



# CSVТУ – Bhilai

## User Manual for Online Examination Form - Institutes

Helpdesk Contact No	: 0788-6532760, 0788-6532761
Helpdesk E-Mail Id	: <a href="mailto:enquiry@csvtu.ac.in">enquiry@csvtu.ac.in</a>
Timings	: 11:00 AM to 5:00 PM on working days

## Introduction

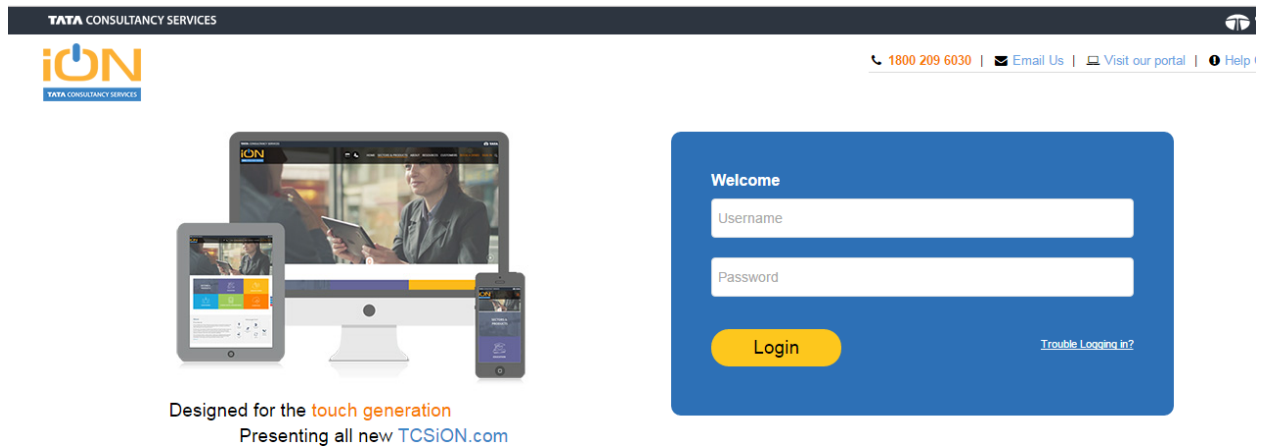
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TCS iON solution has provided the required online tool for student Examination form at Chhattisgarh Swami Vivekanand Technical University (CSVТУ). This User manual has been written to help the institutes approve/reject examination form applications and detain students.

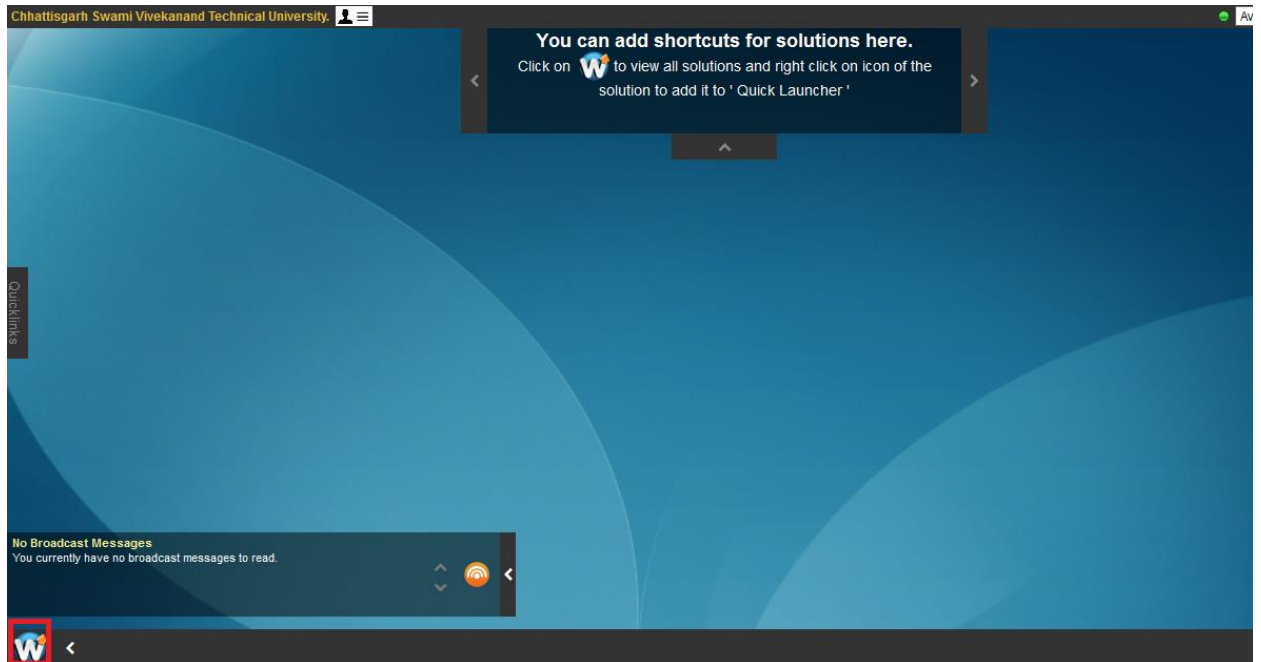
## Steps for Approving/Rejecting Applications

