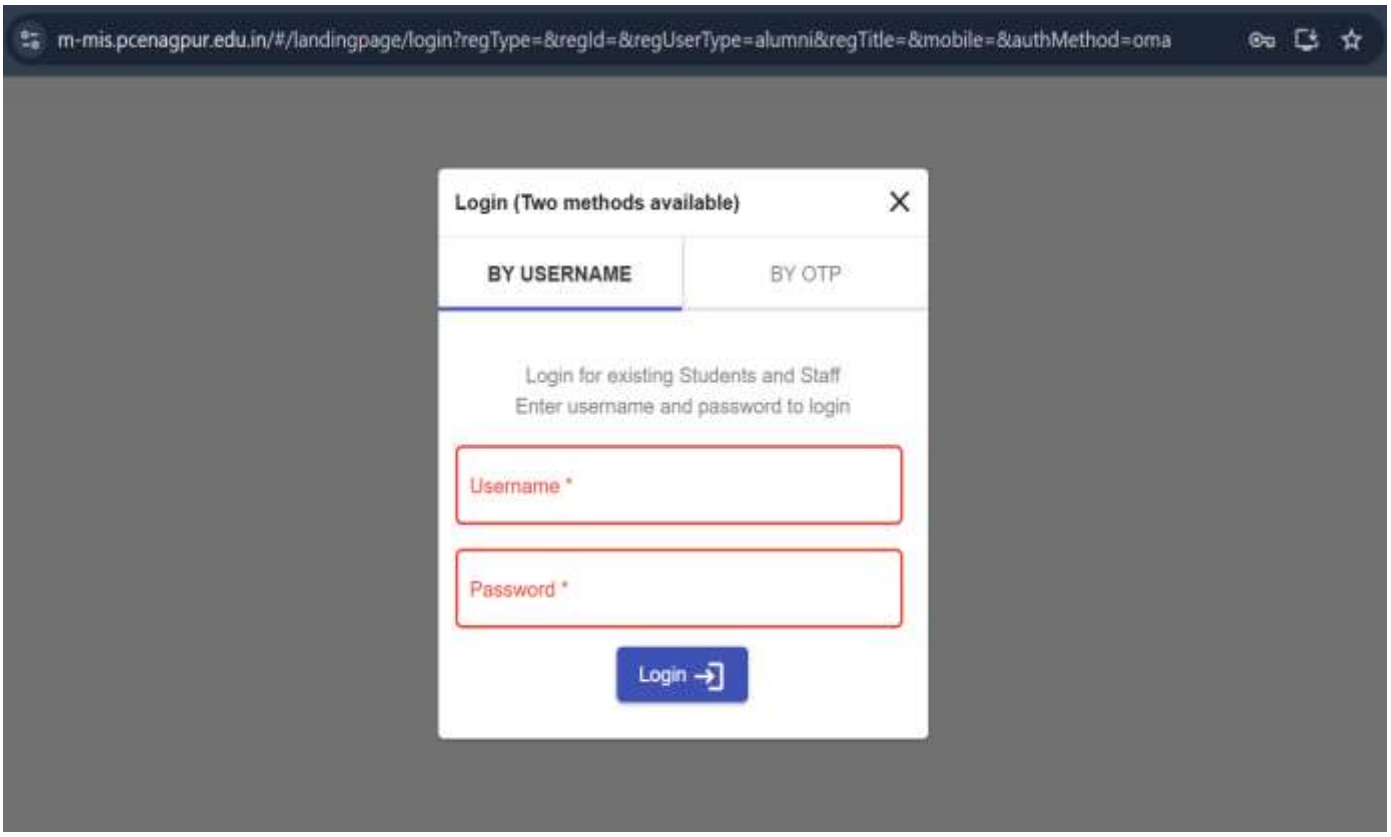
