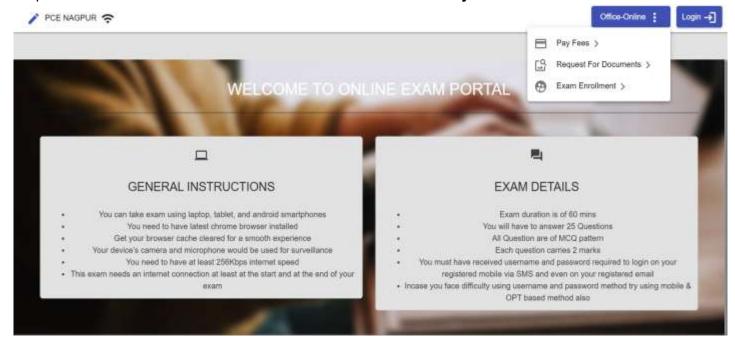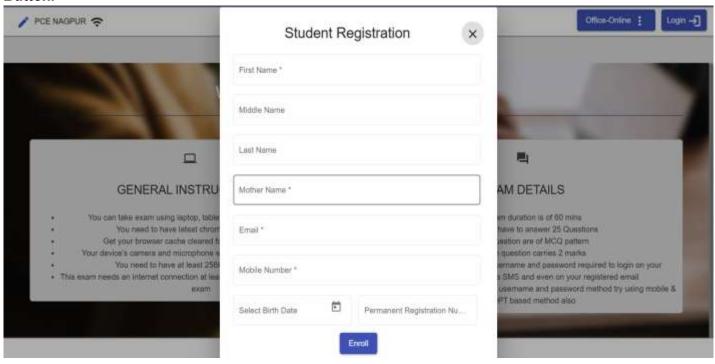# User Guide
Exam Form filling for DC Students

- Open google chrome browser and enter "**m-mis.pcenagpur.edu.in**"
- Login For Students hows are not register in System/Drop students Dont have Id Password Login
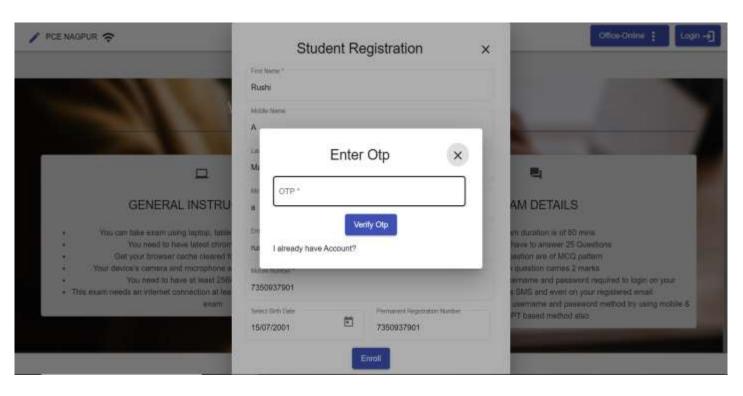
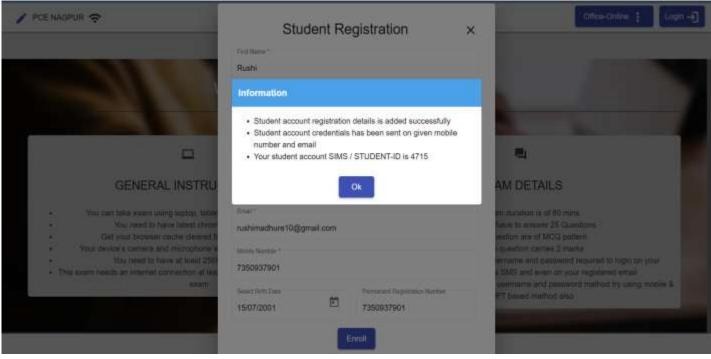Step 1:- Click on **Office-Online** then click on **Exam Enrollment utility.**

Step 2:- Student **Registration form** will pop up kindly fill all information for registration and click on **Enroll Button.**
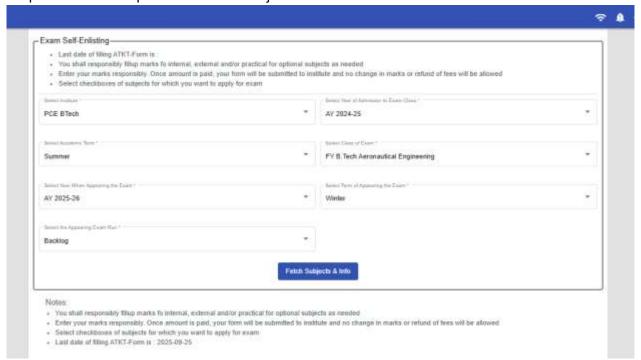

Step 3:- Students will receive an **OTP via SMS** Enter **OTP** and verify. And click on **ok.**

Office-Online ⋮   Login →]

Student Registration   ✕

First Name *

Rushi

Middle Name

A

La   Ma

Enter Otp   ✕

OTP *

Verify Otp

I already have Account?

