
	ZEAL EDUCATION SOCIETY'S ZEAL COLLEGE OF ENGINEERING AND RESEARCH NARHE PUNE -41 INDIA	
Record No.: ZCOER/EXAM/R/01	Revision: 00	Date:01/04/2021

EXAMINATION SECTION NOTICE

Department: Examination Academic Year: 2024 – 2025 Date: 02.12.2024
ZCOER/AD/EXAM/ 179

Notice (Examination Form-F.Y.B.Tech)

All First Year B.Tech students are advised to read this notice carefully before filling out the examination form.

The process for filling the Examination Form for **ODD SEM (winter) AY 24-25** is scheduled as follows:

- **Without Late Fee:** From **02/12/2024** to **15/12/2024**
- **With Late Fee:** From **16/12/2024** to **20/12/2024**

The form must be filled out through the **Uniapps Exam Portal** (<https://uni.zcoerapps.in/landing>) and the applicable fee of **₹2500/-** should be paid online. After 15/12/2024: A late fee of **₹250/-** will be applicable for submission of exam form.



Note: Be patient and do not close or minimise the payment portal page till the system automatically redirects to the learner portal. The Exam Form Filling Manual is attached for your reference.

Instructions for Filling the Examination Form

1) Login Credentials:

- Your **Login ID** is your ZPRN.
- Your **Password** is your registered mobile number (Which you have given at the time of admission, to change that number contact your department ERP coordinator)
- Change your password after the first login for security reasons.



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2) Profile Updates:

- Ensure your **ABC ID** is filled in your profile before starting the exam form.
- Upload your **signature** in your profile:
 - Use a white background for your signature.
 - Crop the image to remove blank spaces around the signature.
 - Add comment "Uploaded Signature & ABC ID"

3) Fee Payment:

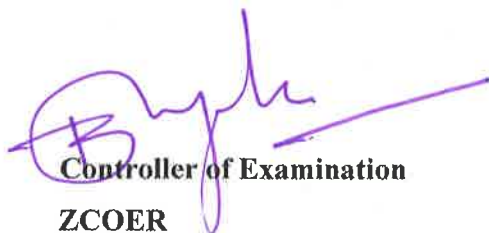
- Pay the examination fee online through the provided link on the exam portal.

4) Form Submission:


- Double-check all details in the form before submission.
- Carefully select 'Liberal Learning Module'
- Verify the status of your exam form on the portal after submission. **The final status of your Exam Form should be APPROVED. Approval will be carried out by your respective department.**

5) For Assistance:

- **Technical Issues (Like Correction, Approval, Mobile Number Updating, etc):** Contact your department's ERP Coordinator.
- **Examination Section Queries:**
 - Email: exam.zcoer@zealeducation.com
 - Phone: 020-67206130


Controller of Examination
ZCOER




Principal
ZCOER



Instruction Manual for Exam Form filling

Steps for Examination Form Filling:

1. **View and Update Profile**

- On the left panel Menu --> Click on Profile. Verify your Mobile number and Email ID (it will be used to receive OTP). If you want to change Mobile number and Email ID, contact to Department ERP Coordinator.

User Details	
Photo (JPG)	
Signature (JPG)	Signature unavailable.
Username *	124BT11522
Full Name in Regional Language	
Full Name *	AGA REHAN ALTAF
Gender *	Male
Caste *	
E-mail *	
Mobile *	
Enrollment Number *	124BT11522





