GUIDELINE

For submission of the Exam Form

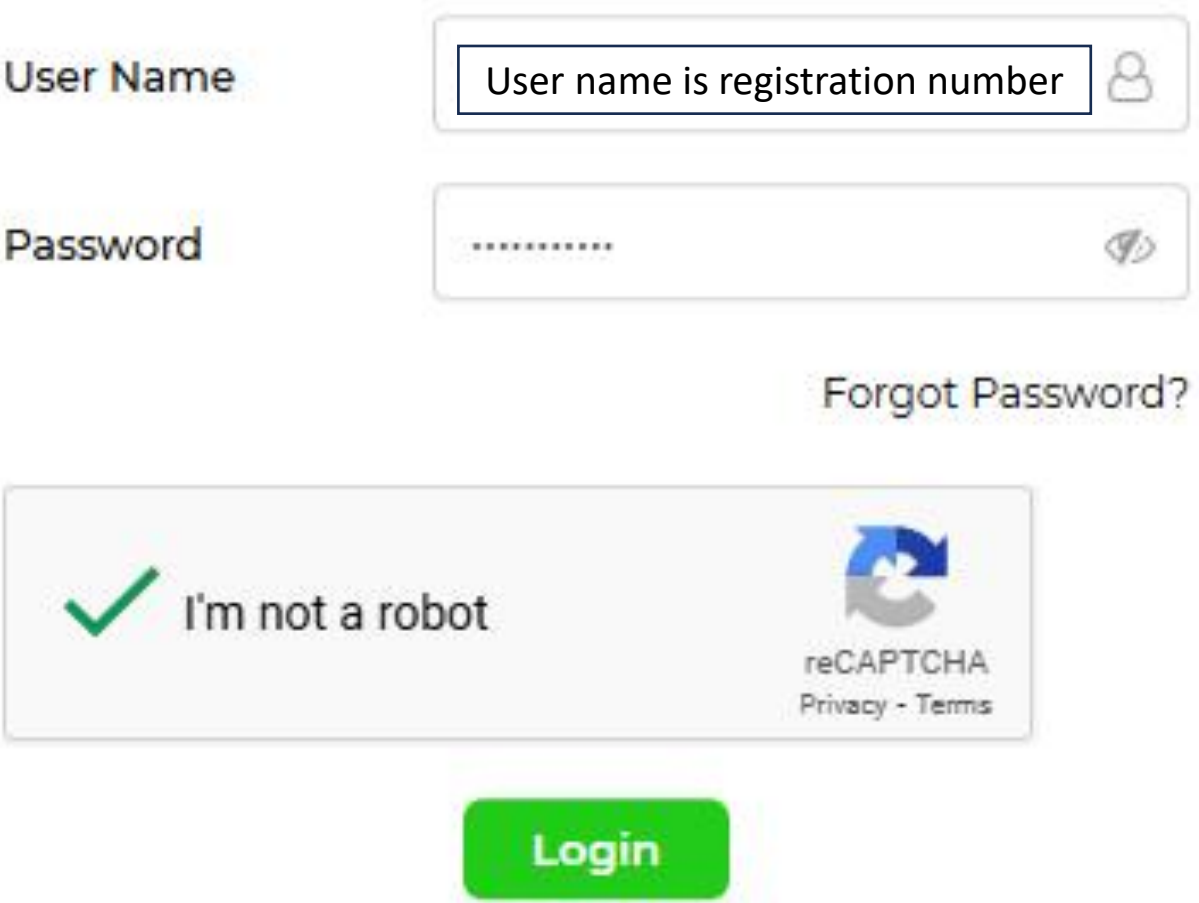
Through Cyber Vidya

Step-1 Log In Cyber Vidya

For Login use respective Cyber Vidya institute instance

Use Student Credential and login in cyber vidya







Requirement:
a. User ID
b. Password

Note: Any technical difficulty contact departmental MIS Coordinator

Step-2 : Check Outstanding Fee

Requirement/Action:

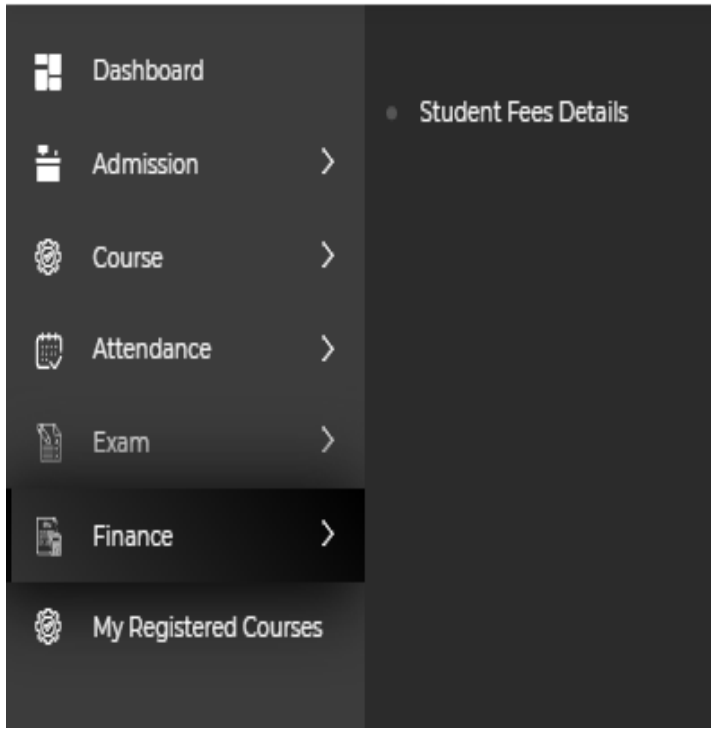
a.Outstanding should be NIL for further process.

b.If outstanding is not NIL then student have to pay the balance amount by online.

Step-2 : Check Outstanding Fee

A

Go to the "Finance" and click after that click "student fee details"



B

Check Others

2024-2025 III

Academic | Others | Transaction History | Online Payment History

S. No.	Fee Heads	Total Receivables	Collected Amount	Outstanding
1	Library Books Fine	₹ 10.00	₹ 10.00	₹ 0.00
2	Fine Of Various Dept	₹ 10.00	₹ 10.00	₹ 0.00
	Total	**₹ 20.00**	**₹ 20.00**	**₹ 0.00**

C

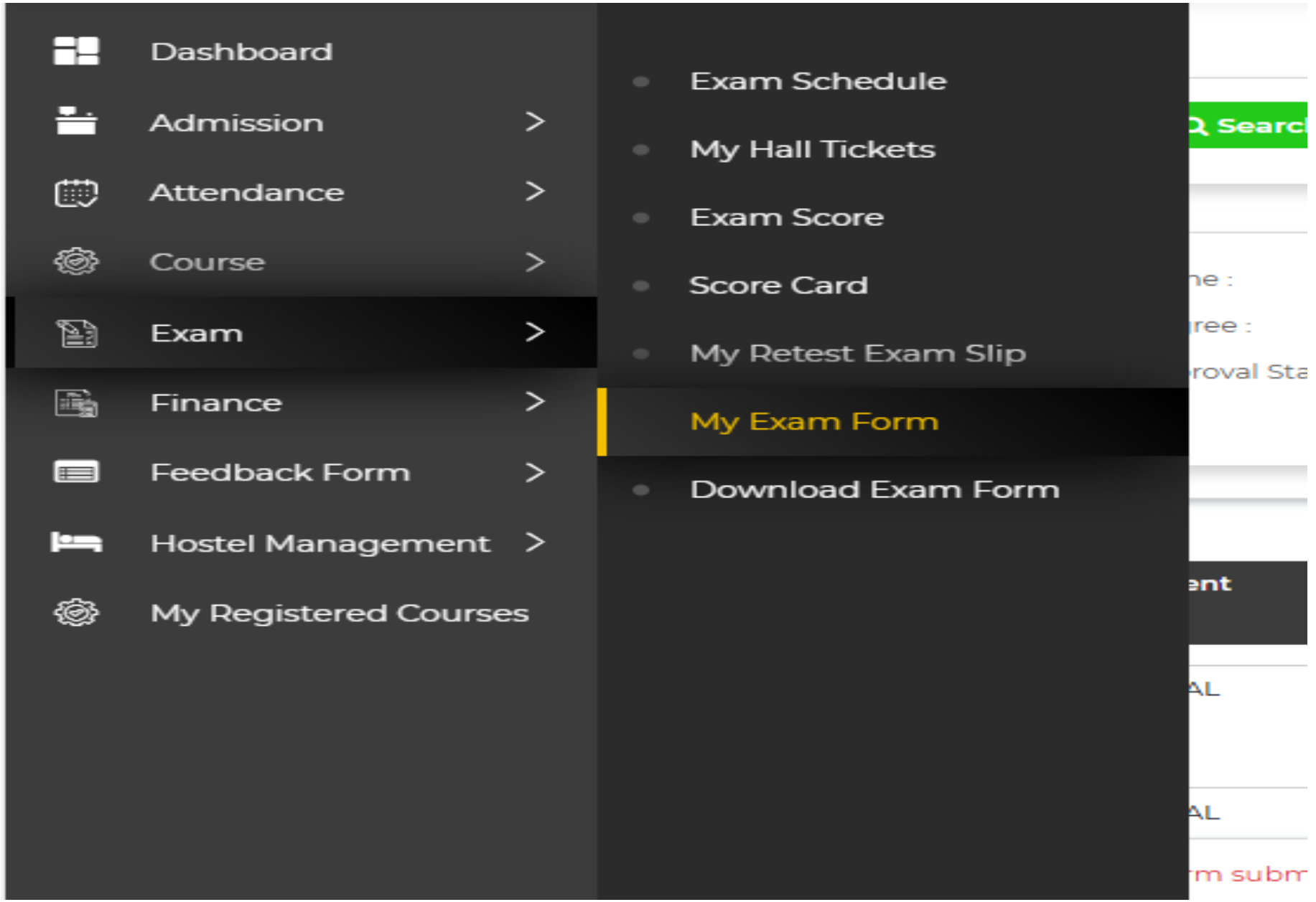
S. No.	Fee Heads	Total Receivables	Collected Amount	Outstanding	Status
5	University Consolidated Fee	₹ 544.00	₹ 544.00	₹ 0.00	Paid
6	Training Fee	₹ 3,500.00	₹ 3,500.00	₹ 0.00	Paid
7	Convocation Fee	₹ 0.00	₹ 0.00	₹ 0.00	No Dues
8	SC Scholarship (60% GSRR)	₹ 0.00	₹ 0.00	₹ 0.00	No Dues
9	Examination Fees	₹ 8,500.00	₹ 8,500.00	₹ 0.00	Paid
10	Advance Fees	₹ 0.00	₹ 0.00	₹ 0.00	No Dues
(A)	**Total**	**₹ 111,544.00**	**₹ 111,544.00**	**₹ 0.00**	
(B)	**Scholarship Amount**	**₹ 0.00**			
(A + B)	**Grand Total**	**₹ 111,544.00**			