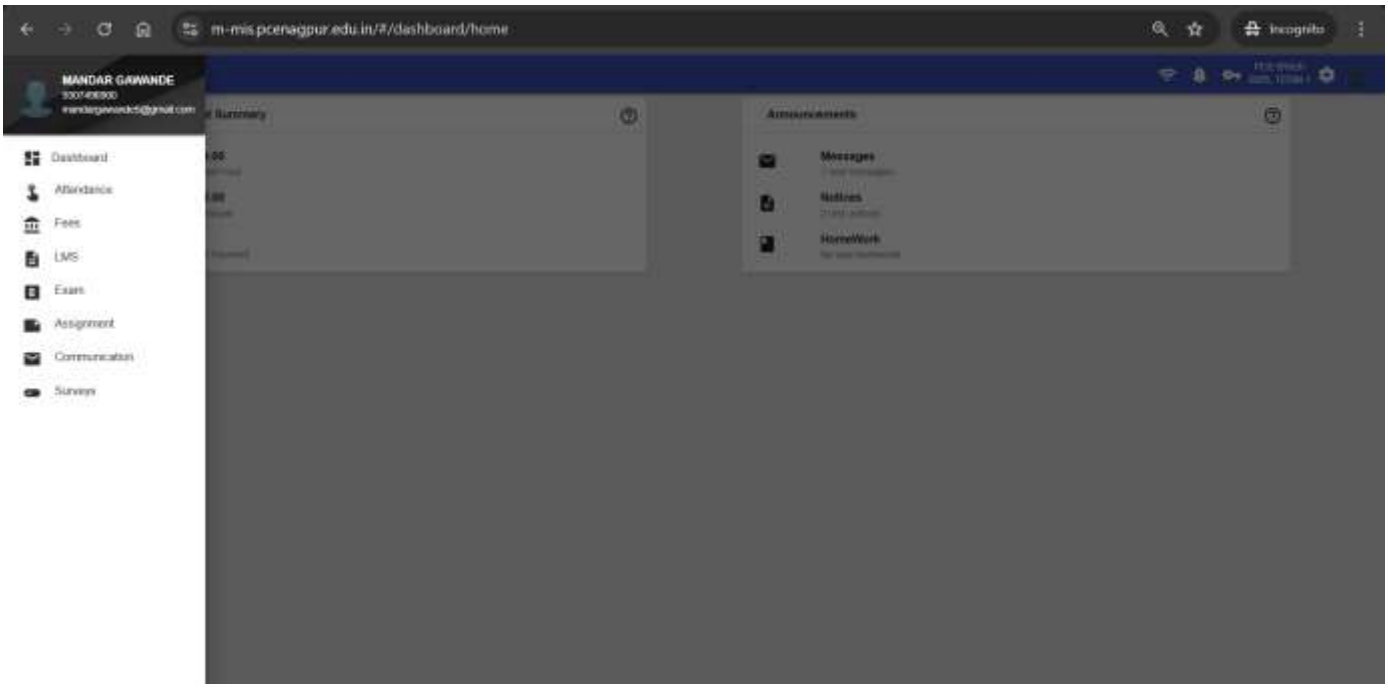
User Guide
Backlog Exam form filling

