## Shaheed Bhagat Singh State University Ferozepur

Ref No. SBS/FZR/COE/3598

Date: 11/12/24

## NOTICE

# Sub: Procedure for filling of Exam Forms by the students in their login IDs for end semester Examination

## <u>The exam forms may be filled by visiting the university examination</u> website www.sbsexam.edu.in

Your login is your university Roll No. Your password is to be obtained from the respective HOD.

The student Login contains various options – Performance, RP forms, Profile Information, Certification.

## A. Profile Information:

1) Select the option **Profile** and check. Please note that it is mandatory to upload your photograph and mention your Email ID in this information.

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- 2) In case the information needs to be updated, contact your HOD. Get your personal information unlocked.
- 3) Update your personal information in your ID.

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	District Faridkot	PIN 151209	State PB	<b></b>	Browse Ph	oto				
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- 4) **Submit** the data
- B. Semester Performance: The performance in a given semester can be accessed as shown below:

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## **C: Examination Form Filling:**

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:

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 university examination website **www.sbsexam.edu.in**
- 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 RP *Exam*.
- e. From the tab RP *Exam* select the option **Re-appear Exam Form**. All the subjects in which Reappear can be applied are displayed.

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f. Select the relevant subject/course, select the option internal/external and **ADD** subject. The added subjects appear in a form of table.

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			Reappears C	ourses (	Based	on Deci	ared R	esuits)			
#	Sem	Course Code	Course Name	Course Type	Int Marks (Past)	Apply Internal	Ext Marks (Past)	Apply External	Result (Past)	Previous Examination	Action
1	3	BSAG-303C	Agricultural Finance and Cooperation	Theory	17	Pass	14		F(Ext)	Nov-Dec, 2023	Apply
2	3	BSAG-307C	Environmental Studies and Disaster Management	Theory	27	Pass	16		F(Ext)	Nov-Dec, 2023	Apply
3	3	BSAG-312C	Agricultural Finance and Cooperation (Practical)	Practical	6		6		F(Int/Ext)	Nov-Dec, 2023	Apply
4	4	BSAG-401C	Crop Production Technology-II (Rabi Crops)	Theory	34	Pass	11		F(Ext)	May-Jun, 2024	Apply
5	4	BSAG-417C	Protected Cultivation	Theory	28	Pass	00		F(Ext)	May-Jun, 2024	Apply
6	4	BSAG-403C	Renewable Energy and Green Technology	Theory	12		03		F(Int/Ext)	May-Jun, 2024	Apply

- g. Repeat for different subjects.
- h. You have an option to delete a wrong entry from the table of subjects chosen.

ill Re	appear Examir	ation Form ! (Nov-Dec, 2024)					
		Applied RP Courses for Nov-I	Dec, 2024 Ex	amination			
# S	em Course Code	Course Name	Course Type	Option	Internal	External	Action
1	BSAG-303C	Agricultural Finance and Cooperation	Theory	Compulsory	No	Yes	Remove
2	BSAG-307C	Environmental Studies and Disaster Management	Theory	Compulsory	No	Yes	Remove
3	BSAG-312C	Agricultural Finance and Cooperation (Practical)	Practical	Compulsory	Yes	Yes	Remove
Fee	Details						
Serr 1	s	Exam Fee Late Fee Re 2000 0 0:	eceipt Date 3-12-2024 🛛 🗊	Receipt Nu DUN4699	mber 180	Receipt 2000	t Amount
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- i. Enter the date and receipt number, vide which you have paid the examination fee.
- j. Submit the form. A message is displayed confirming that form is submitted and GET IT LOCKED FROM DEPARTMENT.
- k. In case, after submission, the student wants to apply for or remove some subjects applied, he/she should contact the HoD. Correction Fee will be applicable as per notice issued by the examination cell.
- 1. After the form filling the data will be displayed as shown

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				Applied RP Course	es for Nov-Dec	, 2024 Exam	ination			
	#	Sem	Course Code	Course Name	Course Type	Option	Internal	External	Action	
	1	3	BTCH-305B	Fluid Mechanics	Theory	Compulsory	No	Yes	Remove	
	2	3	BTCH-306B	Environmental Sciences	Theory	Compulsory	No	Yes	Remove	
	3	4	BTCH-402B	Mass Transfer-I	Theory	Compulsory	No	Yes	Remove	
	4	5	BTCH-502B	Mass Transfer-II	Theory	Compulsory	Yes	Yes	Remove	
	Fe	e Det	ails							
	Se 3	ems	Ex 10	am Fee Late Fee 0	Receipt 12/1	Date 1 / 2024	Receipt Number DUN5010235	Rece 3000	ipt Amount D	

- m. Visit the department office and deposit your original receipt and get the form locked.
- n. Get the admit card issued from the department.
- o. 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.

-sd-Controller of Examinations

Copy to:

- DA
- All HODS to provide intimation to the students.
- Conduct Nov2024
- University website