Require Outstanding :0

Note : If Student found any difficulty regarding transaction contact Account section

Step-3: Generation of Exam Form

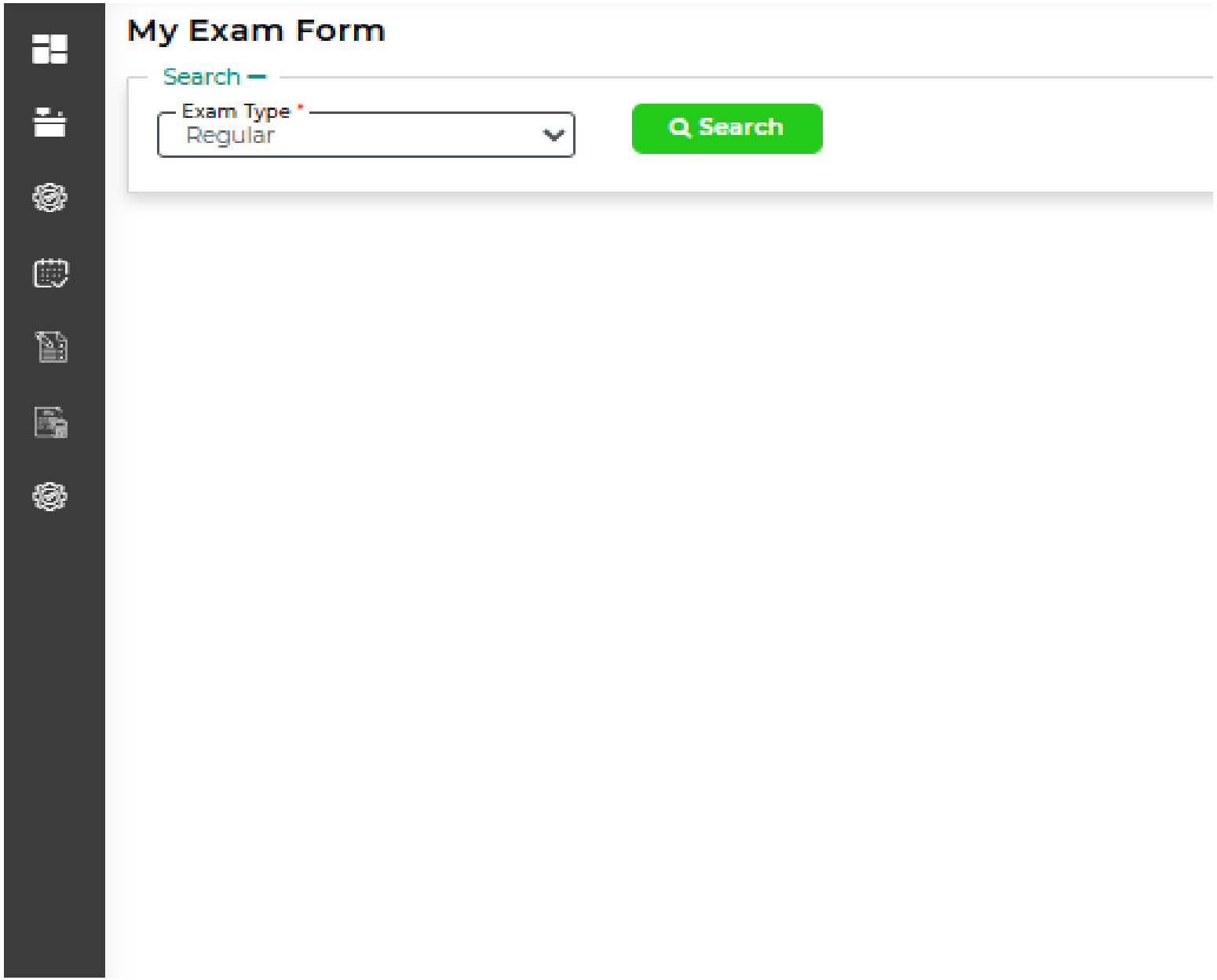
Go to the "My exam form" and click



Step-4 Generation of Exam Form

After that select “Regular” and click search

After Clicking of search, You will get window as shown image in next slide



Step-5: Verification of Courses

1. After that student have to Verify all the registered courses for said examinations.
2. Click the Box
3. Before Lock check all boxes are selected