- Open google chrome browser and enter “m-mis.pcenagpur.edu.in”
- Click on the ***Login*** button . Login with username and password or mobile number OTP option
  Img. 1



- Click on the sandwich menu **(three horizontal lines)** in the upper-left corner and select the ***Exam*** option from the menu.
  Img. 2

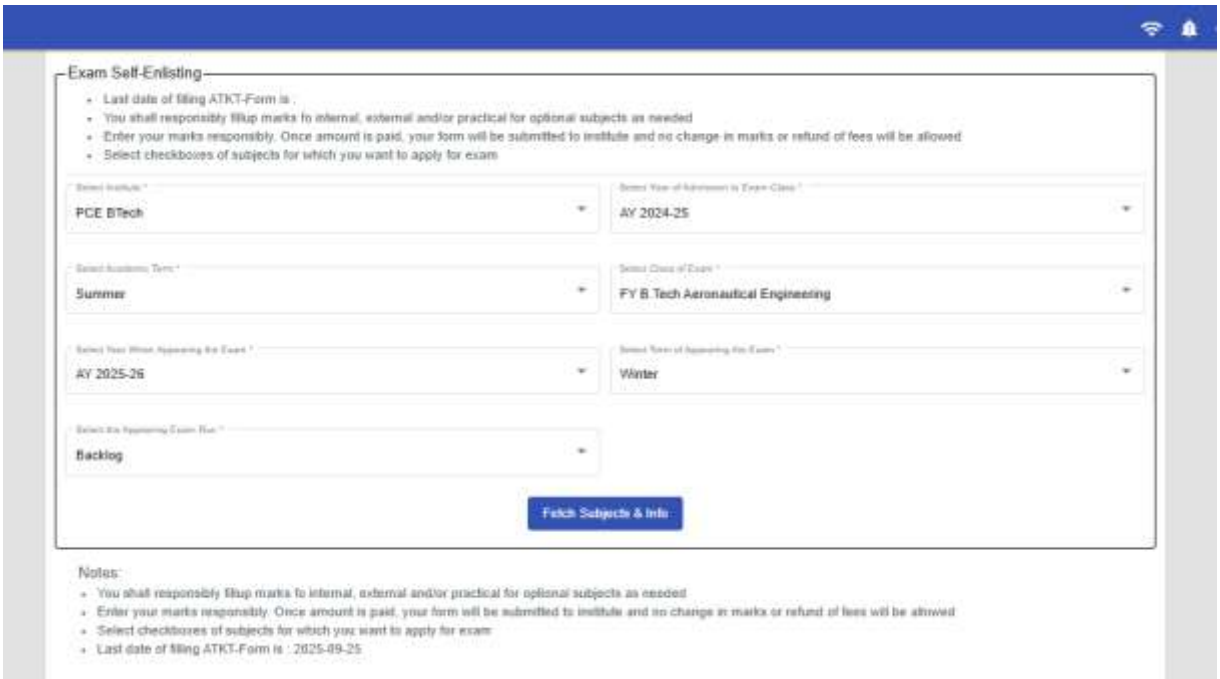


- Select the backlog semester, then click on the vertical dots in the semester dashboard and choose ***Enlist for Latest Exam***.

Img. 3

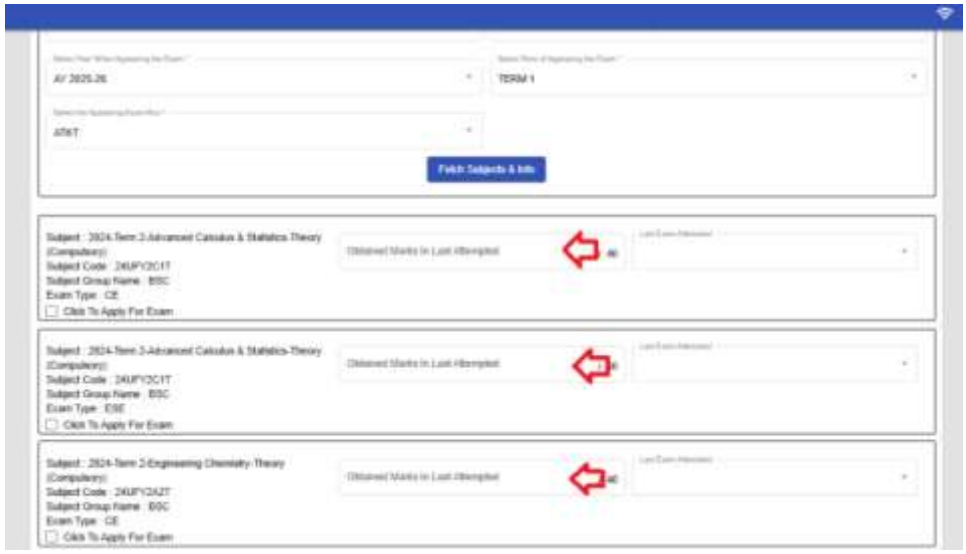
- All parameters will be auto-selected in the form, so you don't need to make any changes. Simply click ***Save and Proceed***

Img.4

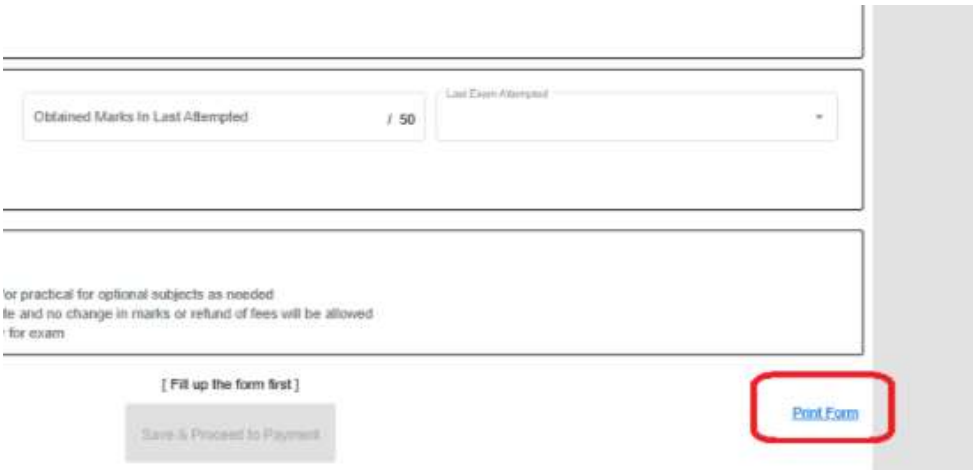


- Now you need to enter the marks of your previous attempt. Please scroll down to the right-hand side, where you will find the option ***Print Form*. Download the form and fill it with your marks. Since last year's marks are not confirmed, kindly reach out to the department and collect your marks from the respective Department.**
- **HOD/Acd Coordinator will verify it and will affix stamp and signature**

