CSVTU – Bhilai

User Manual for Online Examination Form - Institutes

| Helpdesk Contact No : 0788-6532760, 0788-6532761 |
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| Helpdesk E-Mail Id   : enquiry@csvtu.ac.in |
| Timings   : 11:00 AM to 5:00 PM on working days |

Introduction

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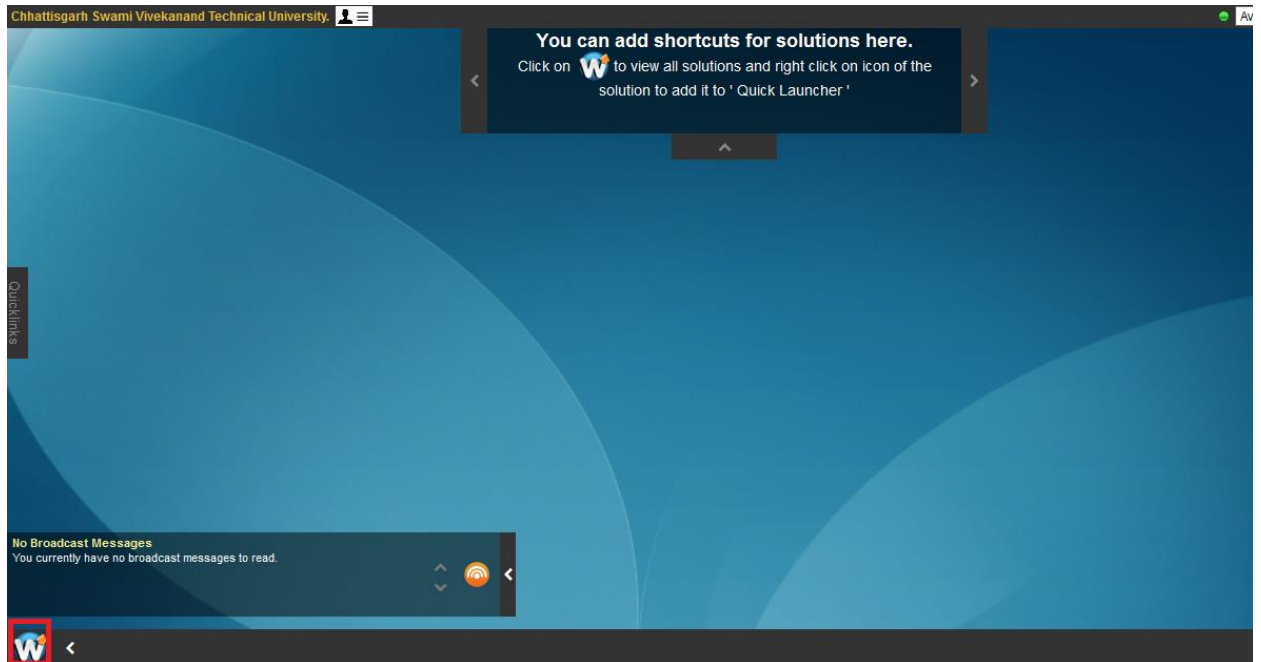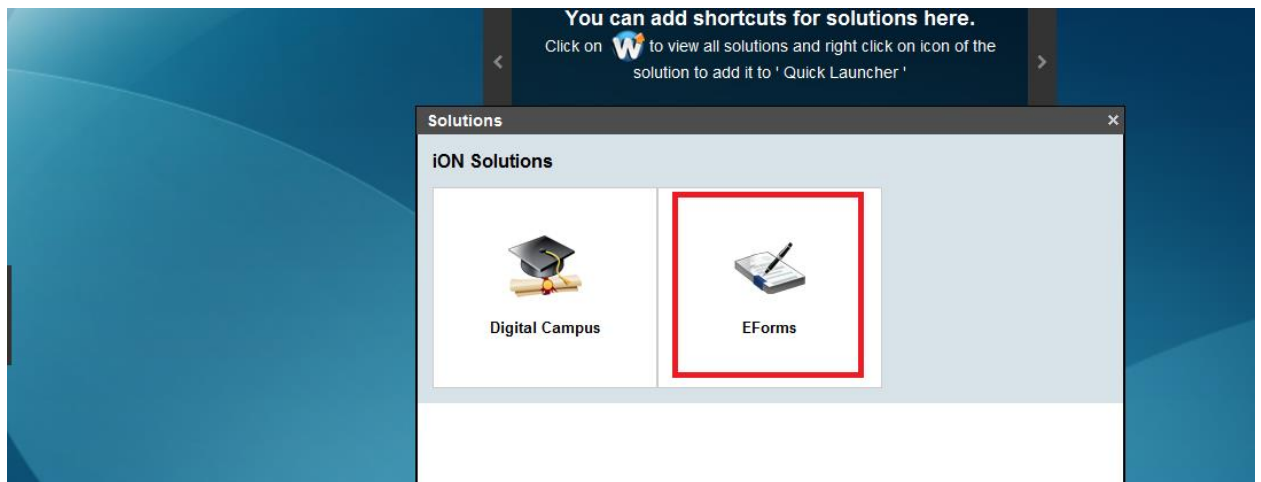
Steps for Approving/Rejecting Applications