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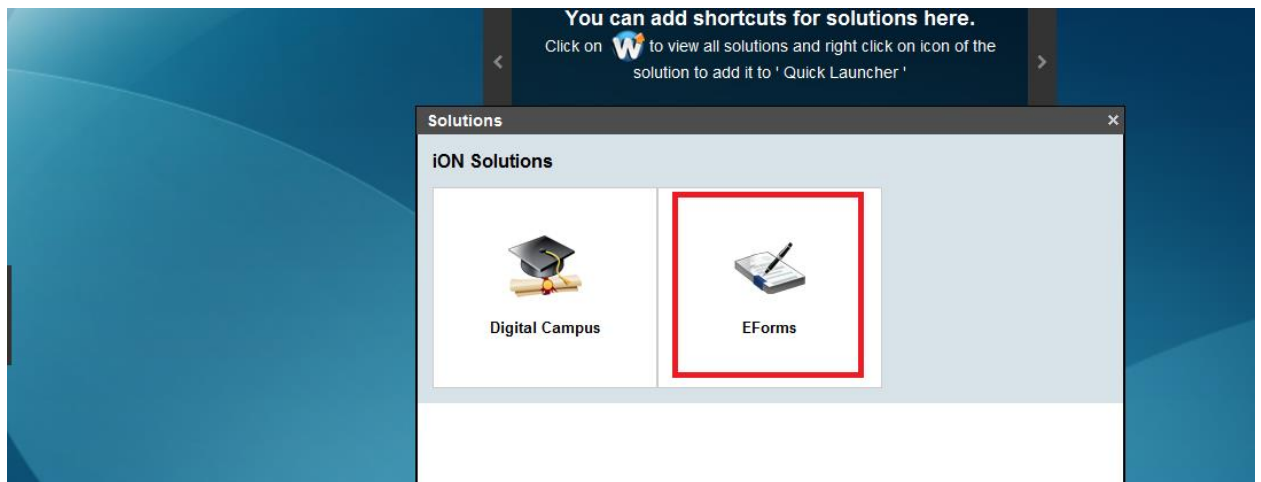
- Go to CSVТУ website – [www.csvtu.ac.in](http://www.csvtu.ac.in)
- Click on 'Examination Form -2016' -> Institution Login
- Login page for Institute will open



