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 **26/12/2025** 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)

- ***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.

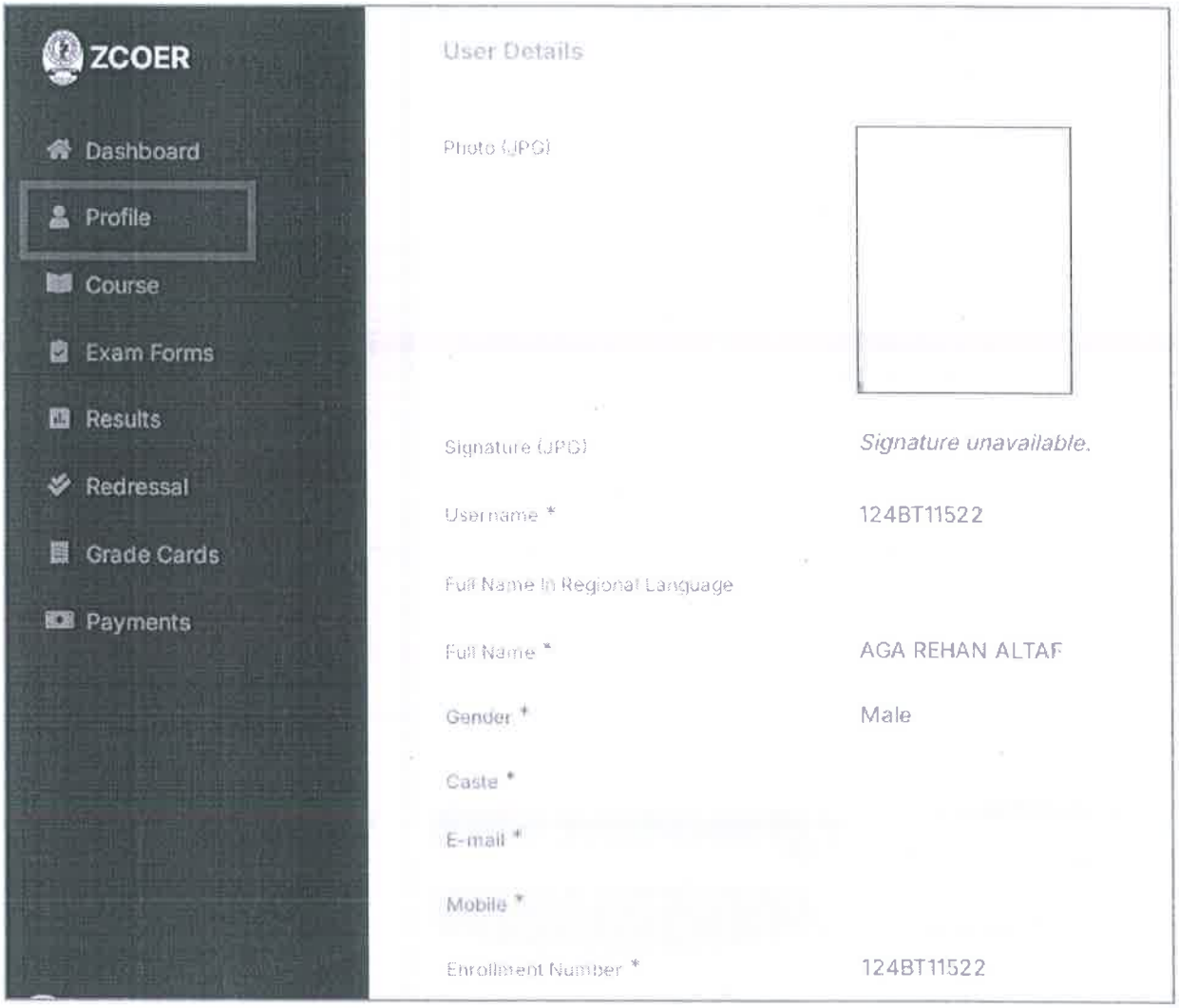
Controller of Examination
ZCOER

Principal
ZCOER

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.

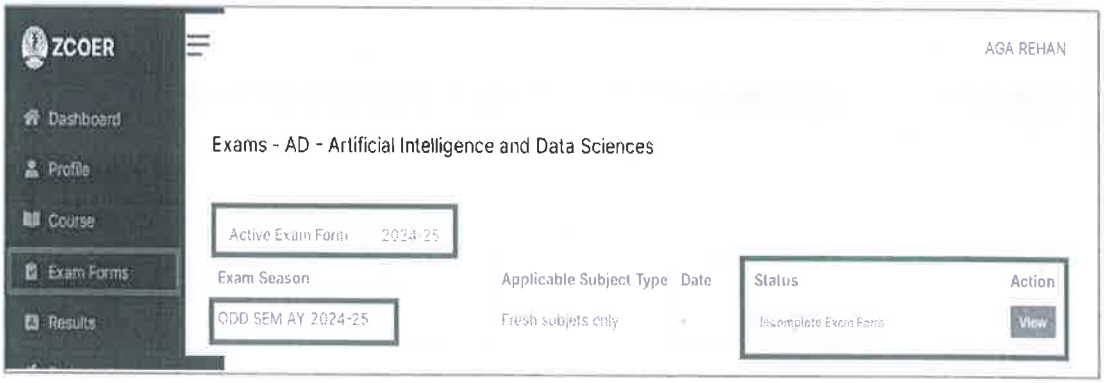


- Now in the profile --> click on Action --> Update. Then Upload Your Signature (with white background), Enter Your ABC ID and Click on Save.

