CSVTU – Bhilai

User Manual for Online Examination Form

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

1. 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 students to understand and use the online Examination form from webpage of CSVTU.

As a pre-requisite the following information and documents to be kept readily available by the students before filling the online examination form:

- Scanned Coloured photograph (Max. size 80 KB)
- Scanned Signature (Max. size 50 KB)

2. Examination Form Process

Following is the process for completing the examination form cycle -

1. Filling of online examination form by the Students.
2. Submission of the printed examination form by the student to the institution where he/she is admitted.
3. Online approval/rejection of examination form by institutes
4. Hall ticket will be released 5-10 days before the exam. Hall ticket will be sent to registered mail id. Student can also download hall ticket by logging in to the Examination form URL with the login credentials.

3. Steps for filling Examination Form

- Go to CSVTU website – www.csvtu.ac.in
- Click on 'Examination Form -2016' -> Examination Form
- Login page for student will open

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- Student need to enter the login credentials
  Login Credential Format – Enrollment no@csvtu.ac.in
  Password will be – Enrollment no
  So if enrollment no. for a student is AN1111 then his credentials will be –

  Login id – AN1111@csvtu.ac.in
  Password – AN1111

  Enter the login credentials and click Login
- System will ask to force change the password

Expired Password

Your password has been reset by the administrator. Please change your password

Current Password:

New Password:

Confirm New Password:

Confirm

Organization Password Policies

- The password must have minimum of 1 Lower Case Characters
- The password must have minimum of 1 Upper Case Characters
- The password must have minimum of 2 Alphabets
- The password must have minimum of 1 Numeric Characters
- The password must have minimum of 1 Special Characters {!, ,, , @, ,, , #, ,, , $, ,, , -, ,, , ~, , }
- The password must not contain the Login Id
- The password must not contain the First Name
- The password must not contain the Last Name
- The password must not match last 3 passwords.
- The password must have a minimum length of 8 and a maximum length of 15.

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In the current password type the enrollment no. and then enter new password. Confirm the new password again.

Please refer the Organization Password Policies before creating the new password.