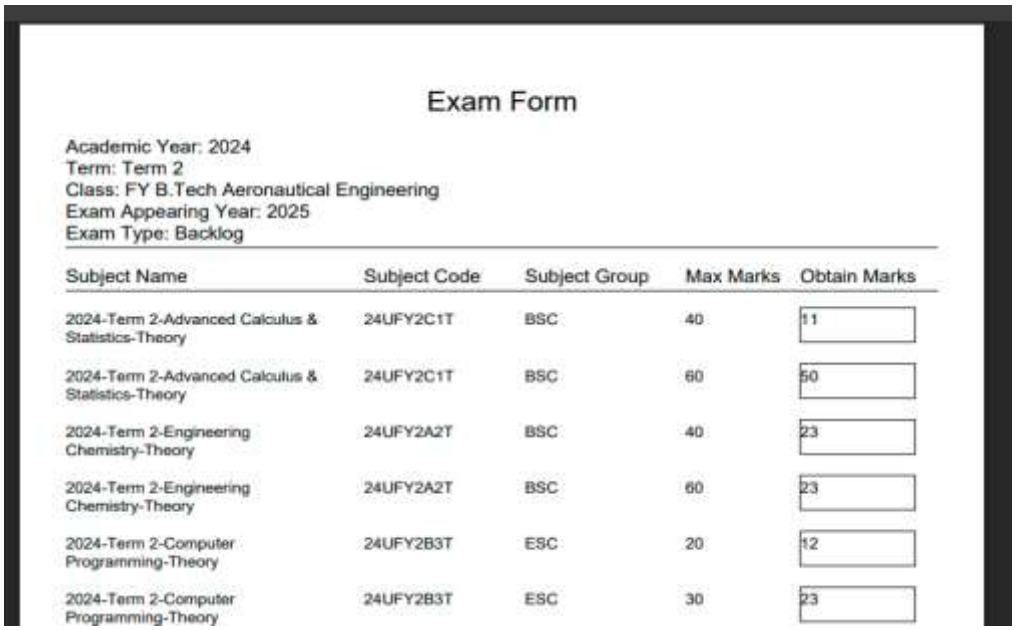
Img.5



Img. 6



Img. 7



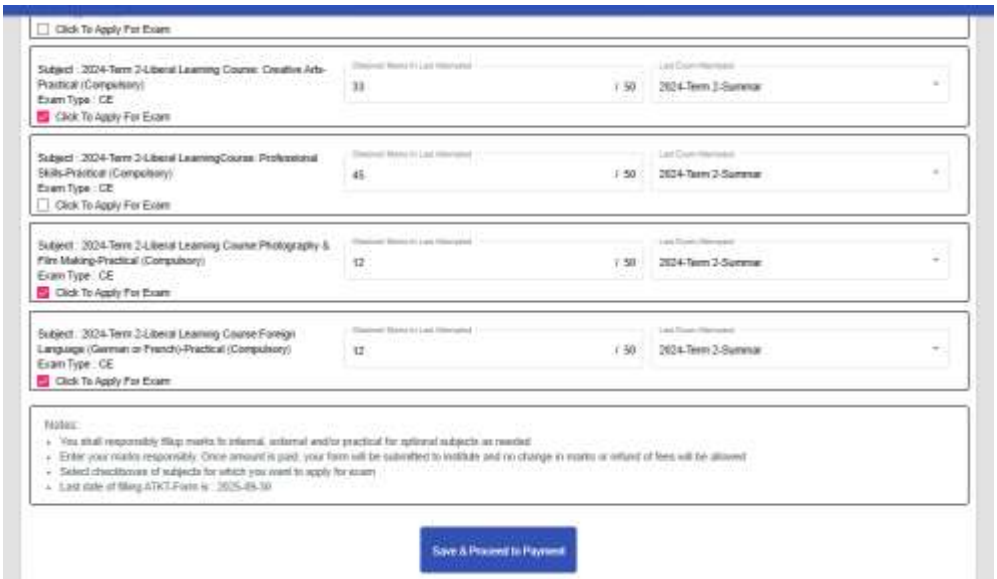
Exam Form

Academic Year: 2024
Term: Term 2
Class: FY B.Tech Aeronautical Engineering
Exam Appearing Year: 2025
Exam Type: Backlog