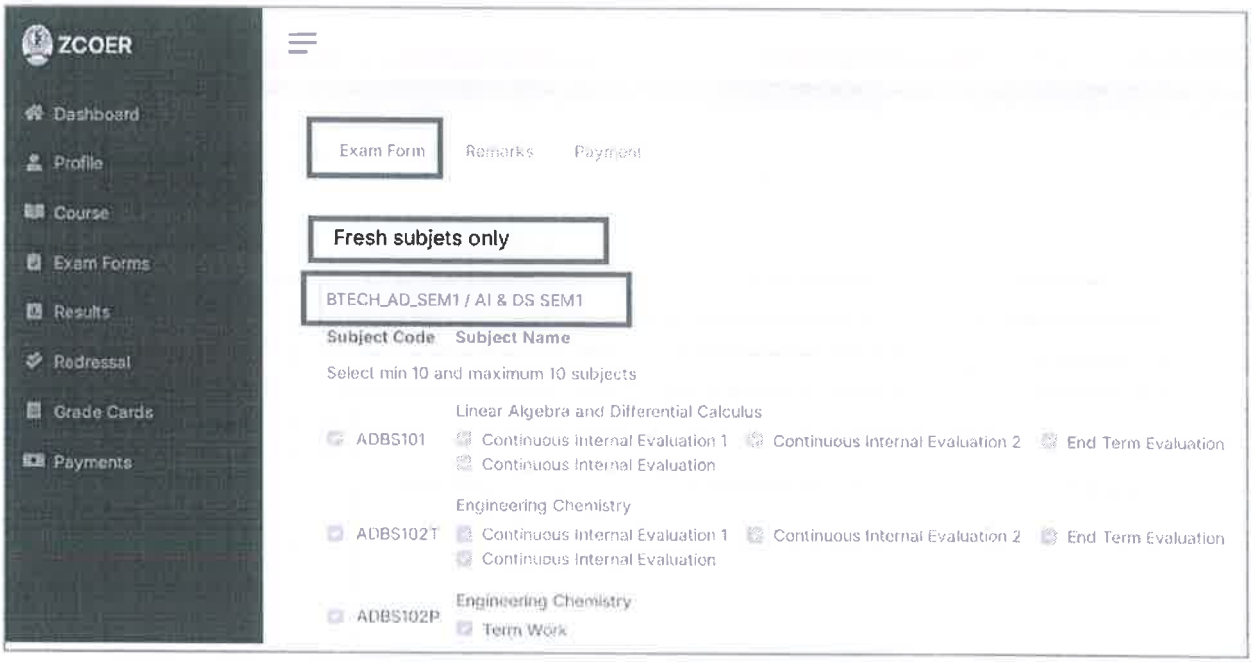
- Add comment " Uploaded Signature & ABC ID"

2. ***Fill Examination Form***

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

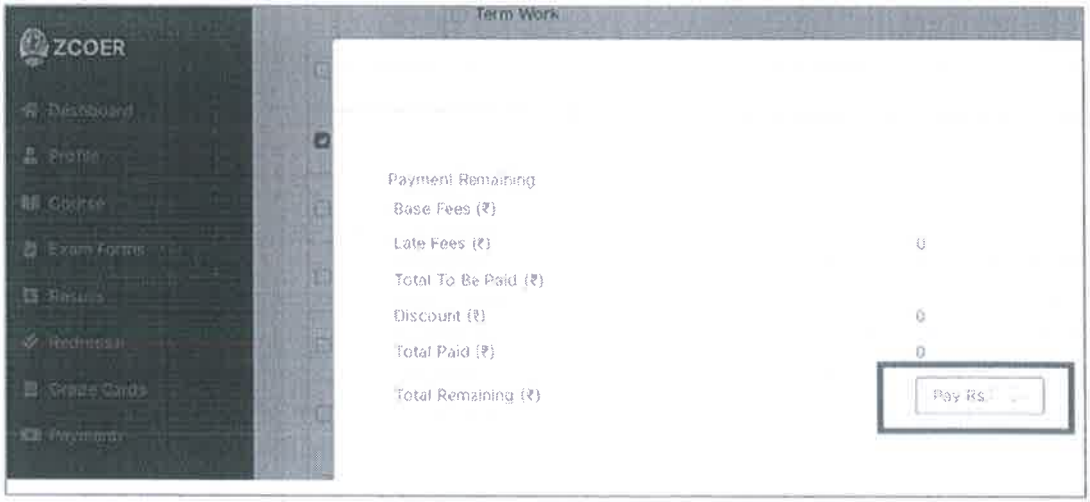


   - Check the Subjects visible in your login **(Check syllabus copy).**



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

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



- 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