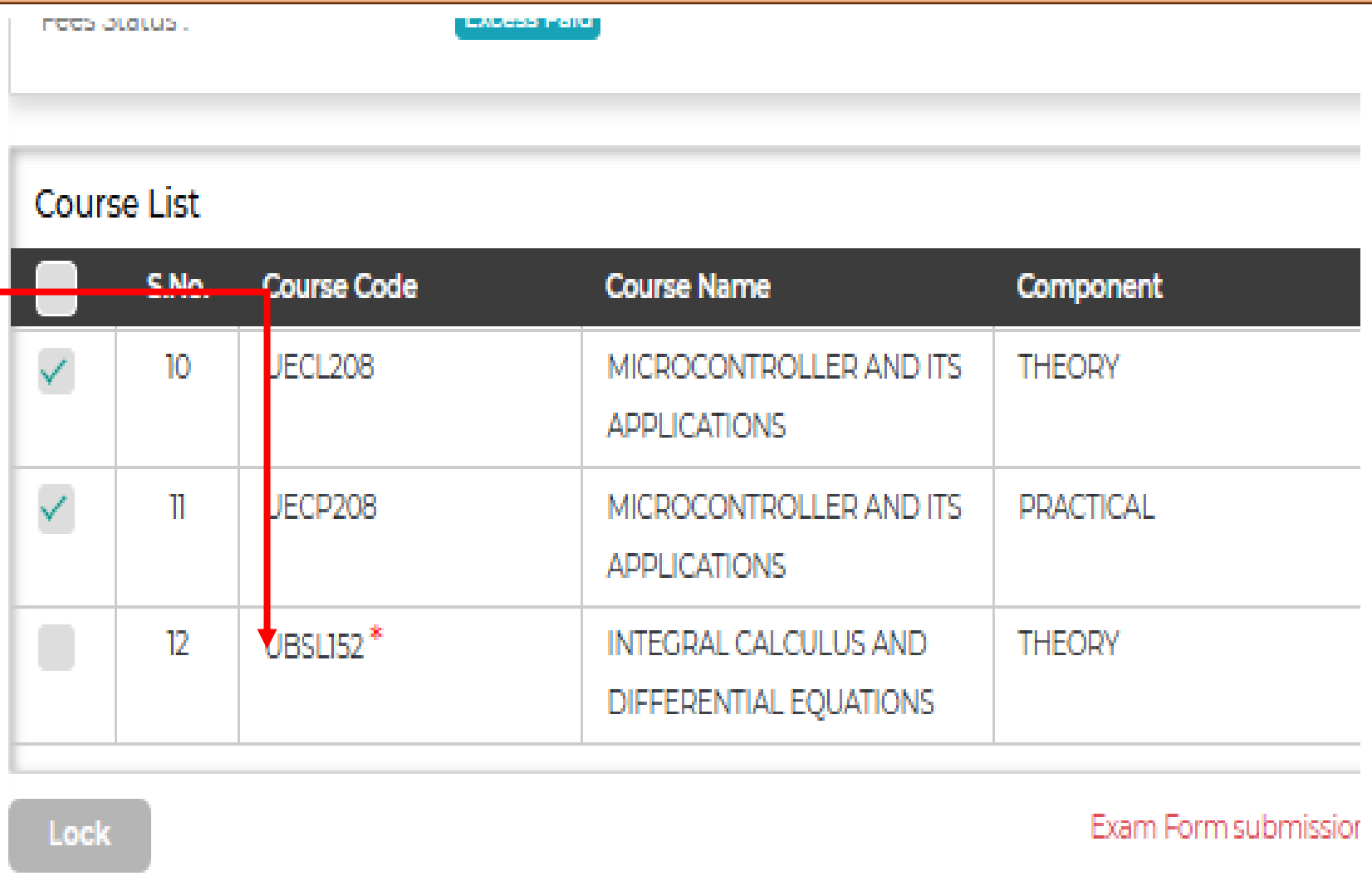
Course List

✓	S.No.	Course Code	Course Name	Component	Credits	Register Session
✓	1	UCSL304	SOFTWARE TESTING	THEORY	2	SUMMER 2025
✓	2	UCSP304	SOFTWARE TESTING	PRACTICAL	1	SUMMER 2025
✓	3	UCSL305	UNSTRUCTURED DATABASE MANAGEMENT	THEORY	2	SUMMER 2025
✓	4	UCSP305	UNSTRUCTURED DATABASE MANAGEMENT	PRACTICAL	1	SUMMER 2025

Note: If course are not selected(Box are not having blue stick ✓)by student then for such Courses ,students cant appear for the said examinations.

Step-5A: Special Case for Verification

1. **If any students exam form show as**



Course List

	S.No.	Course Code	Course Name	Component