- After clicking on confirm, system will ask to enter secret Question and Answer. This will be required if user forgets the password later and wanted to create new password.
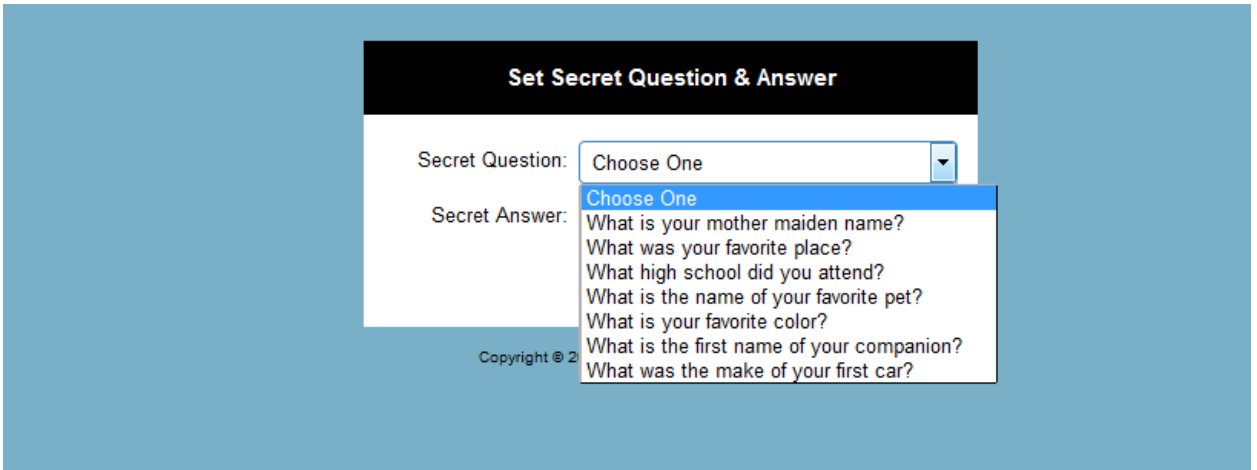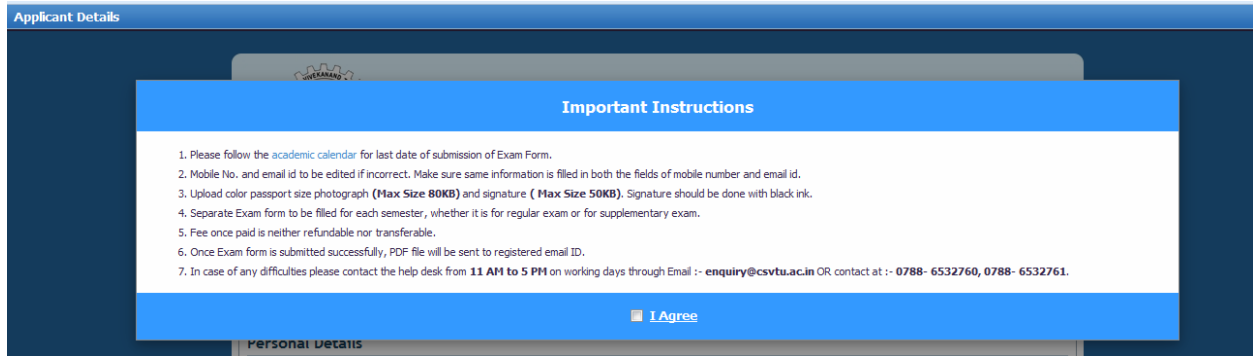
- Choose any secret question and type an answer and click on Confirm
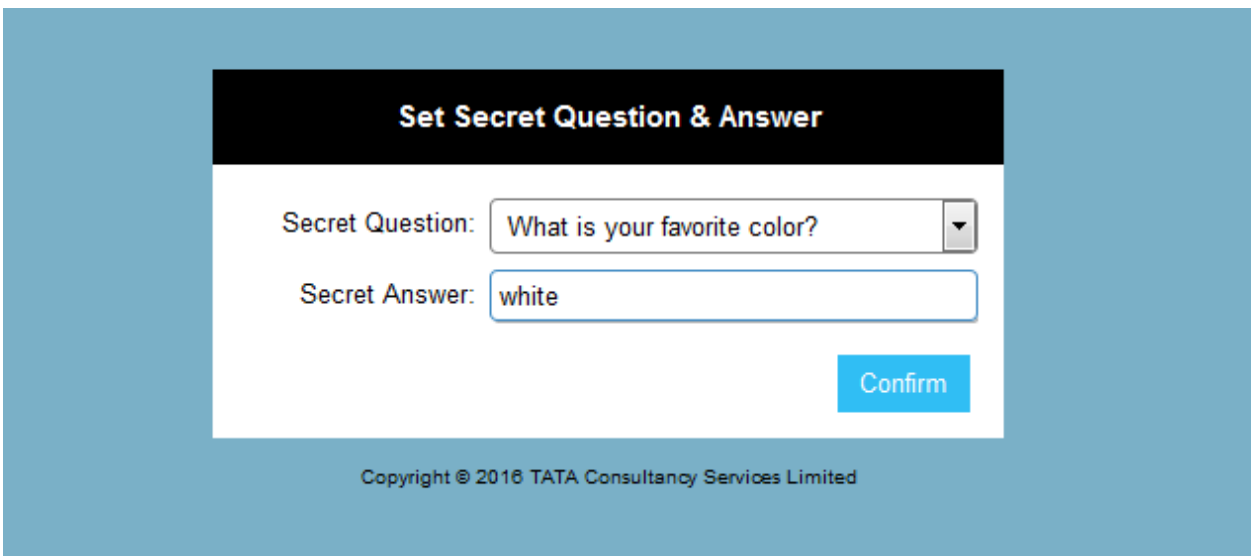
- Following screen will open

- Click on Apply for Examination
- Screen of Important instructions will open. Student has to read all the instructions carefully and click on "I Agree" to proceed

- Personal and Academic information of the students will be populated. Only mobile number and email id will be editable. Students need to change mobile number and email id if it is incorrect or enter the mobile number if it is not present.
  Note – Need to change mobile no. and email id in both the fields present

Examination Form

Note : Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 48) or Google Chrome(20 to 53) to fill in the Application Form.
Use the cursor to move between fields instead of using the tab key.
Fields marked with * are mandatory.

