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

### EXAMINATION SECTION NOTICE

**Department: Examination      Academic Year: 2025 – 2026      Date: 17.12.2025**  
**ZCOER/AD/EXAM/189**

### Notice (Examination Form- F.Y. MBA, 2024 Pattern)

All First Year F.Y. MBA (2024 Pattern) 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 25-26 is scheduled as follows:

- **Without Late Fee:** From 17/12/2025 to 22/12/2025 Up to 05.00 PM
- **With Late Fee:** From 23/12/2025 to 24/12/2024 Up to 05.00 PM
- **With Super late Fee:** 24/12/2024 after 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 22/12/2025, 05.00 PM: A late fee of ₹250/- and after 24/12/2025, 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 (on blank white paper)** 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 'Program Elective – I' for MBA*
- 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 or **Examination Section** **Queries 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.

	<b>User Details</b>
	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.

- Add comment "Uploaded Signature & ABC ID"

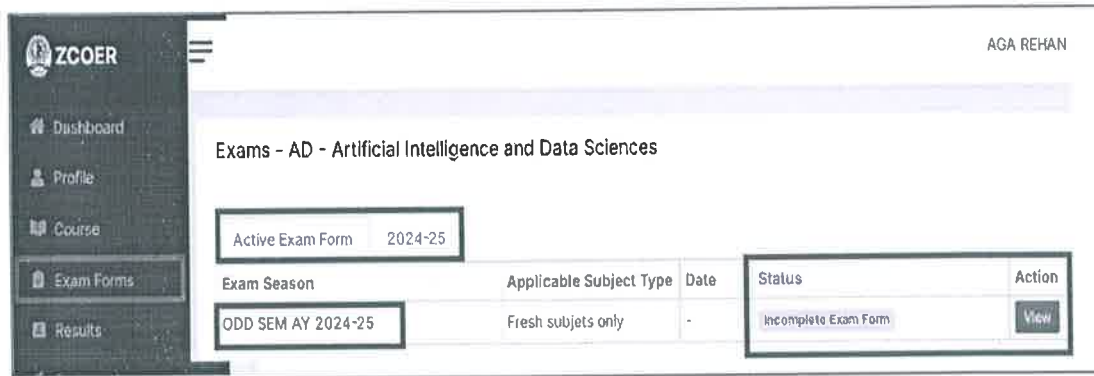




	<p align="center"><b>ZEAL EDUCATION SOCIETY'S</b>  <b>ZEAL COLLEGE OF ENGINEERING AND RESEARCH</b>  <b>NARHE   PUNE -41   INDIA</b></p>	
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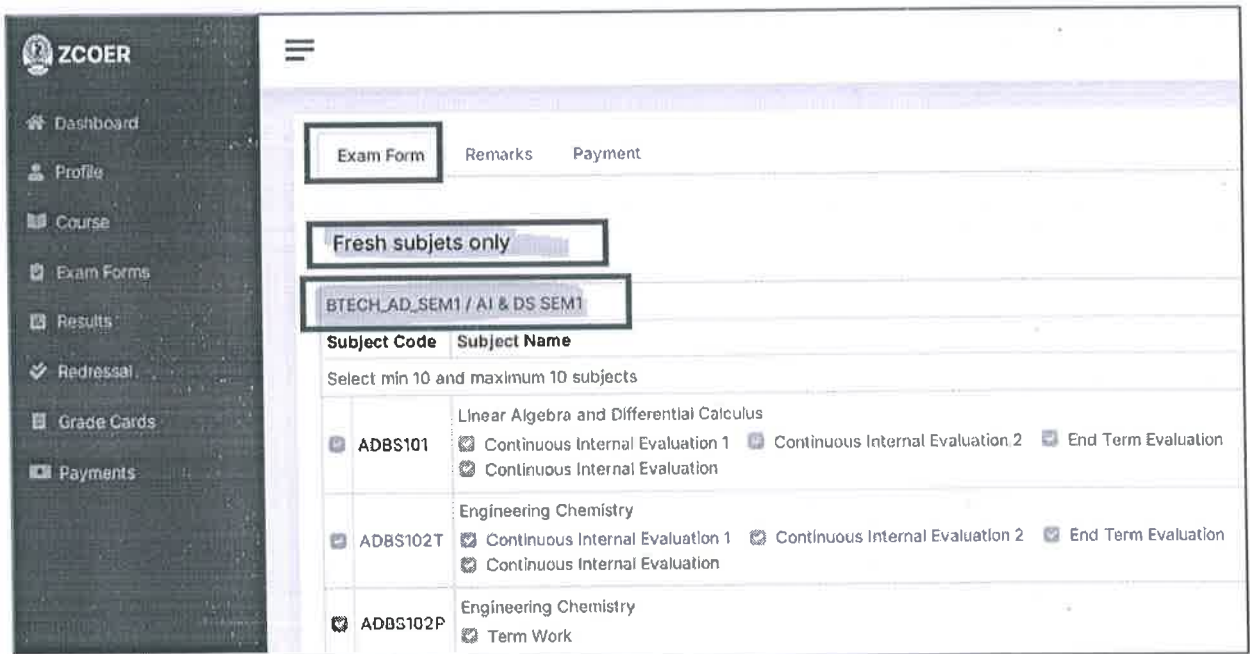
## 2. Fill Examination Form