✓	10	UECL208	MICROCONTROLLER AND ITS APPLICATIONS	THEORY
✓	11	UECP208	MICROCONTROLLER AND ITS APPLICATIONS	PRACTICAL
	12	UBSL152 *	INTEGRAL CALCULUS AND DIFFERENTIAL EQUATIONS	THEORY

Lock

Exam Form submissior

Note: ***Course Code*** ***** ***for example*** ***UBSL152*** ****this star indicates course registration has not done so contact first departmental MIS coordinator for remove this star. After that checked the box and do the process.***

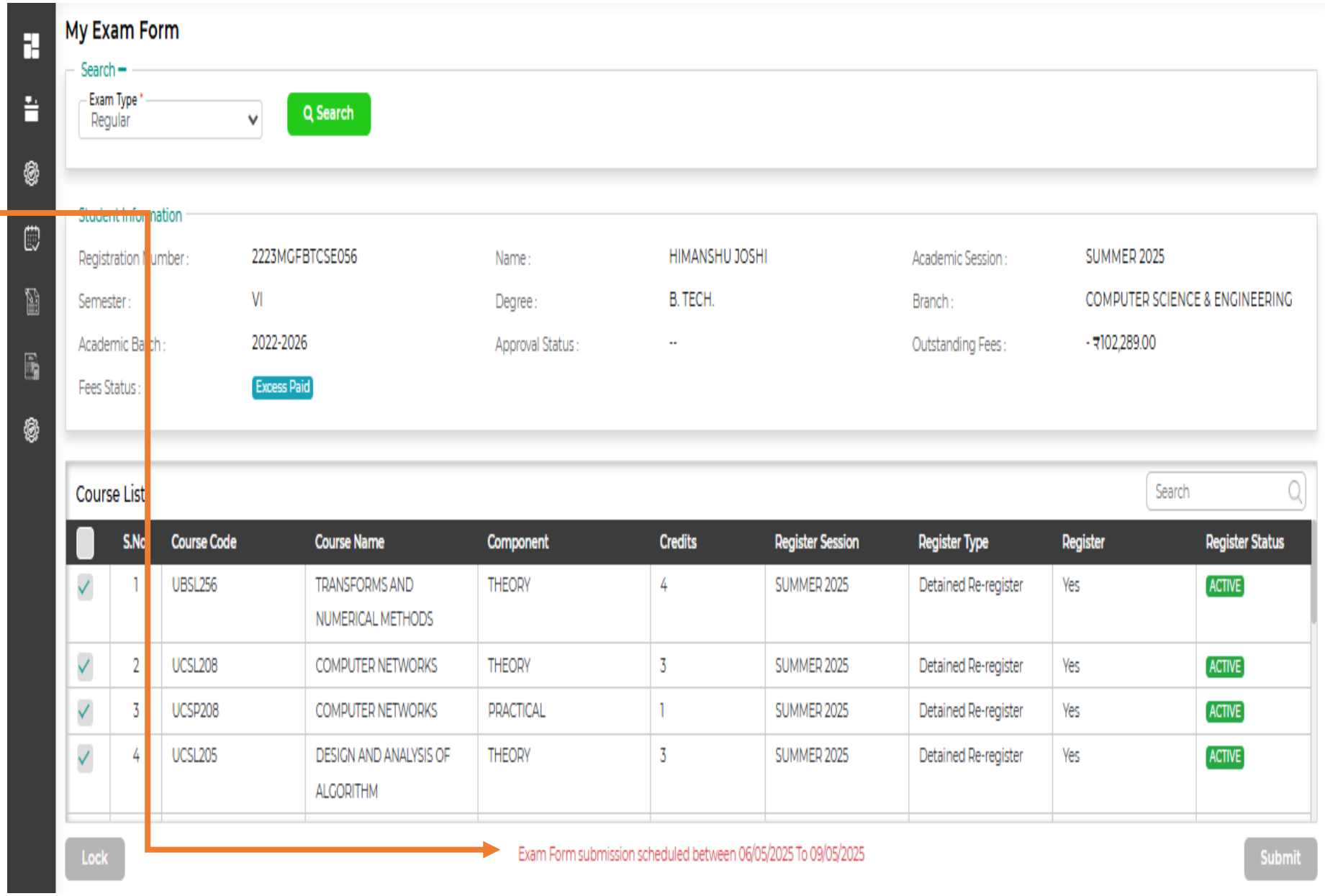
Note: If course are selected with * by student then for such Courses ,students cant appear for the said examinations.

