Manual
for filling the
Exam Form of RETEST
Through
Cyber Vidya

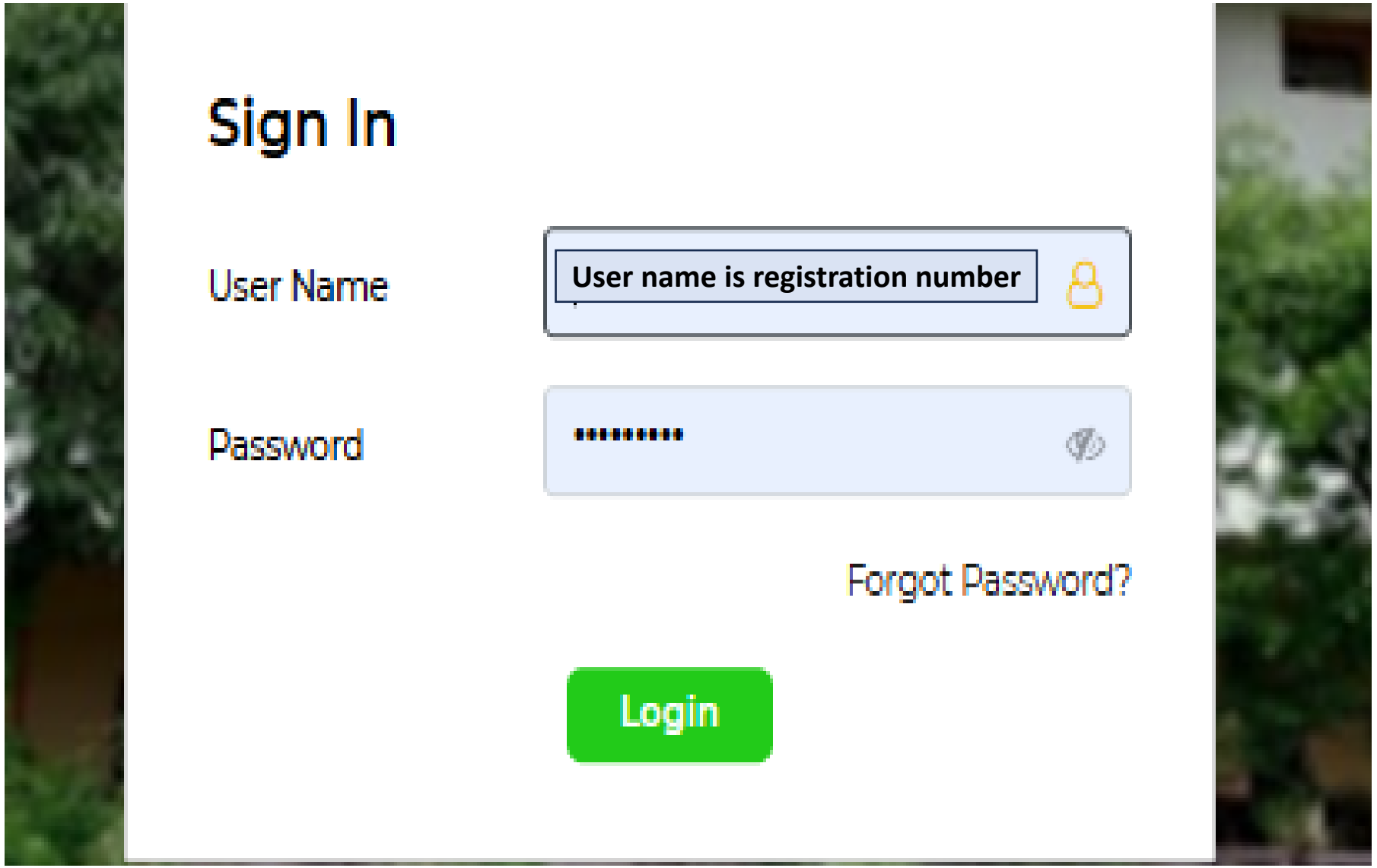
Note: Students data & Deadlines are as per record & notice