AM DETAILS

GENERAL INSTRU

- You can take exam using laptop, table
- You need to have latest chrom
- Get your browser cache cleared f
- Your device's camera and microphone w
- You need to have at least 256
- This exam needs an internet connection at lea
  exam

m duration is of 60 mins
have to answer 25 Questions
estion are of MCQ pattern
question carries 2 marks
ername and password required to login on your
SMS and even on your registered email
usemame and password method try using mobile &
FT based method also

7350937901

Select Birth Date   Permanent Registration Number

15/07/2001   📅   7350937901

Enroll

Office-Online ⋮   Login →]

Student Registration   ✕

First Name *

Rushi

Information

- Student account registration details is added successfully
- Student account credentials has been sent on given mobile number and email
- Your student account SIMS / STUDENT-ID is 4715

Ok

AM DETAILS

GENERAL INSTRU

- You can take exam using laptop, table
- You need to have latest chrom
- Get your browser cache cleared f
- Your device's camera and microphone a
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Email *

rushimadhure10@gmail.com

Mobile Number *

7350937901

Select Birth Date   Permanent Registration Number

15/07/2001   📅   7350937901

Enroll

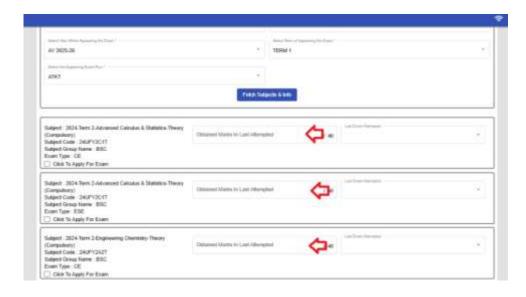**Step 4:-** Select dropdowns to fetch subject list of failed semester

a) Select institute ⇒ **PCE BTech**
b) Select Year of admission to exam class ⇒ Select **academic year** when you had Attempted regular exam for semester
c) Select Academic term ⇒ Select **Term (Summer/Winter)** in which you where Attempted regular exam.
d) Select class of exam ⇒ Select class
e) Select year when Appearing the exam ⇒ Select **AY 2024-25** in which you are going to Apply for Exam.
f) Select Term of Appearing for the exam ⇒ Select **Term (Summer/Winter)** in which you are going to Apply for Exam.
g) Select the appearing Exam run ⇒ select **Backlog**
h) Click on **Fetch Subjects & Info.** List of subjects will appear below.

Step 5:- Now you have to fill up the marks of your Previous attempt, just scroll down below on your right hand side. One option is there **Print Form** Download that form and go to the exam department get your Marks From Exam Department.
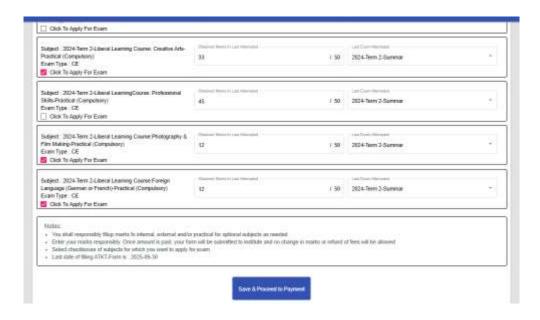
Exam Form

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

☐ Click To Apply For Exam

Subject : 2024-Term 2-Liberal Learning Course: Creative Arts-Practical (Compulsory) Exam Type : CE ☑ Click To Apply For Exam	Obtained Marks in Last Attempted 33	/ 50	Last Exam Attempted 2024-Term 2-Summer
Subject : 2024-Term 2-Liberal LearningCourse: Professional Skills-Practical (Compulsory) Exam Type : CE ☐ Click To Apply For Exam	Obtained Marks in Last Attempted 45	/ 50	Last Exam Attempted 2024-Term 2-Summer
Subject : 2024-Term 2-Liberal Learning Course Photography & Film Making-Practical (Compulsory) Exam Type : CE ☑ Click To Apply For Exam	Obtained Marks in Last Attempted 12	/ 50	Last Exam Attempted 2024-Term 2-Summer
Subject : 2024-Term 2-Liberal Learning Course Foreign Language (German or French)-Practical (Compulsory) Exam Type : CE ☑ Click To Apply For Exam	Obtained Marks in Last Attempted 12	/ 50	Last Exam Attempted 2024-Term 2-Summer