- Go to CSVTU website – www.csvtu.ac.in
- Click on 'Examination Form -2016' -> Institution Login
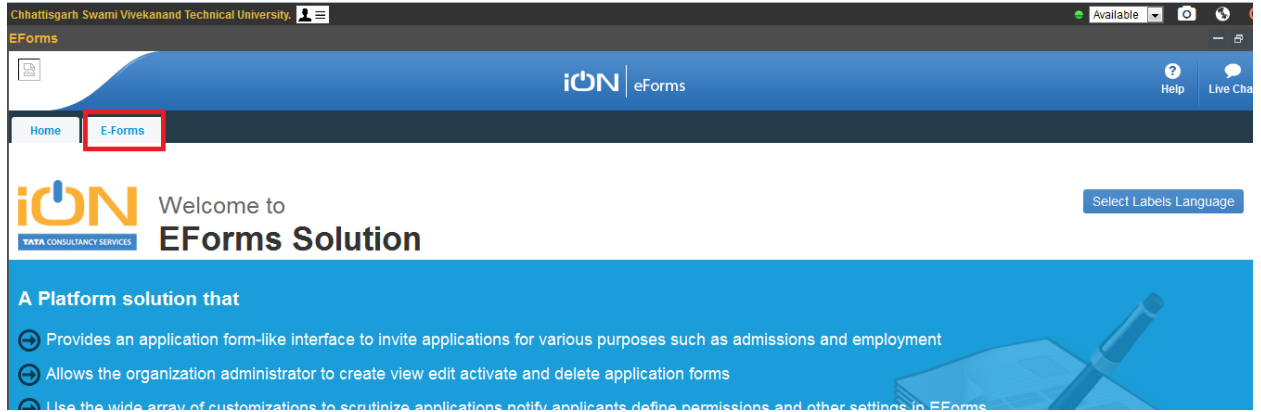- Login page for Institute will open
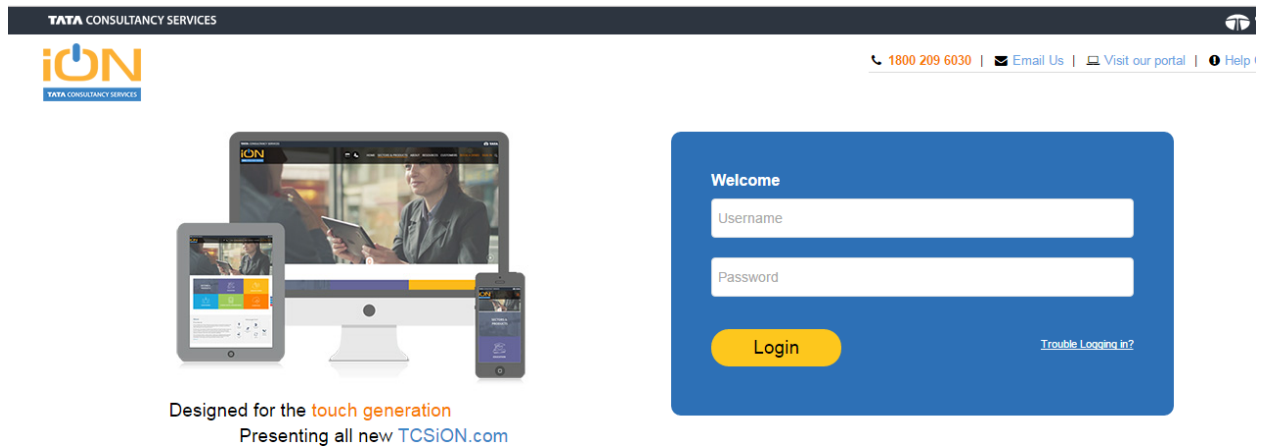