- 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: Exam Season, Applicable Subject Type, Date, Status, and Action. The 'Exam Season' column has a dropdown menu showing 'Active Exam Form' and '2024-25'. The 'Date' column has a dropdown showing 'ODD SEM AY 2024-25'. The 'Status' column shows 'Incomplete Exam Form'. The 'Action' column has a 'View' button.

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



The screenshot shows the ZCOER portal interface for selecting exam subjects. The left sidebar menu is the same as in the previous screenshot. The main content area has tabs for 'Exam Form', 'Remarks', and 'Payment'. Below the tabs, there is a dropdown menu for 'Fresh subjects only' and another dropdown for 'BTECH\_AD\_SEM1 / AI & DS SEM1'. Below these, there is a table with columns 'Subject Code' and 'Subject Name'. The table lists three subjects: ADBS101 (Linear Algebra and Differential Calculus), ADBS102T (Engineering Chemistry), and ADBS102P (Engineering Chemistry). Each subject has checkboxes for 'Continuous Internal Evaluation 1', 'Continuous Internal Evaluation 2', 'End Term Evaluation', and 'Term Work'.



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- Scroll Down and Choose your 'Program Elective – I' for MBA (only one)
- Click on Confirm and Submit Exam Form.

Subject Code	Subject Name	Credits
Select min 10 and maximum 12 subjects		
MBAFC01	Principles of Management <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC02	Marketing Fundamentals <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC03	Organizational Behavior <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC04	Accounting for Managers <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC05	Managerial Economics <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC06	Business Legislation <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
MBAFC08	Business Communication I <input type="checkbox"/> Oral <input type="checkbox"/> Continuous Internal Evaluation	2
MBAFC09	Practical Skills for Business <input type="checkbox"/> Practical <input type="checkbox"/> Continuous Internal Evaluation	2
MBAFC10	Fundamentals of Business Analytics <input type="checkbox"/> Oral <input type="checkbox"/> Continuous Internal Evaluation	2
MBAFC11	Indian Knowledge Systems <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> Term Work	1
Select min 1 and maximum 1 subjects		
MBAFC12	International Perspective Issues <input type="checkbox"/> End Term Evaluation	2
MBAFC13	Business Environment <input type="checkbox"/> End Term Evaluation	2

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

Term Work	
Payment Remaining	
Base Fees (₹)	0
Late Fees (₹)	0
Total To Be Paid (₹)	0
Discount (₹)	0
Total Paid (₹)	0
Total Remaining (₹)	0
<input type="button" value="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.



# Marketing

- 1) MBAPC301 — ETE visible  
CIE missing
- 2) MBADSC304 — Not required in marketing.