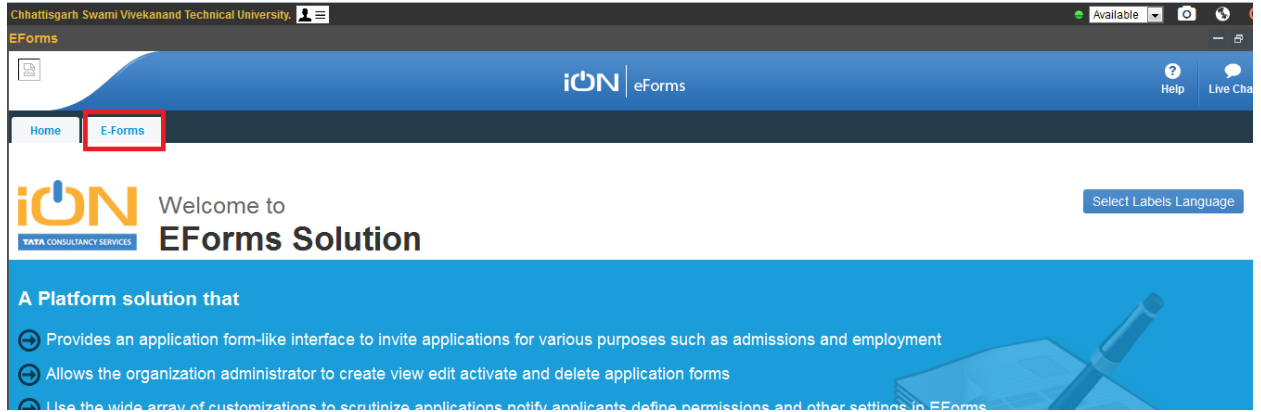
- Login with the Institute credentials shared by the University
- After Login, go to “W”