- Login with the Institute credentials shared by the University
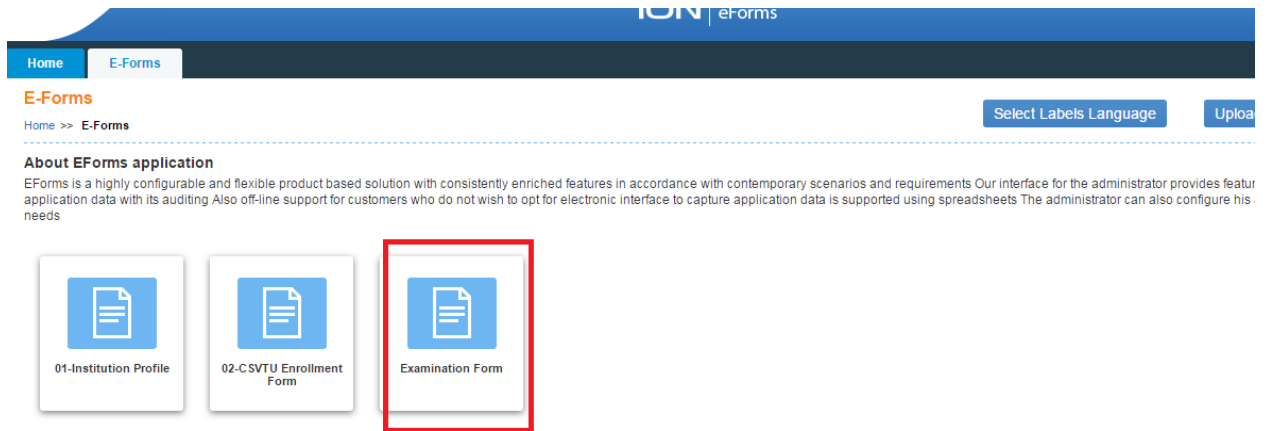- After Login, go to "W"
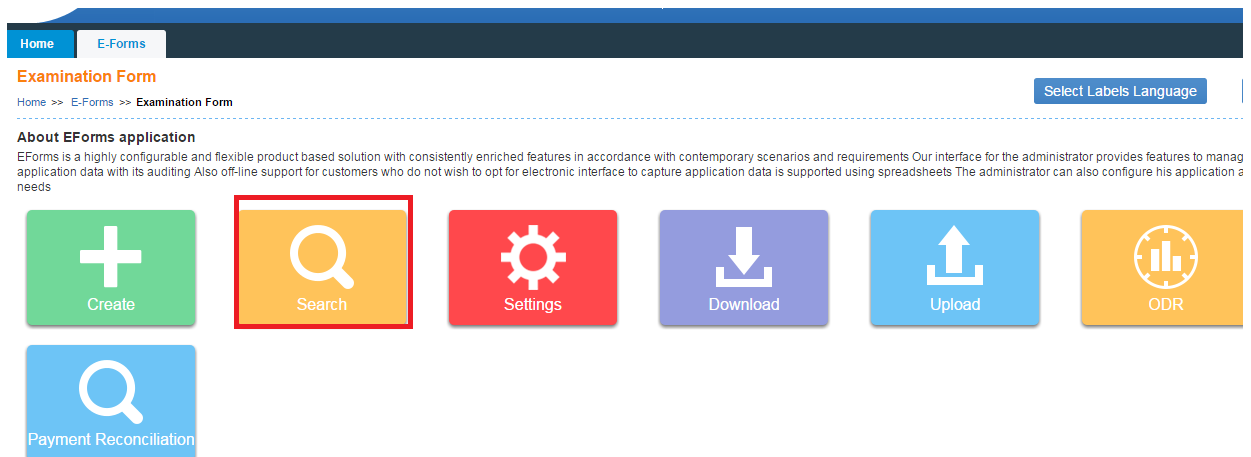
- Click on Eforms

