



**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: 24.12.2025

ZCOER/AD/EXAM/2025-26/206

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

All First Year M.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 2025-2026** is scheduled as follows:

- **Without Late Fee:** From **25/12/2025** to **29/12/2025** Up to **05.00 PM**
- **With Late Fee:** **30/12/2025** Up to **05.00 PM**
- **Super late Fee:** **31/12/2025** Up to **05.00 PM**

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 29/12/2025, 05.00 PM: A late fee of **₹250/-** and after 30/12/2025, 05.00 PM super late fees of **₹750 /-** 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 (check you're ID card).
- 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)

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➤ *Change your password after the first login for security reasons.*

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 'Professional Elective – I and Open Elective – I' for M. Tech
- 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 and exam 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 Department ERP Coordinator.

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 *

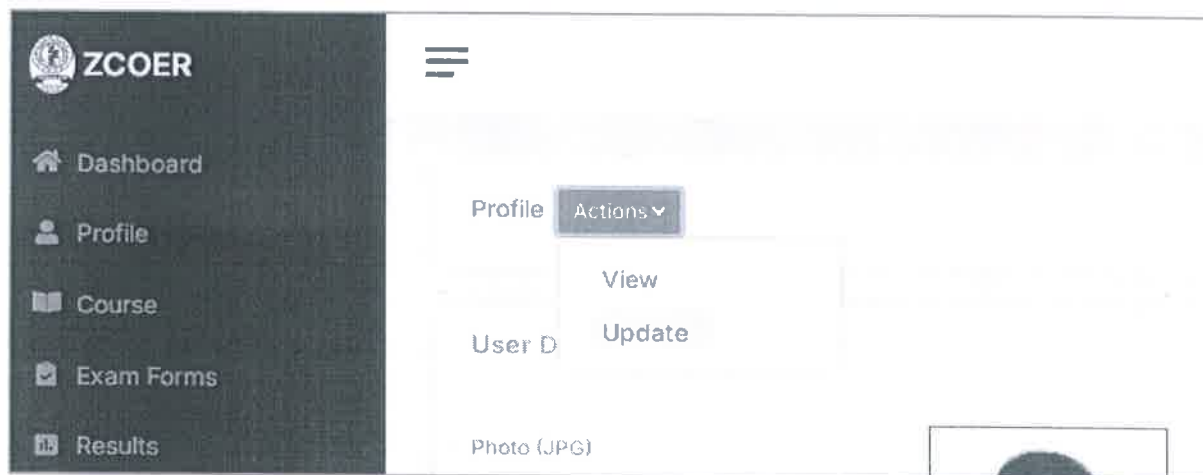
Enrollment Number *

124BT11522

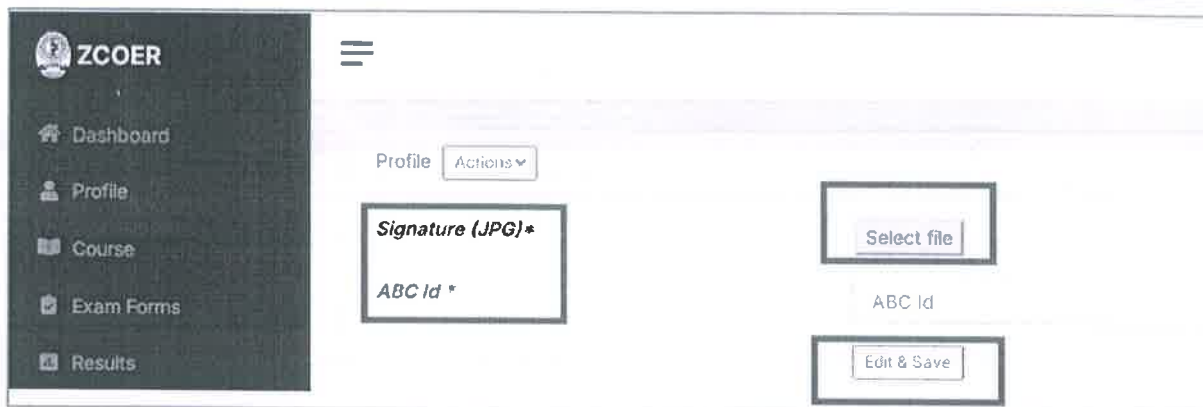


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- Now in the profile --> click on Action --> Update. Then Upload Your Signature (with white background), Enter Your ABC ID and Click on Save.