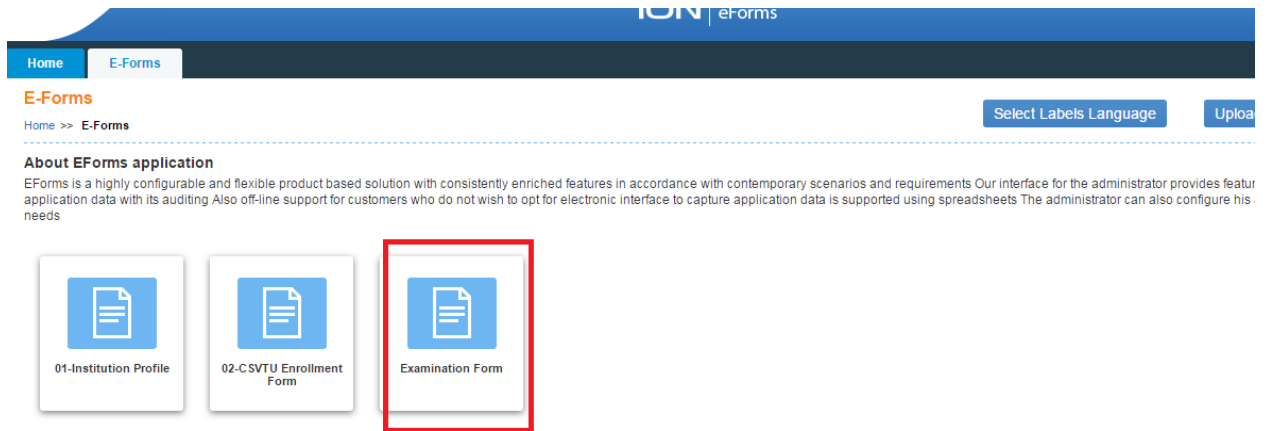
- Click on Eforms



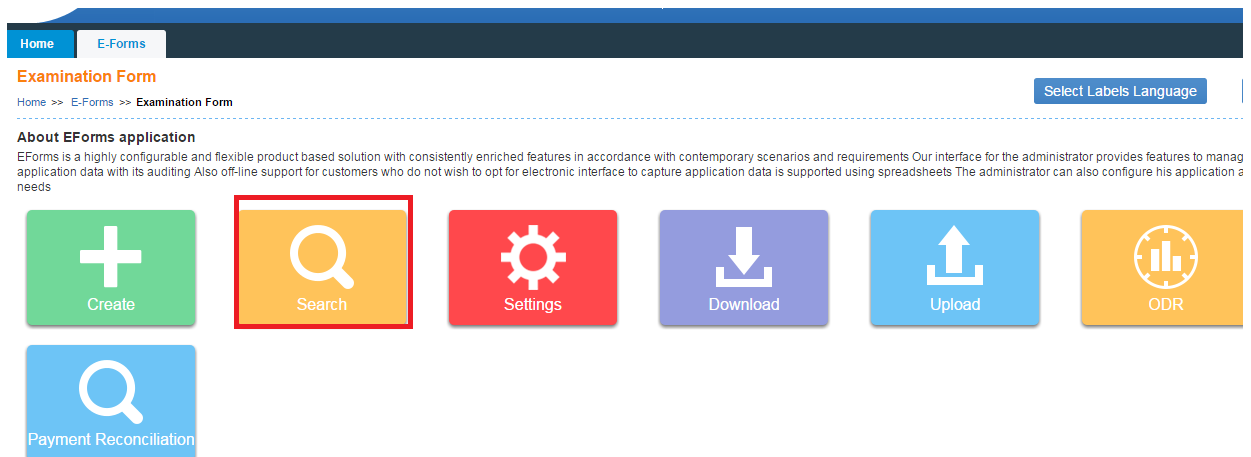
- Click on Eforms tab



- Click on Examination Form



- Click on search button to search the enquiries



- Search screen will open with filters. Click on search button to see all the forms submitted till date. Select From date and To date to search forms for a particular date range.

- After clicking on search, following details of examination form will be shown –
  - Application Seq No.
  - Logged Date – Date of from submission by student
  - Application Status – Status of the form – Pending/Approved/Rejected
  - Roll No. Of Student
  - Name of Student
  - Current Year/Semester of Student – Current Semester/Year of student
  - Course Name – Course Name of student
  - Exam Type – Regular/Backlog/Aggregate Fail
  - Applying Semester – Applying Semester in case of Backlog/Aggregate Fail. The semester for which student has backlog/aggregate fail

Action	Application Seq No	Logged Date(dd/MM/yyyy)	Application Status	Roll No of Student	Name of Student	Current Year/Semester of Student
	2016042036360	13/Oct/2016	Pending	2422013057	PALLAV MISHRA	SEMESTER 6
	2016042036271	13/Oct/2016	Pending	2422014030	RAVI KUMAR PODDAR	SEMESTER 5
	2016042036251	13/Oct/2016	Pending	2423714071	ARUN KUAMR SINGH	SEMESTER 5
	2016042036126	13/Oct/2016	Pending	2422013103	JITENDRA KUMAR	SEMESTER 6
	2016042036089	13/Oct/2016	Approved	3422810105	VIVEK TEMBURKAR	SEMESTER 8
	2016042036068	13/Oct/2016	Pending	2423714078	G M V KUMAR	SEMESTER 5

- If the records need to be sorted on any parameter then click on the header of the parameter and the records will be sorted accordingly.

Say for example if records need to be sorted on Roll No. then click on Roll No. of Student. Records will be sorted accordingly.

From Date:  To Date: 10/13/2016 Application Seq No:   
 Status: All Select from Label: Select Select Value:   
 Applicant Name:

Search Reset Save Filter

**Your Search Result**

Action	Application Seq No	Logged Date(dd/MM/yyyy)	Application Status	Roll No of Student	Name of Student	Current Year/Semester
	2016042028171	08/Oct/2016	Approved	2422013002	ADITYA CHAND BAJPAI	SEMESTER 5
	2016042010144	05/Oct/2016	Approved	2422013006	AMBER TAMRAKAR	SEMESTER 6
	2016042029520	09/Oct/2016	Approved	2422013008	ANIL KUMAR	SEMESTER 6
	2016042014364	06/Oct/2016	Approved	2422013009	ANJALI MINJ	SEMESTER 6
	2016042022897	07/Oct/2016	Approved	2422013011	ASHISH KUMAR	SEMESTER 6
	2016042021450	07/Oct/2016	Approved	2422013016	CHANDRA BHUSHAN	SEMESTER 6

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- Click on any Application Sequence No. to take action for the application. If the application is already approved or rejected, Institute will not be allowed to take any action on the application. Connect with university if any change will be required.
- After clicking on any pending application below screen will appear

**EForms**

Application Sequence Details

Application Seq No : 2016042037094

Application Status : Pending  
 Comments : No Comments Found  
 \* Your Remarks : Approved  
 0/256 Characters

**NOTE :** In case remarks are changed while approving the candidate, it will be overridden by "Approved".

- The entries in the application form have been examined and verified properly and found correct and the candidate is eligible to appear as per rules of the University.
- The candidate is eligible to appear in the examination as per rules of Chhattisgarh Swami Vivekanand Technical University, Bhilai (C.G.).
- The aforesaid candidate is not debarred from appearing at the above examination.