Notes:
- You shall responsibly fillup marks to internal, external and/or practical for optional subjects as needed
- Enter your marks responsibly. Once amount is paid, your form will be submitted to institute and no change in marks or refund of fees will be allowed
- Select checkboxes of subjects for which you want to apply for exam
- Last date of filing ATKT-Form is : 2025-09-30
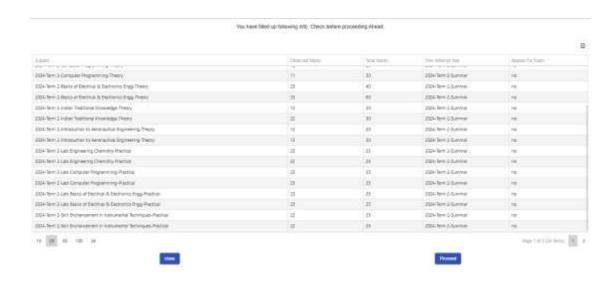
Save & Proceed to Payment

Step 6:- 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.

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

Step 7:- 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 **apper 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.
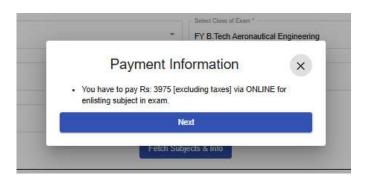*If any other messages appear on the screen, kindly contact the administration office for assistance with query resolution.*
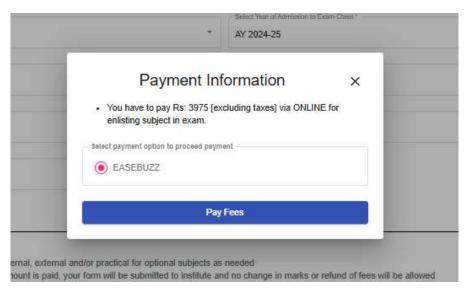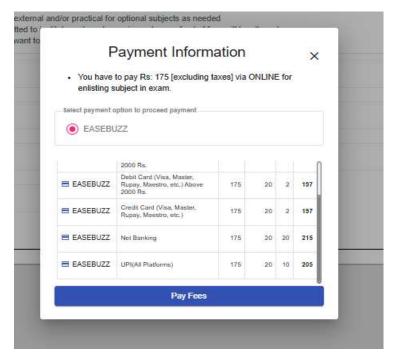

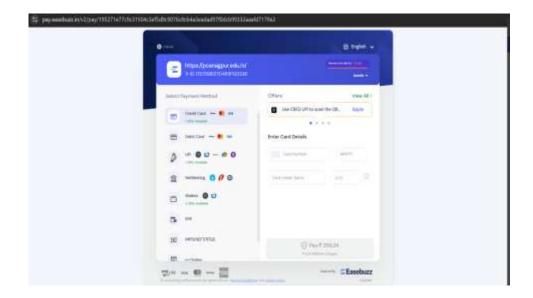Step 8:-Now you have to upload you Latest Marksheet Photo and Click on **Proceed to payment**

Step 9:-Follow the instructions shown on screen and **pay fees online**. Once payment is successful, you can **download the fee receipt** from the Fees menu.

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

ernal, 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

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external and/or practical for optional subjects as needed
tted to
want to

Payment Information ✕

- You have to pay Rs: 175 [excluding taxes] via ONLINE for enlisting subject in exam.

Select payment option to proceed payment

◉ EASEBUZZ

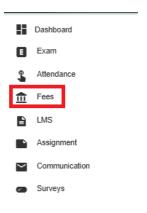|		2000 Rs.				
☰ EASEBUZZ	Debit Card (Visa, Master, Rupay, Maestro, etc.) Above 2000 Rs.	175	20	2	197
☰ EASEBUZZ	Credit Card (Visa, Master, Rupay, Maestro, etc.)	175	20	2	197
☰ EASEBUZZ	Net Banking	175	20	20	215
☰ EASEBUZZ	UPI(All Platforms)	175	20	10	205

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 ***