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 the header, there are tabs for 'Profile' and 'Actions'. The 'Actions' dropdown menu is open, showing options for 'View' and 'Update'. Below the tabs, there is a section for 'User D' with a 'Photo (JPG)' upload area.





This screenshot shows the 'Update' profile page. The 'Profile' tab is selected. There are two input fields: 'Signature (JPG)*' and 'ABC Id *'. To the right of the 'Signature' field is a 'Select file' button. Below the 'ABC Id' field is an 'Edit & Save' button. The sidebar and navigation menu are the same as in the previous screenshot.

- Add comment "Uploaded Signature & ABC ID"



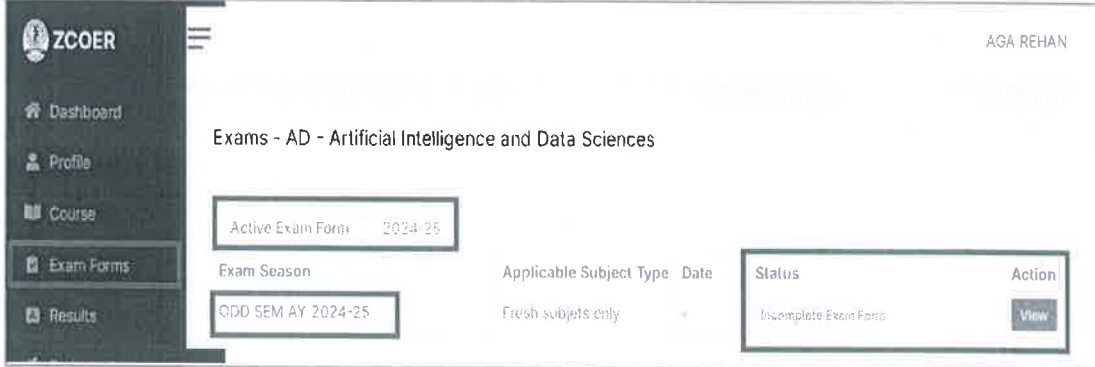
The screenshot shows a comment form. It has a 'Comment *' label and a text input field containing the text 'Uploaded Signature & ABC ID'. Below the input field is a 'Comments' button. At the bottom of the form, there is a text area with the number '376458384020' and an 'Edit & Save' button. A 'Close' button is located in the top right corner of the form.



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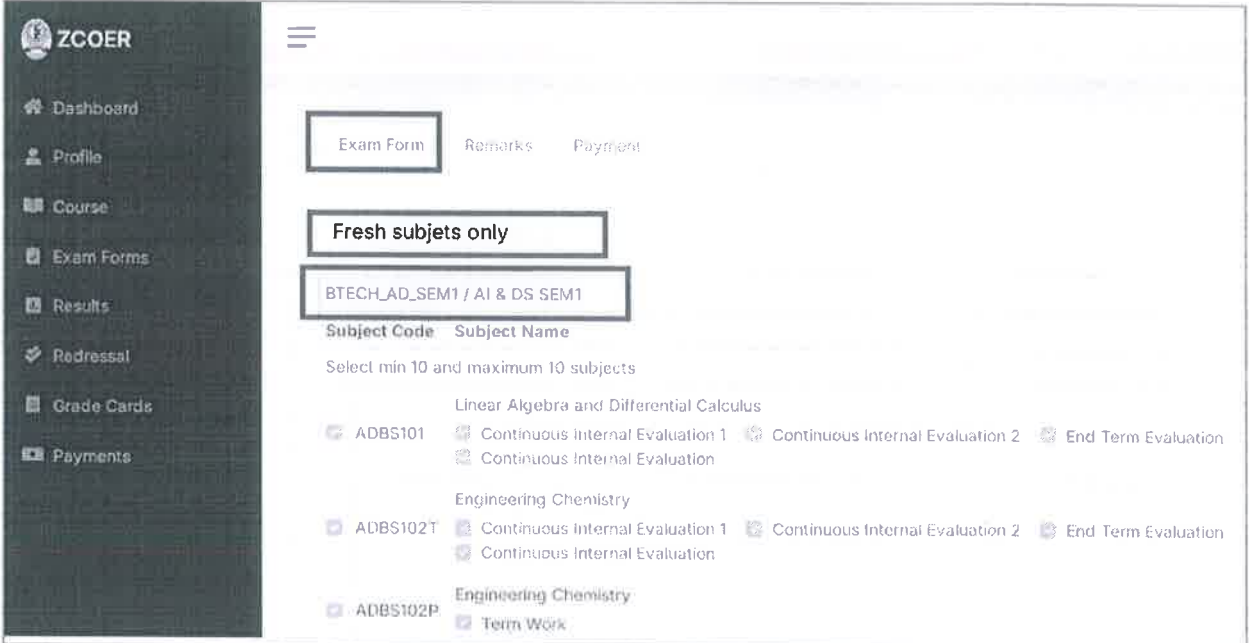
2. Fill Examination Form