☐ I Agree

Approve Reject

- By Default "Approved" is populated in the remarks. Click on "I Agree" to Approve or Reject the application. In case of approval, remarks "Approved" will be saved. In case of Rejection, remarks need to be entered.
- Approval and Rejection window will be configured course and semester wise. After the window is closed, Institutes will not be able to approve/reject the application.**
- Option to detain the students will be provided during a specified window. This window will open 10 days before the examination and will be available for 3 days.**

- Click on detain button to detain the students. System will show the message “ Candidate has been detained successfully”

- Detained status can be revoked at the Institute level. If the student is detained mistakenly then it can be cancelled by Institutes. Click on Cancel button to cancel the detention.

\*Remarks : ok

Cancel

### Personal Details

Student's Enrollment No. : **AN1321**  
 Student's Roll No. : **3013713018**  
 Student's Name : **AMIT KUMAR THAKUR**  
 Social Category : **ST**  
 Gender : **Male**  
 Mobile Number : **9424146871**



- After clicking on cancel, system will show the message “Candidate’s detained status is removed successfully”.

Chhattisgarh Swami Vivekanand Technical University. Last login details: Mon, Oct 10, 2016 10:00 AM

Forms


Application Sequence Details

\*Remarks : ok

Cancel

Personal Details

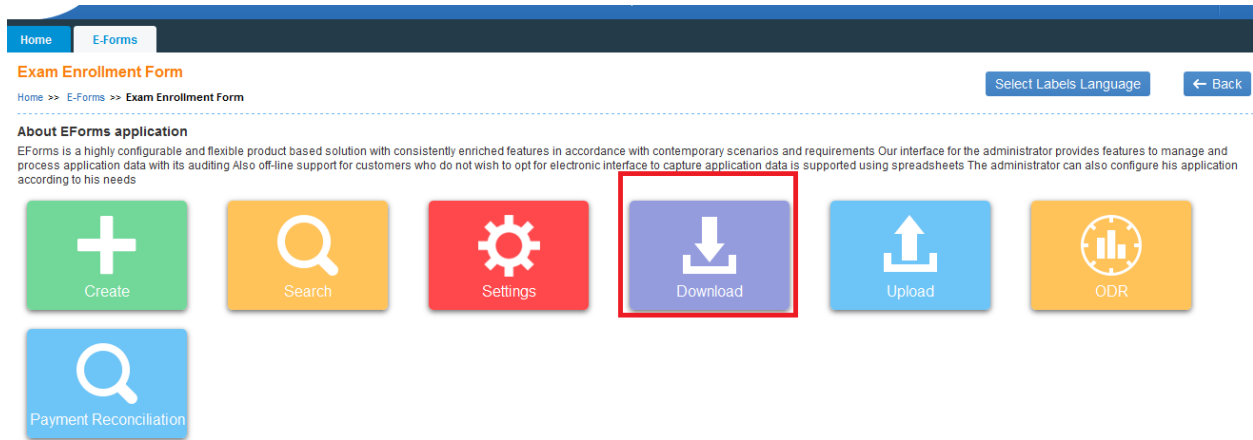
Student's Enrollment No. : **AN1321**  
 Student's Roll No. : **3013713018**  
 Student's Name : **AMIT KUMAR THAKUR**  
 Social Category : **ST**  
 Gender : **Male**  
 Mobile Number : **9424146871**



An embedded page at qahf-g01.digitalm.com says:  
 Candidate's detained status is removed successfully.  
☐ Prevent this page from creating additional dialogs.  
 OK