Step-6: Checking deadline of submission of exam form

Note: "Exam Form submission duration extended till date 10/5/2025"

This msg meaning is late fee Rs.500/- applicable from 10 to 10/05/2025 and after that student cant generate the exam form

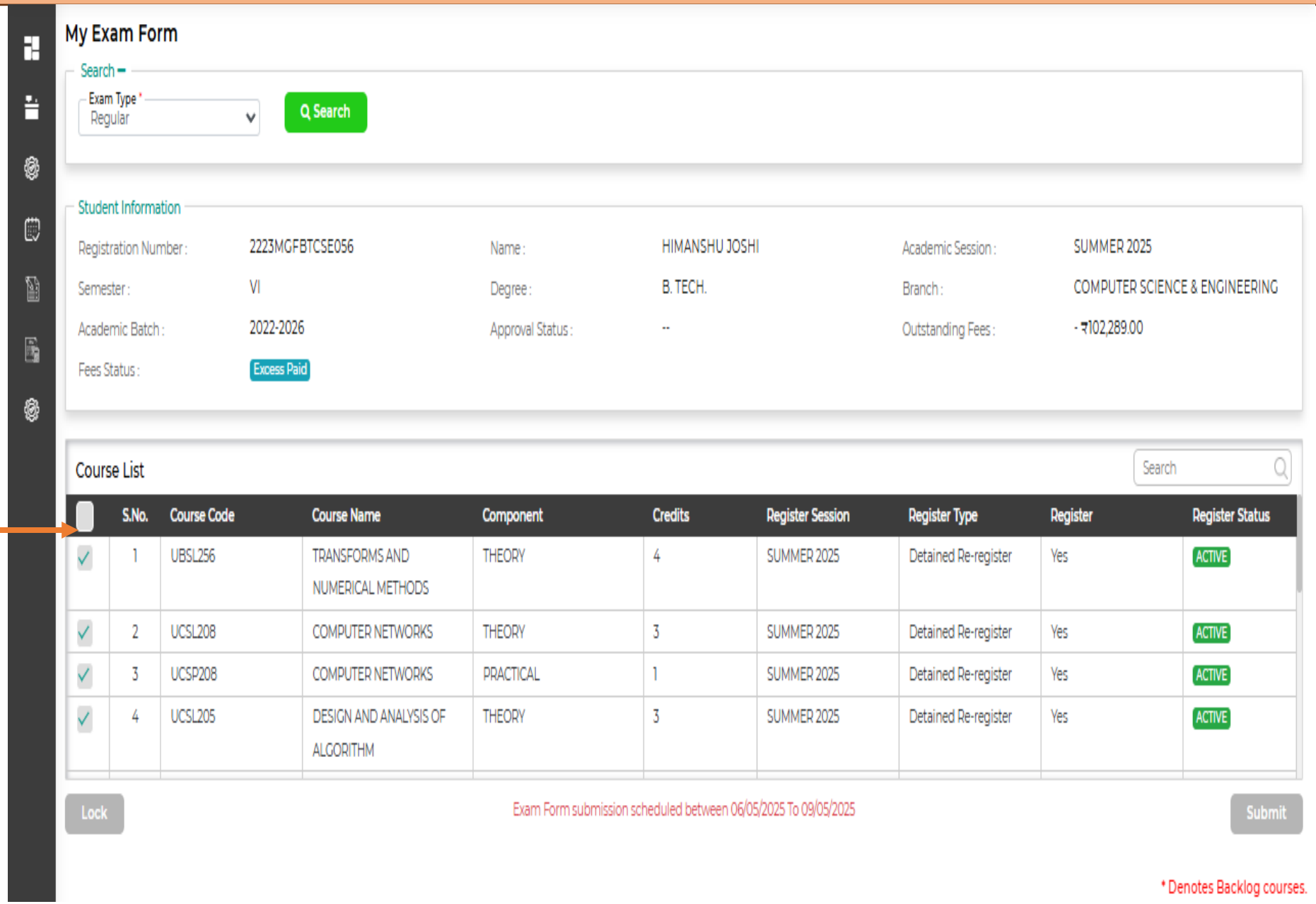
In above ,Dates are considered for example only for final date for final dates refer CoE Notice/Cyber Vidya Screen



Step-7 : Final Check Means Locking Of exam Form

Note : If any mismatch in course or credits ,contact departmental MIS Coordinator for any correction before deadline.