Exam Form Filling in Cyber Vidya

Step-1 Log In

For Login use cyber vidya use respective institute instance

Use Credential and login in cyber vidya



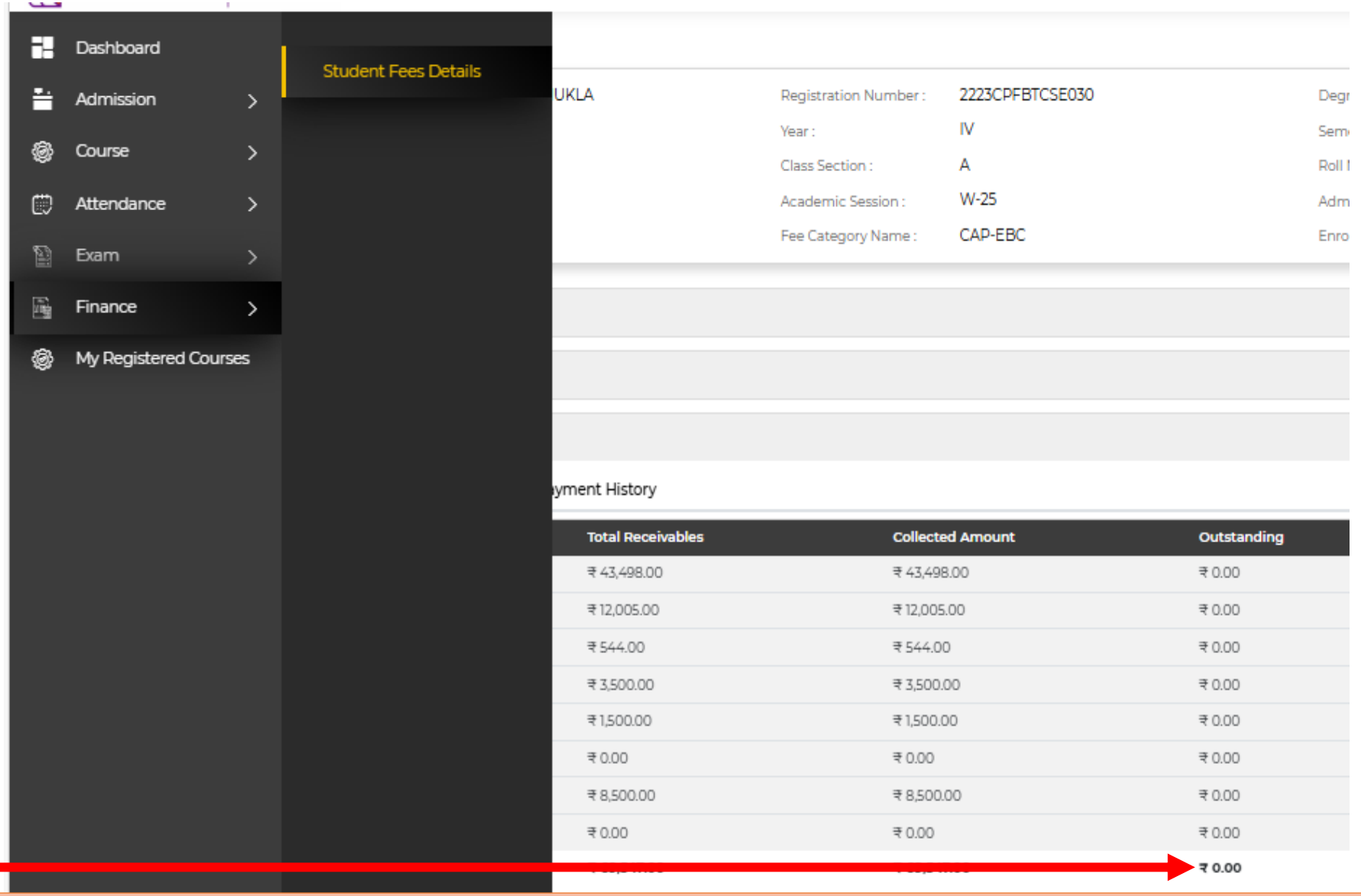
Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