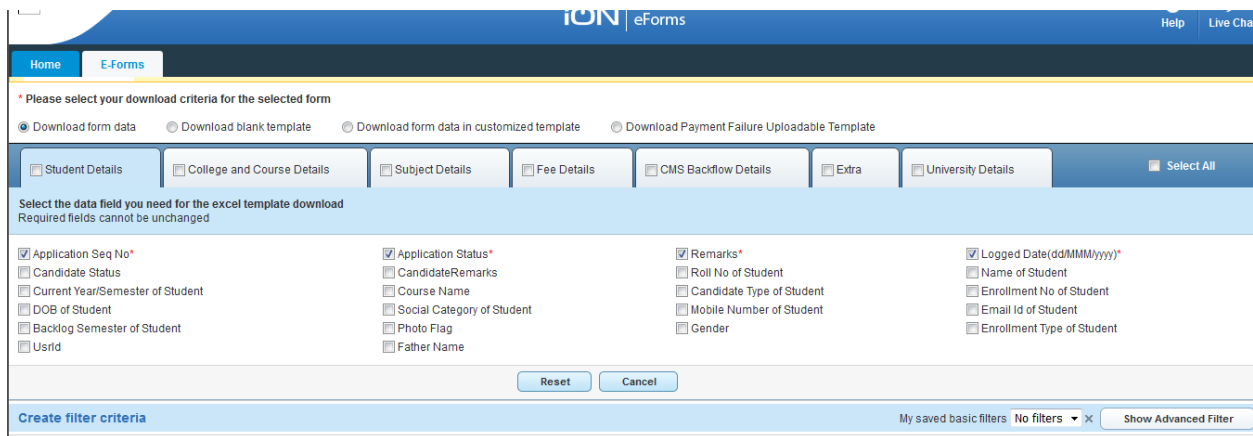
- Hall Ticket will not be released for detained students.**
- Applications can also be downloaded in bulk .
  - Go to eforms -> Examination Form -> Download





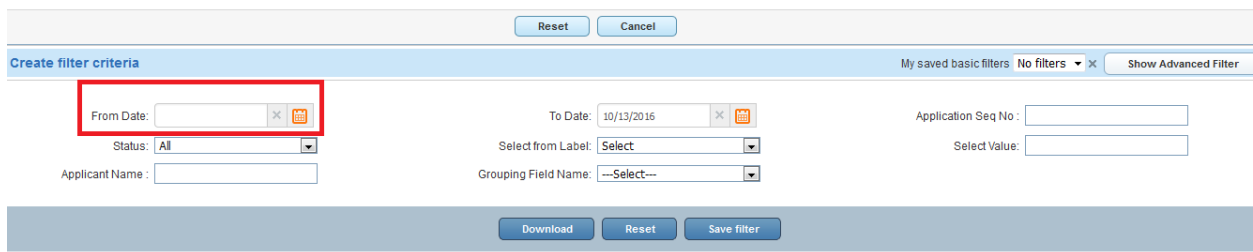
The screenshot shows the 'Exam Enrollment Form' page in the E-Forms application. The 'Download' button, represented by a purple square with a white download icon, is highlighted with a red rectangular box. Other buttons visible include 'Create' (green), 'Search' (orange), 'Settings' (red), 'Upload' (blue), 'ODR' (yellow), and 'Payment Reconciliation' (blue).

- Below screen will open



This screenshot shows the 'Please select your download criteria for the selected form' dialog box. The 'Download form data' radio button is selected. Below this, there are tabs for 'Student Details', 'College and Course Details', 'Subject Details', 'Fee Details', 'CMS Backflow Details', 'Extra', and 'University Details'. The 'Student Details' tab is active, showing a list of fields to be downloaded, including 'Application Seq No\*', 'Candidate Status', 'Current Year/Semester of Student', 'DOB of Student', 'Backlog Semester of Student', 'Usrid', 'Application Status\*', 'CandidateRemarks', 'Course Name', 'Social Category of Student', 'Photo Flag', 'Father Name', 'Remarks\*', 'Roll No of Student', 'Candidate Type of Student', 'Mobile Number of Student', 'Gender', 'Logged Date(dd/MM/yyyy)\*', 'Name of Student', 'Enrollment No of Student', 'Email Id of Student', and 'Enrollment Type of Student'. The 'Reset' and 'Cancel' buttons are at the bottom.

- Date range can be given to download records for a particular range



This screenshot shows the 'Create filter criteria' dialog box. The 'From Date' and 'To Date' fields are highlighted with a red rectangular box. The 'From Date' field is empty, and the 'To Date' field is set to '10/13/2016'. Other fields include 'Status' (set to 'All'), 'Applicant Name', 'Select from Label' (set to 'Select'), 'Grouping Field Name' (set to '---Select---'), 'Application Seq No', and 'Select Value'. The 'Download', 'Reset', and 'Save filter' buttons are at the bottom.