After that select "Lock"

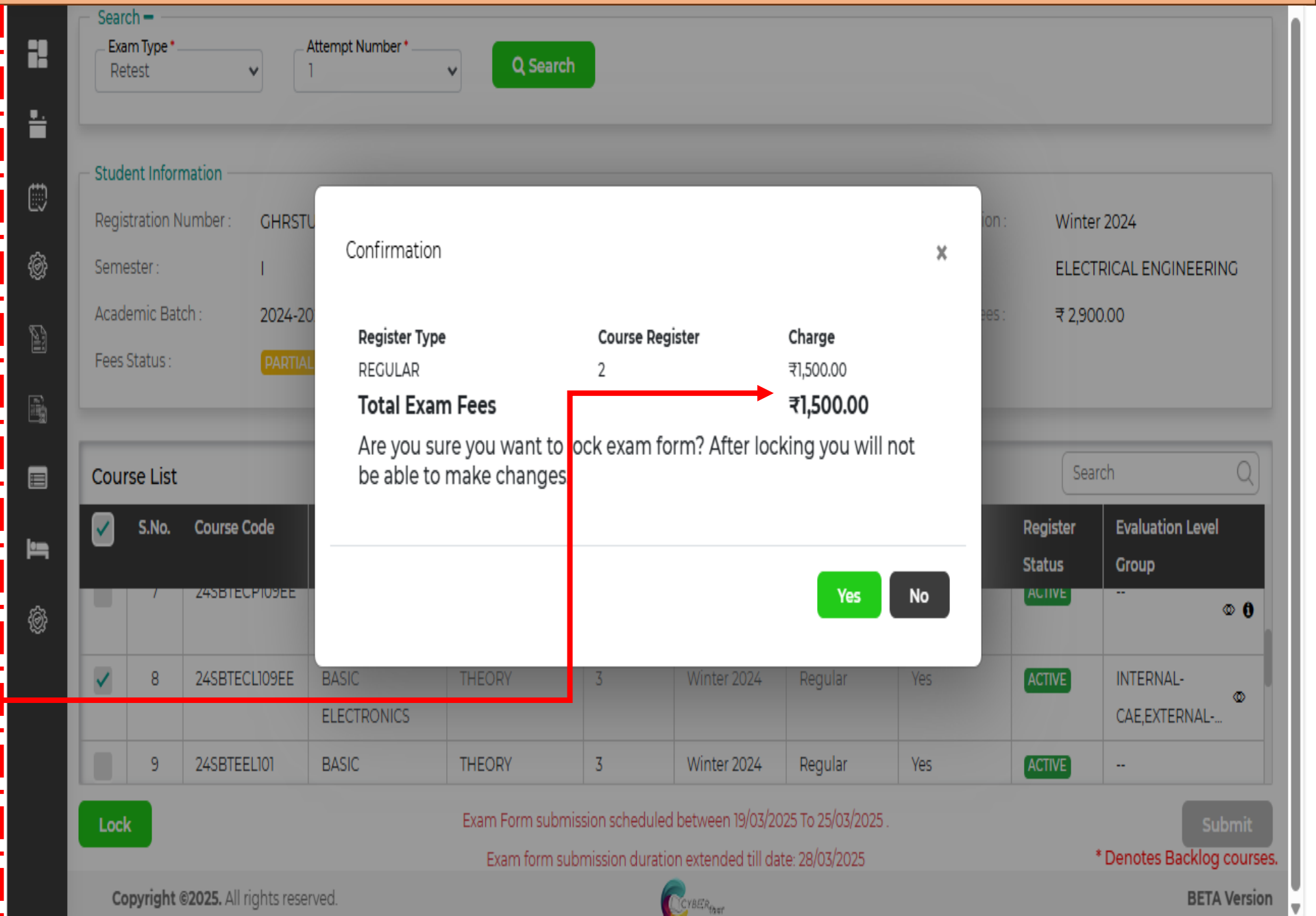


Step-8 Exam Fee Generation

After clicking of "Lock", You will get window as Shown :

On this page student have to check Exam Fee credit wise and click Yes

Note : For regular courses exam fee is 0.00 and click the Yes then fee will be updated in cyber vidya and no refund or remove the said exam fee.