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



The screenshot shows the ZCOER portal interface. On the left is a 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 table with columns: Active Exam Form, Exam Season, Applicable Subject Type, Date, Status, and Action. The first row shows '2024-25' for the Active Exam Form, 'GDD SEM AY 2024-25' for the Exam Season, 'Fresh subjects only' for the Applicable Subject Type, and 'Incomplete Exam Form' for the Status. A 'View' button is present in the Action column.

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





This screenshot shows the 'Exam Form' tab selected in the ZCOER portal. The 'Exam Season' is set to 'GDD SEM AY 2024-25' and 'Fresh subjects only' is selected. Below this, the subject 'BTECH_AD_SEM1 / AI & DS SEM1' is chosen. A table lists available subjects with checkboxes for selection:

Subject Code	Subject Name
Select min 10 and maximum 10 subjects	
<input checked="" type="checkbox"/> ADBS101	Linear Algebra and Differential Calculus
<input checked="" type="checkbox"/> ADBS102T	Engineering Chemistry
<input checked="" type="checkbox"/> ADBS102P	Engineering Chemistry

Below the subject list, there are checkboxes for evaluation types: Continuous Internal Evaluation 1, Continuous Internal Evaluation 2, and End Term Evaluation. The 'Term Work' checkbox is also visible.



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- Scroll Down and Choose your 'Professional Elective – I and Open Elective – I' for M. Tech (only one).
- Click on Confirm and Submit Exam Form.

Fresh subjects only

Sl. No.	Subject Name	Credits
01	Mathematics I	3
02	Mathematics II	3
03	Mathematics III	3
04	Mathematics IV	3
05	Mathematics V	3
06	Mathematics VI	3
07	Mathematics VII	3
08	Mathematics VIII	3
09	Mathematics IX	3
10	Mathematics X	3
11	Mathematics XI	3
12	Mathematics XII	3
13	Mathematics XIII	3
14	Mathematics XIV	3
15	Mathematics XV	3
16	Mathematics XVI	3
17	Mathematics XVII	3
18	Mathematics XVIII	3
19	Mathematics XIX	3
20	Mathematics XX	3

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

Term Work

ZCOER

Dashboard

Profile

Course

Exam Form

Results

Address

Grade Cards

Payment

Payment Remaining

Base Fees (₹)

Late Fees (₹)

Total To Be Paid (₹)

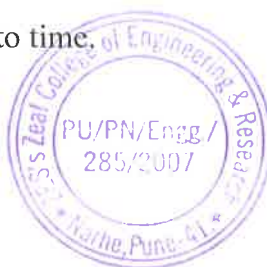
Discount (₹)

Total Paid (₹)

Total Remaining (₹)

Pay RS.

- 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.





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Thank You