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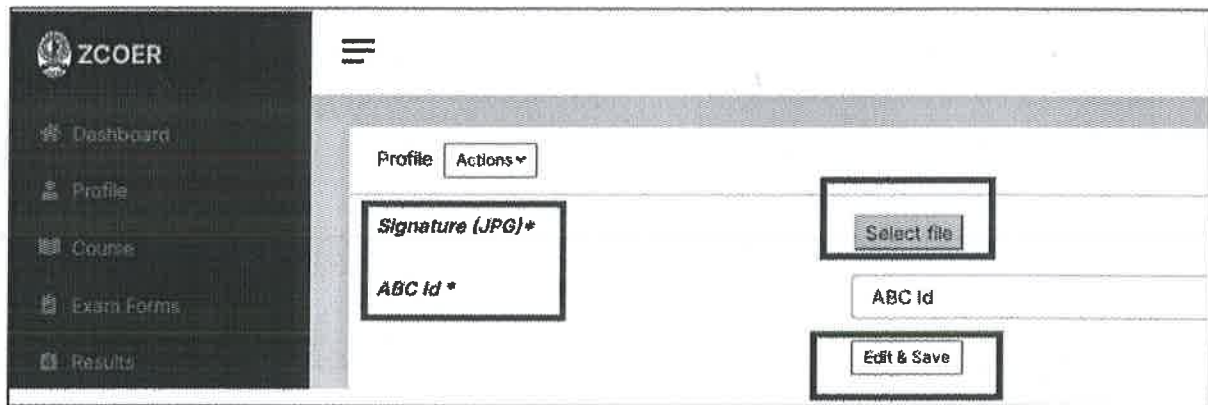
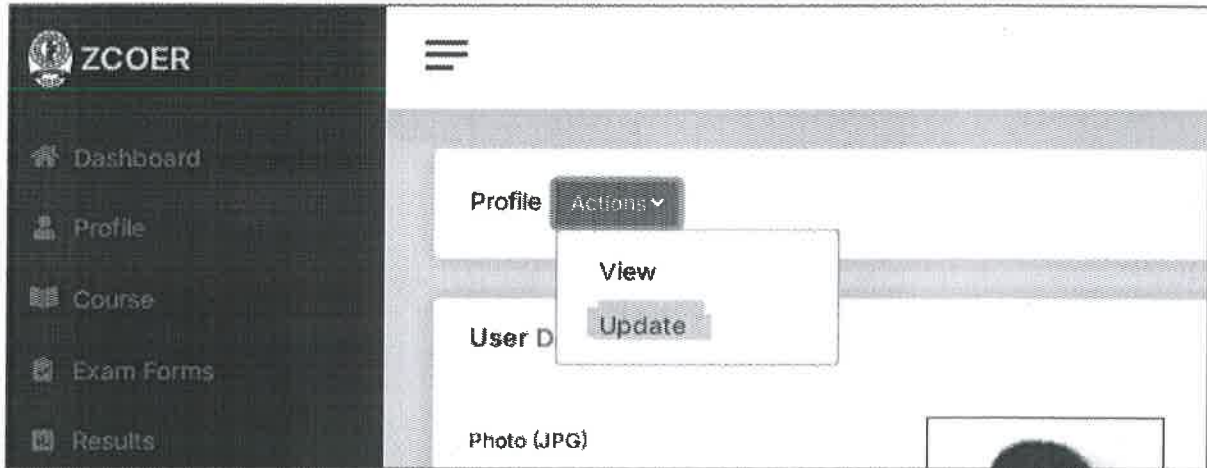


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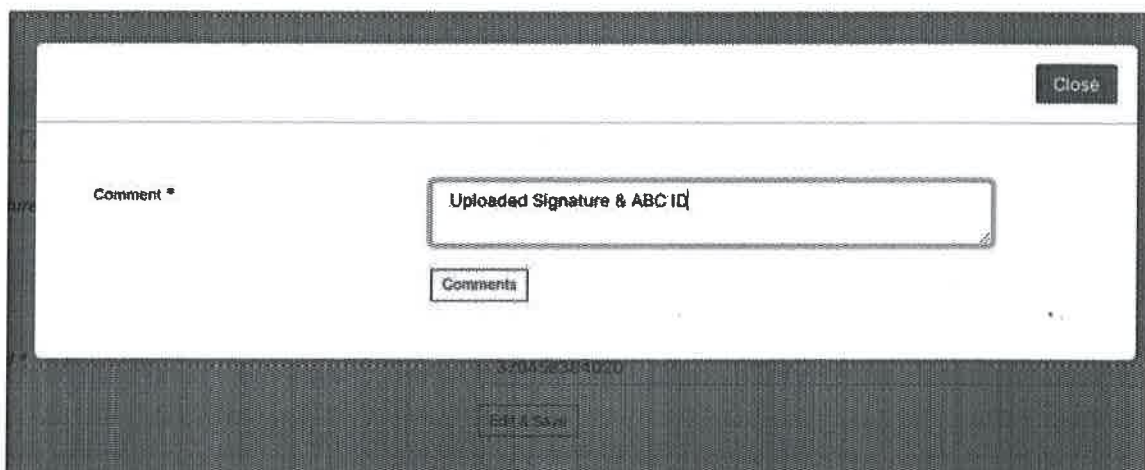
Revision: 00

Date:01/04/2021

- o Now in the profile --> click on Action --> Update. Then Upload Your Signature (with white background), Enter Your ABC ID and Click on Save.



- o Add comment "Uploaded Signature & ABC ID"