Step-2 Check

Check Outstanding
By
Click the finance
+
Student Fees
Details

Note: Outstanding Must be Zero

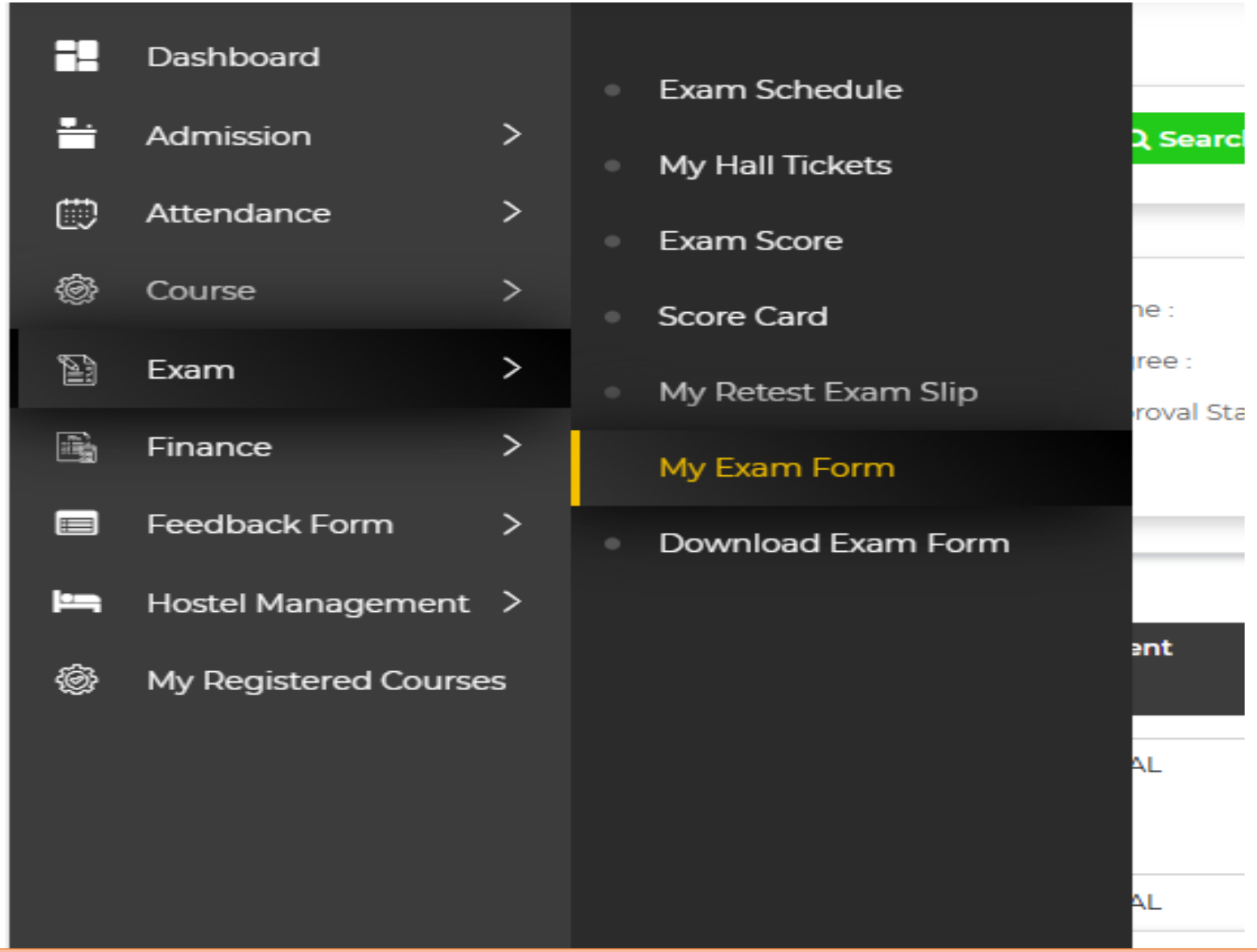


Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

Step-3 Generation of Exam Form

Go to the "My exam form" and click