- Click on the check box of Student details so that all the fields of student details are checked to be downloaded

Home E-Forms

TOOL SELECTION Exam Enrollment Form

\* Please select your download criteria for the selected form

☒ Download form data
 ☐ Download blank template
 ☐ Download form data in customized template
 ☐ Download Payment Failure Uploadable Template

☒ Student Details
 ☐ College and Course Details
 ☐ Subject Details
 ☐ Fee Details
 ☐ CMS Backflow Details
 ☐ Extra
 ☐ University Details

Select the data field you need for the excel template download  
Required fields cannot be unchanged

<input checked="" type="checkbox"/> Application Seq No*	<input checked="" type="checkbox"/> Application Status*	<input checked="" type="checkbox"/> Remarks*	<input checked="" type="checkbox"/> Logged Date(dd/MM/yyyy)*
<input checked="" type="checkbox"/> Candidate Status	<input checked="" type="checkbox"/> Candidate Remarks	<input checked="" type="checkbox"/> Roll No of Student	<input checked="" type="checkbox"/> Name of Student
<input checked="" type="checkbox"/> Current Year/Semester of Student	<input checked="" type="checkbox"/> Course Name	<input checked="" type="checkbox"/> Candidate Type of Student	<input checked="" type="checkbox"/> Enrollment No of Student
<input checked="" type="checkbox"/> DOB of Student	<input checked="" type="checkbox"/> Social Category of Student	<input checked="" type="checkbox"/> Mobile Number of Student	<input checked="" type="checkbox"/> Email Id of Student
<input checked="" type="checkbox"/> Backlog Semester of Student	<input checked="" type="checkbox"/> Photo Flag	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Enrollment Type of Student
<input checked="" type="checkbox"/> Usrid	<input checked="" type="checkbox"/> Father Name		

Create filter criteria My saved basic filters: No filters x

- Click on College and Course details tab -> Applying semester

Chhattisgarh Swami Vivekanand Technical University.

EForms

Home E-Forms

TOOL SELECTION Exam Enrollment Form

\* Please select your download criteria for the selected form

☐ Download form data
 ☒ Download blank template
 ☐ Download form data in customized template
 ☐ Download Payment Failure Uploadable Template

☒ Student Details
 ☒ College and Course Details
 ☐ Subject Details
 ☐ Fee Details
 ☐ CMS Backflow Details
 ☐ Extra
 ☐ University Details

Select the data field you need for the excel template download  
Required fields cannot be unchanged

<input type="checkbox"/> Institute Name	<input type="checkbox"/> Institute Code	<input type="checkbox"/> Center Name	<input type="checkbox"/> Center Code
<input type="checkbox"/> Award Name	<input type="checkbox"/> Award Code	<input type="checkbox"/> Program Name	<input type="checkbox"/> Program Code
<input type="checkbox"/> Branch Name	<input type="checkbox"/> Branch Code	<input checked="" type="checkbox"/> Applying Semester	<input type="checkbox"/> Award Type
<input type="checkbox"/> Exam Master ID	<input type="checkbox"/> Course Code	<input type="checkbox"/> Course Type	<input type="checkbox"/> Student Id

Create filter criteria My saved basic filters: No filters x

- Click on the Download button and then click on submit

Home E-Forms

Select the data field you need for the excel template download  
Required fields cannot be unchanged

<input type="checkbox"/> Institute Name	<input type="checkbox"/> Institute Code	<input type="checkbox"/> Center Name	<input type="checkbox"/> Center Code
<input type="checkbox"/> Award Name	<input type="checkbox"/> Award Code	<input type="checkbox"/> Program Name	<input type="checkbox"/> Program Code
<input type="checkbox"/> Branch Name	<input type="checkbox"/> Branch Code	<input checked="" type="checkbox"/> Applying Semester	<input type="checkbox"/> Award Type
<input type="checkbox"/> Exam Master ID	<input type="checkbox"/> Course Code	<input type="checkbox"/> Course Type	<input type="checkbox"/> Student Id

Create filter criteria My saved basic filters: No filters x

From Date:  To Date:  Application Seq No:

Status:  Select From Label:  Select Value:

Applicant Name:  Grouping Field Name:

- Save the file.

This completes the process from Institute side.