Subject Name	Subject Code	Subject Group	Max Marks	Obtain Marks
2024-Term 2-Advanced Calculus & Statistics-Theory	24UFY2C1T	BSC	40	11
2024-Term 2-Advanced Calculus & Statistics-Theory	24UFY2C1T	BSC	60	50
2024-Term 2-Engineering Chemistry-Theory	24UFY2A2T	BSC	40	23
2024-Term 2-Engineering Chemistry-Theory	24UFY2A2T	BSC	60	23
2024-Term 2-Computer Programming-Theory	24UFY2B3T	ESC	20	12
2024-Term 2-Computer Programming-Theory	24UFY2B3T	ESC	30	23

- Fill up the ***Subject Marks*** of your previous Attempt, if you have passed in the subject in the previous attempt, put those marks in front of that Subject and Select the Last ***exam Attempt*** And only select the ***checkbox*** in which ***subject you failed and you want to apply for the backlog exam.*** Click on ***Save and Proceed*** button.

Img. 8



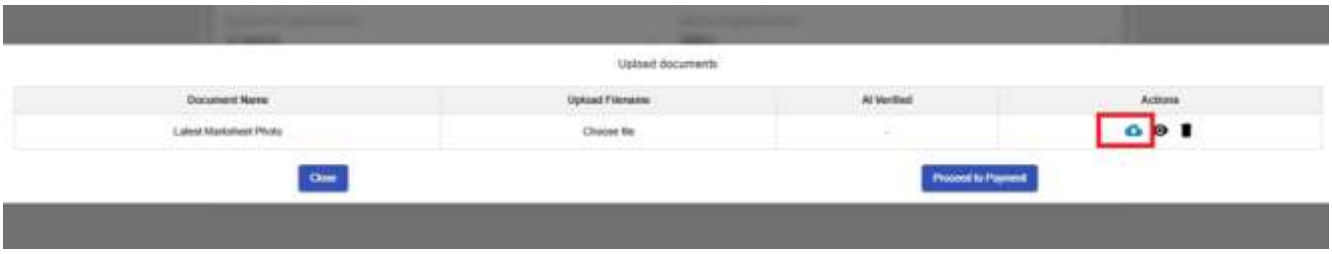
Note:- "Enter the marks of the last attempted exam as per their marksheet, or seek assistance from the Department if required. The marks entered by the student will be verified by the Examination Department before publishing the result."

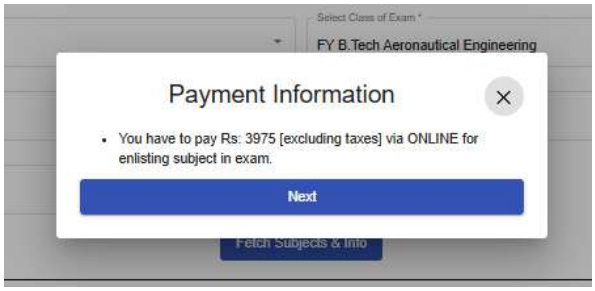
- The list of subjects will be displayed below. Before proceeding with the fee payment, please verify that the list contains only the subjects you have failed (check in the column ***paper for exam*** if **yes** then you have been applied for Fail Subject,if **no** that means were passed in that subject).Continue with ***Proceed*** Button.