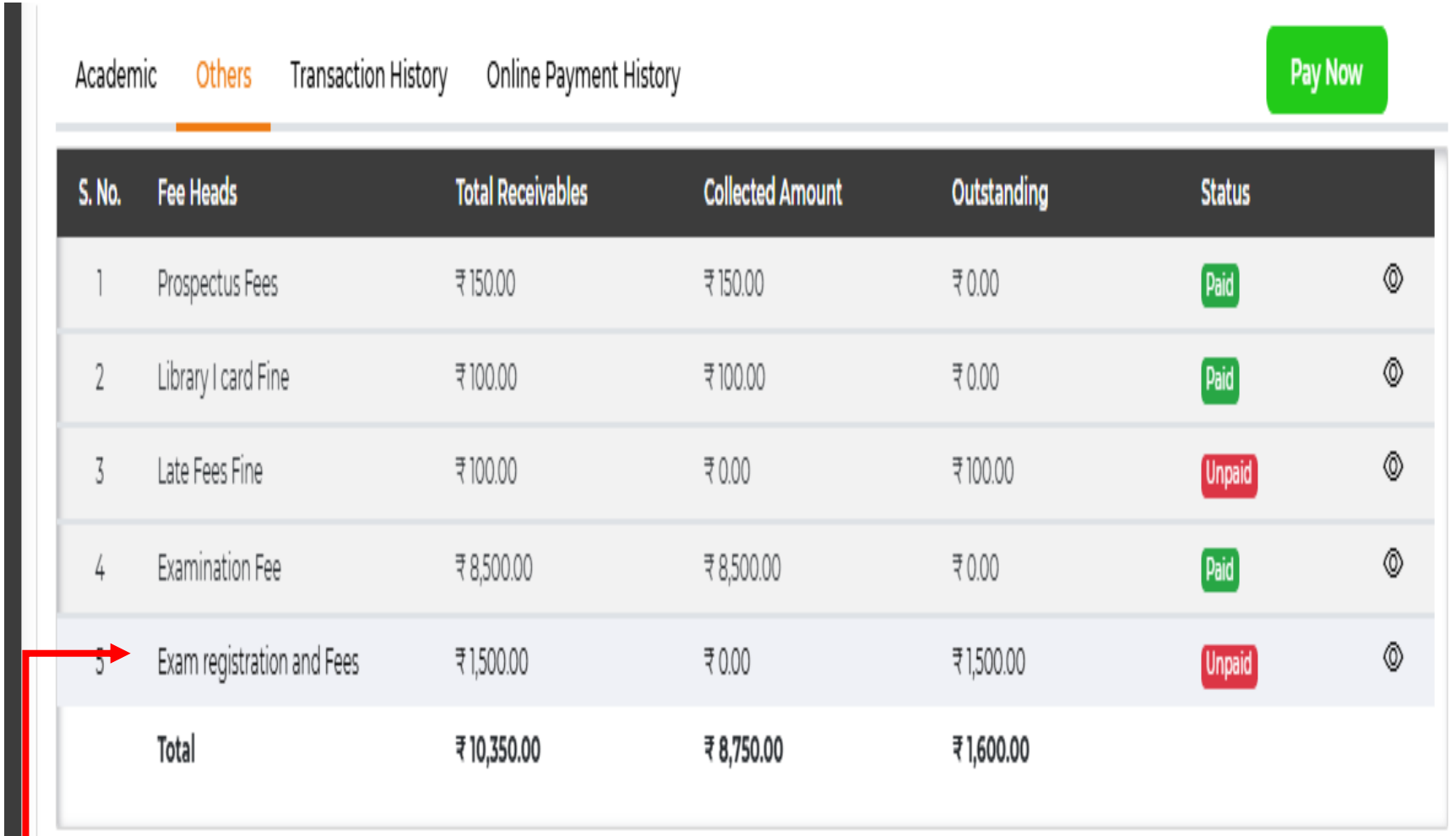
Step-9 Exam Fee Submission

After that go the student fee details

Under that go to the others

You will get window as Shown :

Check examination Fee and Pay



Note : Outstanding needs to be Zero/Nil then only

For any transaction details or failure ,student have to contact Account Section/Departmental MIS coordinator

Step-10: Submission of Exam Form Online

After that click on Submit

After that student will get window as Shown :

Check Exam Form Submitted Status



Final Instructions : "No Entertainment except Technical Error":

- **Check Final status**
- **For any technical Difficulty contact MIS Coordinator (By providing relevant image)**
- **If "Exam Form Submitted" not shown in student Cyber Vidya account status under submission of exam form then such students can't appear for said examinations.**

THANK YOU