



**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: 2025 – 2026      Date: 24.11.2025**

**ZCOER/AD/EXAM/2025-26/173**

**Notice (Examination Form-F. Y. B. Tech, 2025 Pattern)**

**All First Year B.Tech students (2025 Pattern)** admitted in AY 2025-2026 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 25-26** is scheduled as follows:

- **Without Late Fee:** From **25/11/2025** to **30/11/2025**
- **With Late Fee:** From **01/12/2025** to **02/12/2025**

The form must be filled out through the **Uniapps Exam Portal**

(<https://uni.zcoerapps.in/landing>) and the applicable fee of **₹2750/-** should be paid online.

After 30/11/2025, 05.00 PM: 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:

- For Technical Issues contact examination department in working hours.

  
**Controller of Examination**  
**ZCOER**



  
**Principal**  
**ZCOER**



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**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 exam department in working hours with written application.

**ZCOER**

Dashboard

**Profile**

Course

Exam Forms

Results

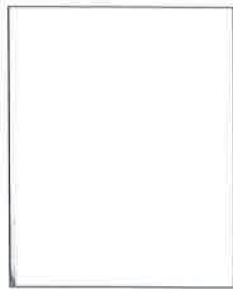
Redressal

Grade Cards

Payments

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 \*

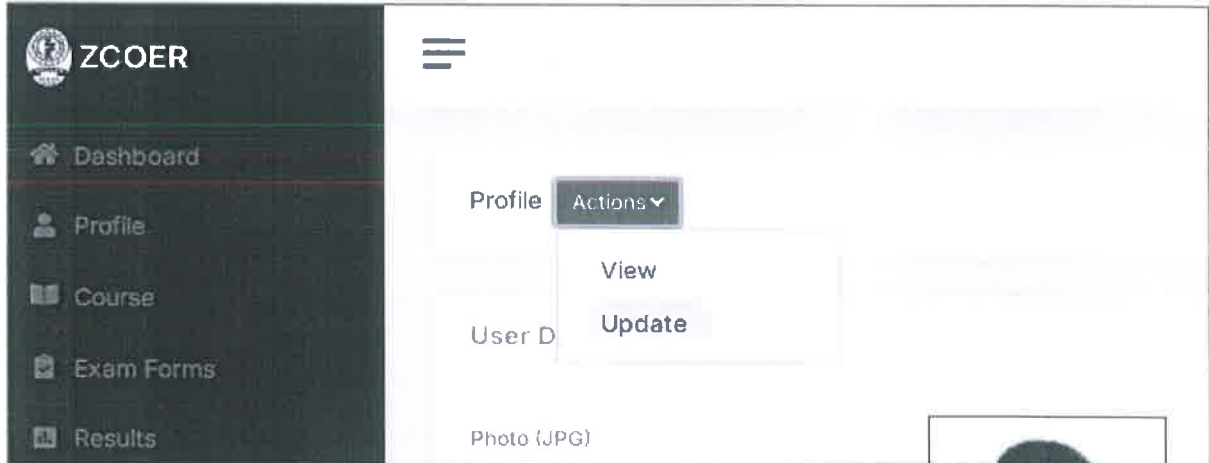
Enrollment Number \*

124BT11522



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



The screenshot shows the ZCOER user interface. On the left is a dark sidebar with the ZCOER logo and navigation links: Dashboard, Profile, Course, Exam Forms, and Results. The main content area has a header with a hamburger menu icon. Below it, there's a 'Profile' section with an 'Actions' dropdown menu. The dropdown menu is open, showing 'View' and 'Update' options. Below the menu, there's a 'User D' label and a 'Photo (JPG)' label with a placeholder image.



The screenshot shows the ZCOER profile update page. The sidebar is the same as the previous screenshot. The main content area has a 'Profile' section with an 'Actions' dropdown menu. Below the menu, there's a 'Signature (JPG)\*' label with a text input field. To the right of this field is a 'Select file' button. Below the signature field is an 'ABC Id \*' label with a text input field. To the right of this field is an 'Edit & Save' button.

- Add comment "Uploaded Signature & ABC ID"



The screenshot shows the ZCOER comment form. It has a dark header with a 'Close' button. Below the header is a 'Comment \*' label with a text input field. The input field contains the text 'Uploaded Signature & ABC ID'. Below the input field is a 'Comments' button. At the bottom of the form is an 'Edit & Save' button.





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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.

The screenshot shows the ZCOER website interface. On the left is a dark sidebar menu with options: Dashboard, Profile, Course, Exam Forms (highlighted), and Results. The main content area is titled 'Exams - AD - Artificial Intelligence and Data Sciences'. It features a filter section with 'Active Exam Form' set to '2024-25'. Below this is a table with columns: Exam Season, Applicable Subject Type, Date, Status, and Action. The table contains one row: 'ODD SEM AY 2024-25', 'Fresh subjects only', '-', 'Incomplete Exam Form', and a 'View' button.

- Check the Subjects visible in your login (**Verify subjects with syllabus copy**).

The screenshot shows the 'Exam Form' selection page. The sidebar menu is the same as the previous screenshot. The main content area has tabs for 'Exam Form', 'Remarks', and 'Payment'. The 'Exam Form' tab is active. It shows a filter for 'Fresh subjects only' and a dropdown menu currently showing 'BTECH\_AD\_SEM1 / AI & DS SEM1'. Below this is a table with columns 'Subject Code' and 'Subject Name'. A note says 'Select min 10 and maximum 10 subjects'. The table lists three subjects, each with checkboxes for evaluation types:

Subject Code	Subject Name	Continuous Internal Evaluation 1	Continuous Internal Evaluation 2	End Term Evaluation
<input checked="" type="checkbox"/> ADBS101	Linear Algebra and Differential Calculus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ADBS102T	Engineering Chemistry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ADBS102P	Engineering Chemistry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>







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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.

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

**Confirm and Submit Exam Form**

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

Payment Remaining	
Base Fees (₹)	
Late Fees (₹)	0
Total To Be Paid (₹)	
Discount (₹)	0
Total Paid (₹)	0
Total Remaining (₹)	

**Pay Rs.**





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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