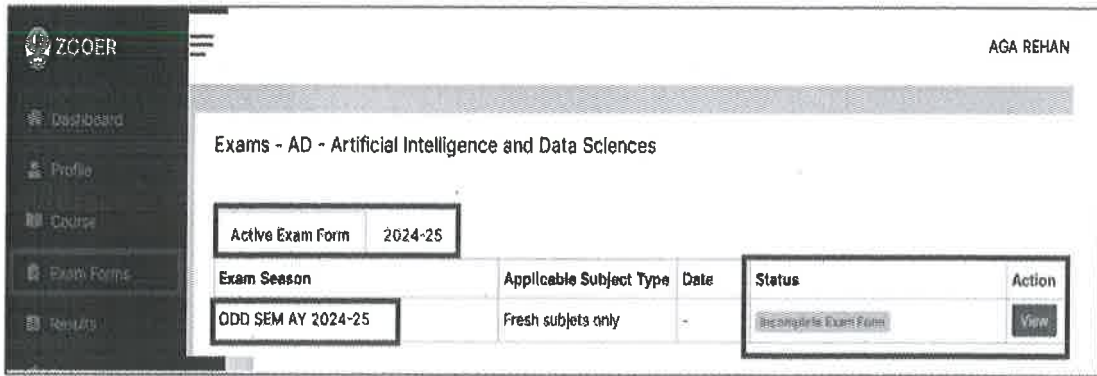
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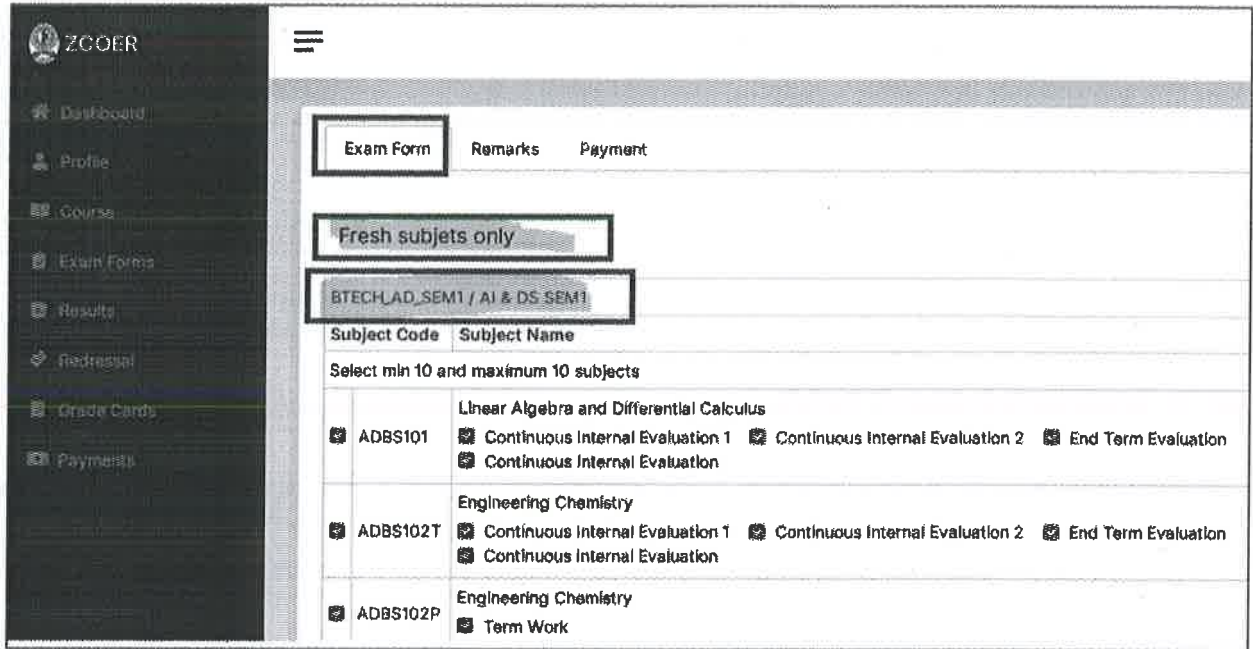
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2. Fill Examination Form

- On the left panel Menu, Now click on Exam Forms.
- In-front of Exam season, click on View.



- Check the Subjects visible in your login.



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- Scroll Down and Choose your allotted Liberal learning Subject (only one) out of 10 as per the Final Allotment list shared on your division WhatsApp group.
- Click on Confirm and Submit Exam Form.

The screenshot shows the ZCOER exam form selection interface. On the left is a dark sidebar with the ZCOER logo and navigation options: Dashboard, Profile, and Course. The main content area is titled "Select min 1 and maximum 1 subjects" and contains a list of subjects with checkboxes for selection. The "Singing" option (ADCC102B) is selected. Below the list is a button labeled "Confirm and Submit Exam Form".

Subject Code	Subject Name	Term Work
<input type="checkbox"/> ADCC102J	Football	<input type="checkbox"/> Term Work
<input type="checkbox"/> ADCC102A	Guitar	<input type="checkbox"/> Term Work
<input checked="" type="checkbox"/> ADCC102B	Singing	<input checked="" type="checkbox"/> Term Work
<input type="checkbox"/> ADCC102H	Rifle and Pistol Shooting	<input type="checkbox"/> Term Work
<input type="checkbox"/> ADCC102I	Volleyball	<input type="checkbox"/> Term Work

- On the next page, pay the Examination fees through online mode only.

The screenshot shows the ZCOER payment summary interface. On the left is a dark sidebar with the ZCOER logo and navigation options: Profile, Payment, My Exam, My Results, My Attendance, My Library, My Documents, and My Account. The main content area is titled "Term Work" and contains a table with payment details. The "Total Remaining" amount is Rs. 2500, which is highlighted with a red box.

Category	Amount (₹)
Payment Remaining	
Base Fees (₹)	
Late Fees (₹)	0
Total To Be Paid (₹)	
Discount (₹)	0
Total Paid (₹)	0
Total Remaining (₹)	Pay Rs. 2500



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- After the successful payment, Examination form will be submitted and no changes will be allowed.
- Check for Approval of Examination form / Corrections if any from time to time.

Thank You

