



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS  
MOGA ROAD, (NH-95), FEROZEPUR-152004  
(Established & Managed by the Punjab Govt.)

Ref. No. SBSSTC/FZR/COE/2021/1365

Dated: - 21/01/2021

AD/DA/Dean PG/HODs

**Sub: Procedure for filling of Exam Forms by the students in their login IDs for November-2020 Examination.**

**The exam forms may be filled by using any one method:**

- a) **through intranet** site <https://10.11.11.11>
- b) **through internet**-The examination website can also be accessed on internet through the college website [www.sbsstc.ac.in](http://www.sbsstc.ac.in) as per details below:
  1. Click on the tab MySBSEExam intranet on Top right in the college website.
  2. The Fortinet window shall open, login to Fortinet.
  3. **Do not close this window.**
  4. Again go to college website and select MySBSEExam intranet and examination webpage shall be displayed.

The procedure for form filling/ locking is as given below:

1. **Regular Exam Forms:** The forms are to be filled by respective departments and **not by the students individually.**
2. **Re-Appear Exam Forms:** The steps are given below:

**Student:** The student is required to fill the form individually by following the steps given below:

  - a. Deposit the requisite reappear fees and keep the receipt ready.
  - b. Visit the intranet site 10.11.11.11 on intranet or through internet as explained above.
  - c. Your login is your university Roll No. Your password is to be obtained from the respective HOD.
  - d. After logging in Go to tab **Exam Forms**.
  - e. Select the option **Personal Information** and check. Please note that it is mandatory to upload your photograph and mention your Email ID in this information. In case the information needs to be updated, contact your HOD. Get your personal information unlocked. Update in your ID. **Submit** the data.
  - f. From the tab **Exam Forms** select the option **Re-appear Subjects**.
  - g. A new window opens. Select semester for which you want to appear for re-appear examination.
  - h. Select the relevant subject/course, select the option internal/external and **ADD** subject. The added subjects appear in a form of table.
  - i. Repeat for different subjects.
  - j. You have an option to delete a wrong entry from the table of subjects chosen.
  - k. Enter the date and receipt number, vide which you have paid the examination fee.
  - l. Submit the form. A message is displayed confirming that form is submitted and **NOT LOCKED**.

- m. Even after form submission, a selected subject may be deleted if required. The check boxes of all reappears internal as well as external are ticked. For deleting a subject, untick the internal and external of the subject to be deleted in the respective check boxes and resubmit. The given subject will be deleted.
- n. Visit the HOD and deposit your original receipt and get the form locked.
- o. Get the admit card issued from HOD.
- p. ***In case a particular subject for reappear is not available in the data bank, contact the examination cell with an application countersigned by the respective HOD and supporting result gazette showing reappear in that particular subject.***

All the information that is locked will appear as



*Bhaw*  
*29/1/21*  
Deputy Controller (C&S)

*Rajeev Kumar*  
*29/1/21*  
Controller of Examinations

Copy to:

- All HODS to provide intimation to the students.
- Conduct Nov-2020.
- College website