- 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 – Appyling Semester in case of Backlog/Aggregate Fail. The semester for which student has backlog/aggregate fail

- 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/MMM/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".
1. 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.
2. The candidate is eligible to appear in the examination as per rules of Chhattisgarh Swami Vivekanand Technical University, Bhilai (C.G.).
3. 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.**

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- 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.

- After clicking on cancel, system will show the message "Candidate's detained status is removed successfully".
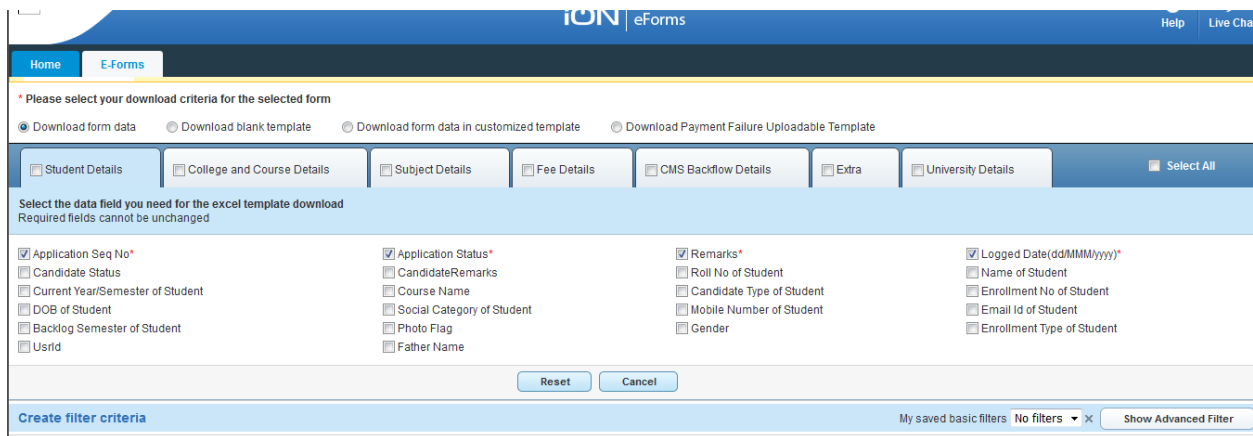
- **Hall Ticket will not be released for detained students.**

- Applications can also be downloaded in bulk .

  - Go to eforms -> Examination Form -> Download
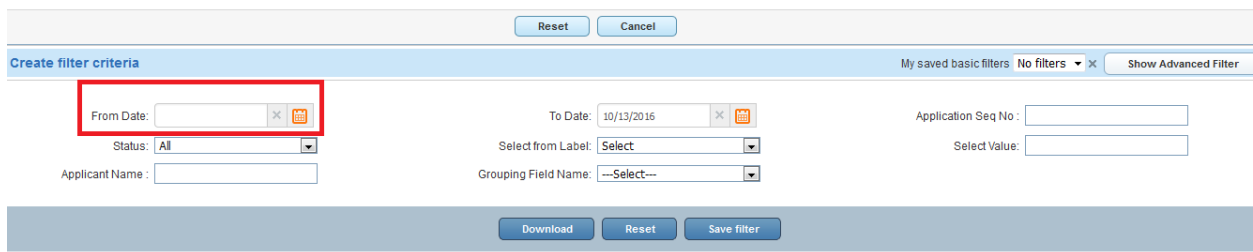
- o Below screen will open

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

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

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

o **Click on the Download button and then click on submit**

o Save the file.

This completes the process from Institute side.