



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: 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 24/12/2025 Up to 05.00 PM
- **With Super late Fee:** 24/12/2025 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:

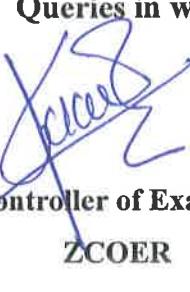
- Pay the examination fee online through the provided link on the exam portal.

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.

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

Profile Actions

View

Update

Photo (JPG)

Profile Actions

Signature (JPG)*

ABC Id *

Select file

ABC Id

Edit & Save

- Add comment " Uploaded Signature & ABC ID"

Comment *

Uploaded Signature & ABC ID

Comments

Close

376458384020

Edit & Save





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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.

Exam Season	Applicable Subject Type	Date	Status	Action
ODD SEM AY 2024-25	Fresh subjects only	-	Incomplete Exam Form	<button>View</button>

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

Subject Code	Subject Name	Continuous Internal Evaluation 1	Continuous Internal Evaluation 2	End Term Evaluation	Continuous Internal Evaluation
ADBS101	Linear Algebra and Differential Calculus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADBS102	Engineering Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADBS102P	Engineering Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Term Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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

Fresh subjects only

Subject Code	Subject Name	Grade
MBAP1001	Principles of Management	3
MBAP1013	Marketing Fundamentals	3
MBAP1022	Organizational Behavior	3
MBAP104	Accounting for Managers	3
MBAP107	Managerial Economics	3
MBAP108	Business Legislation	3
MBAS108	Business Communication	3
MBAS109	Final SIR for Business	2
MBAS110	Practical	3
MBAS110	Fundamentals of Business Analytics	3
MBAS111	Virtual Knowledge System	3
MBAS111	Business Ethics	3
MBAP109	Industrial Project Studies	3
MBAP110	Business Environment	3
MBAP110	End Term Evaluation	3

Selected min 1 and maximum 1 subjects

Subject Code Subject Name Grade

MBAP1001 Principles of Management 3

MBAP1013 Marketing Fundamentals 3

MBAP1022 Organizational Behavior 3

MBAP104 Accounting for Managers 3

MBAP107 Managerial Economics 3

MBAP108 Business Legislation 3

MBAS108 Business Communication 3

MBAS109 Final SIR for Business 2

MBAS110 Practical 3

MBAS110 Fundamentals of Business Analytics 3

MBAS111 Virtual Knowledge System 3

MBAS111 Business Ethics 3

MBAP109 Industrial Project Studies 3

MBAP110 Business Environment 3

MBAP110 End Term Evaluation 3

Selected min 1 and maximum 1 subjects

Subject Code Subject Name Grade

MBAP1001 Principles of Management 3

MBAP1013 Marketing Fundamentals 3

MBAP1022 Organizational Behavior 3

MBAP104 Accounting for Managers 3

MBAP107 Managerial Economics 3

MBAP108 Business Legislation 3

MBAS108 Business Communication 3

MBAS109 Final SIR for Business 2

MBAS110 Practical 3

MBAS110 Fundamentals of Business Analytics 3

MBAS111 Virtual Knowledge System 3

MBAS111 Business Ethics 3

MBAP109 Industrial Project Studies 3

MBAP110 Business Environment 3

MBAP110 End Term Evaluation 3

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

ZCOER

Day Month

Profile

Courses

Exam Points

Points

Redeem

Group Cards

Payments

Term Work

Payment Remaining

Base Fees (₹) 0

Late Fees (₹) 0

Total To Be Paid (₹) 0

Discount (₹) 0

Total Paid (₹) 0

Total Remaining (₹) 0

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 equipped in marketing.