Personal Details

Student's Enrollment No	~~AN0001~~	Student's Roll No	~~321380021~~
Student's Name	~~ANKIT SHRIVASTAVA~~	Social Category	UR
Gender	Male	Email Id	csvtu@gmail.com
*Mobile Number			
*Confirm Mobile Number			

Academic Information

College Name	Bhilai Institute Of Technology - Durg	College code	001
Program Name	B.E	Year/Semester	SEMESTER 7
Course Name	BE (Mechanical)	Course Code	3037

- Select the type of Exam to enroll. It can be Regular ,Backlog, Aggregate Fail and Lateral Equivalency. Relevant options will be visible as applicable.

  Note – Window for filling the examination form will open according to the academic calendar. Separate form needs to be filled for Regular Semester Exam and a separate form needs to be filled for Backlog/Aggregate Fail/Lateral Equivalency Exam per semester if applicable.

  Regular Exam type - If Regular is selected then all the respective subjects will be shown with the bifurcation of Theory, Practical and Respective Electives if any.

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If there is any Elective subject then student need to select the subject from the list of subjects in dropdown.

- Total fees payable will be displayed as per the fee schedule. If there is any late fee then late fee will be shown and total amount to be paid will be calculated accordingly
- Mode of payment will be online.

Backlog Exam type – For applying backlog, select Backlog from Exam type dropdown. Another field of Backlog Year/Semester will open. All the semesters in which student has backlog will be shown in dropdown. Student can select any one and fill the form. For each semester separate form need to be filled.

Version 11.01.00

- Select the semester from drop down
- All the backlog subjects will be shown with a checkbox. Student need to select at least one subject.

Note – Student will not be allowed to fill the form for the same semester again if the form has already been filled.

- Student need to select the subjects and the fee will be calculated accordingly.
- Student need to upload photo and signature.

Click on text "here" to upload photograph and signature
Following window will open.
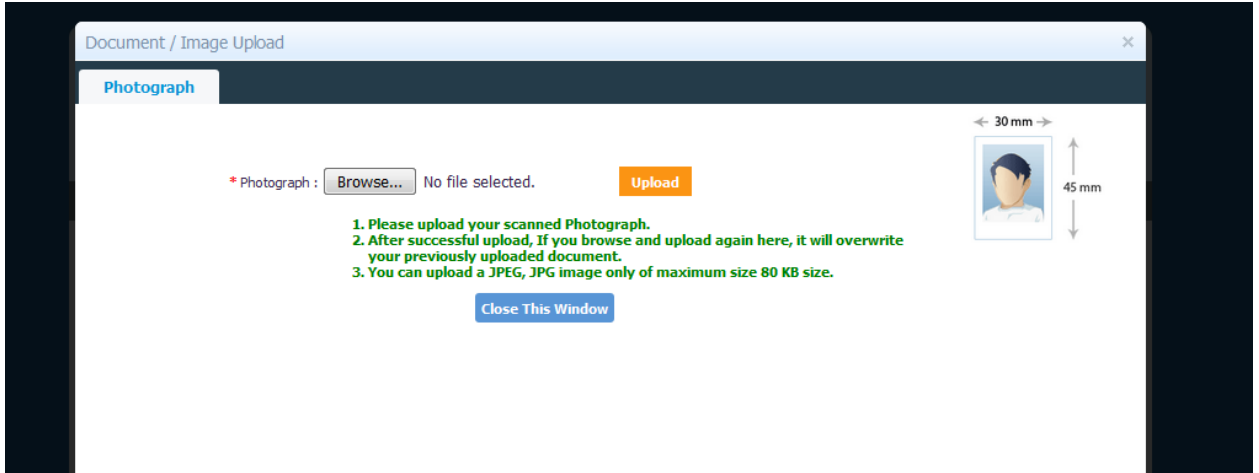
Click on browse and upload the photo as per the size given. If the photo is uploaded successfully, system will show the message" File has been uploaded successfully". And then click on close this window. Text will be changed to "Uploaded" with green color

Similarly upload Signature.

- Read the Declaration
- Click on I Agree and then submit. Following popup will be shown

- Click on Ok to continue or Cancel if any change has to be made.
- Once OK is clicked, system will direct to payment gateway. Choose the payment mode and complete the payment.
- On successful payment, a confirmation message will be displayed and filled form will be shown
- Form will only be submitted if the payment is successful
- Email and sms confirmation will be sent on registered email id and mobile no. on successful submission of form. Filled pdf form will be sent on the registered mail id. Please take the print out and submit to the institute.