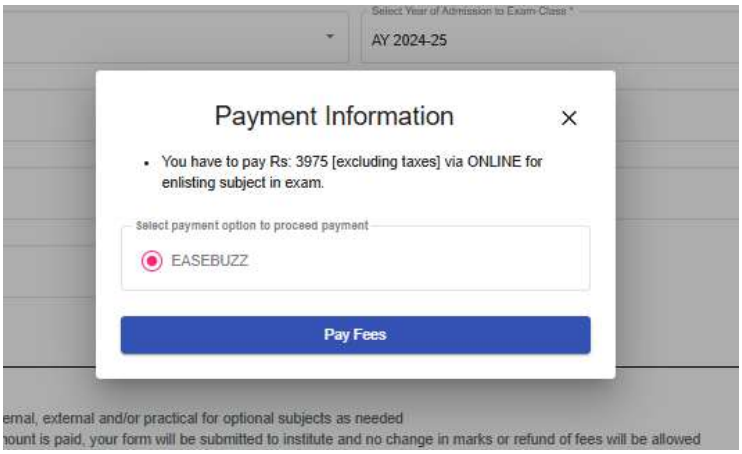
  If any other messages appear on the screen, kindly contact the administration office for assistance with query resolution.

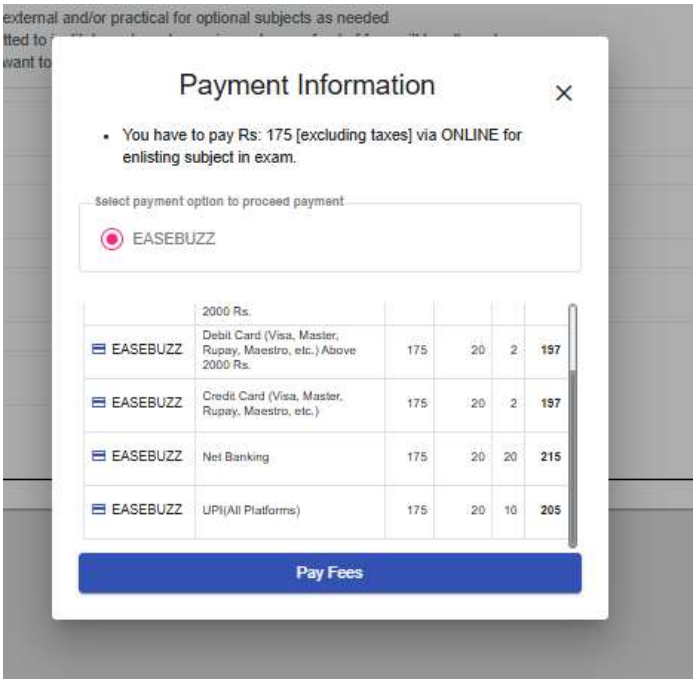
Img.9

* Now you have to upload your Latest Marksheet Photo and Click on ***Proceed to payment***


Upload documents
Document Name
Upload Filename
AI Verified
Actions
Latest Marksheet Photo
Choose file
Close
Proceed to Payment

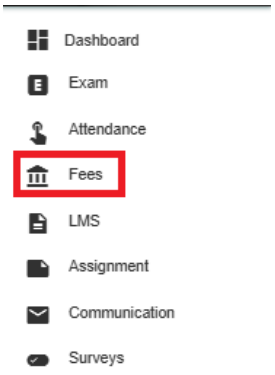

Select Class of Exam *
FY B.Tech Aeronautical Engineering
Payment Information
You have to pay Rs: 3975 [excluding taxes] via ONLINE for enlisting subject in exam.
Next
Fetch Subjects & Info


Select Year of Admission to Exam Class *
AY 2024-25
Payment Information
You have to pay Rs: 3975 [excluding taxes] via ONLINE for enlisting subject in exam.
Select payment option to proceed payment
EASEBUZZ
Pay Fees
emal, external and/or practical for optional subjects as needed
nount is paid, your form will be submitted to institute and no change in marks or refund of fees will be allowed


external and/or practical for optional subjects as needed
Payment Information
You have to pay Rs: 175 [excluding taxes] via ONLINE for enlisting subject in exam.
Select payment option to proceed payment
EASEBUZZ
2000 Rs.
EASEBUZZ Debit Card (Visa, Master, Rupay, Maestro, etc.) Above 2000 Rs. 175 20 2 197
EASEBUZZ Credit Card (Visa, Master, Rupay, Maestro, etc.) 175 20 2 197
EASEBUZZ Net Banking 175 20 20 215
EASEBUZZ UPI(All Platforms) 175 20 10 205
Pay Fees

- After Successful Payment;
  1. Once your payment is successful, a pop-up message will appear.
  2. The pop-up will contain a button: “Click here to download Exam Form& Fee Details.”
  3. Please click on the button to download the PDF file.

- If You Are Unable to Download from the Pop-Up Go to the ***FEES*** Section,on fees Dashboard you can download the Exam Form & Fee Details PDF directly.



*** Thank You ***