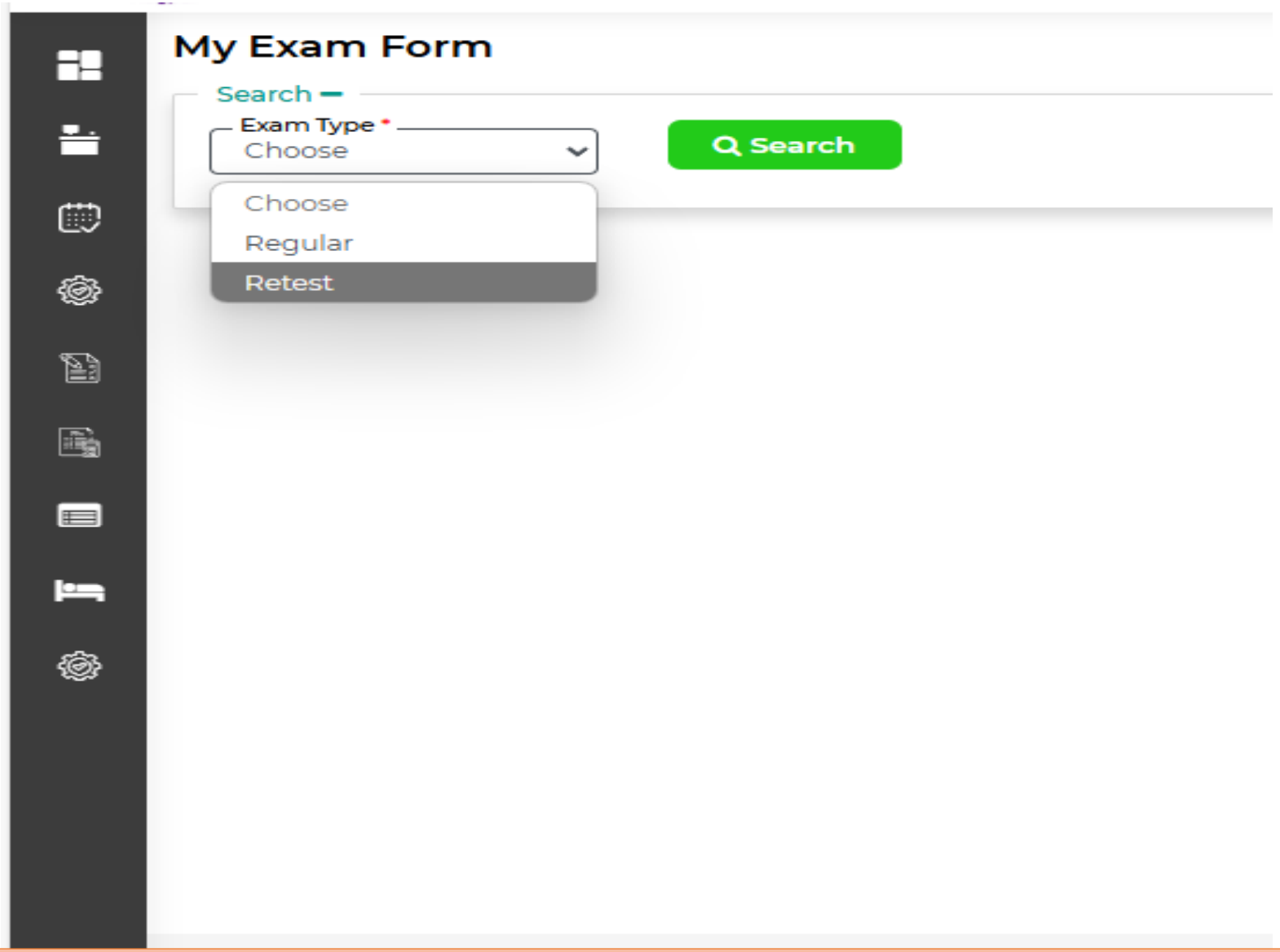
Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

Step-4 Generation of Exam Form

After that select retest and search

After search select attempt number is 1



Note: For Any technical difficulty contact departmental MIS Coordinator

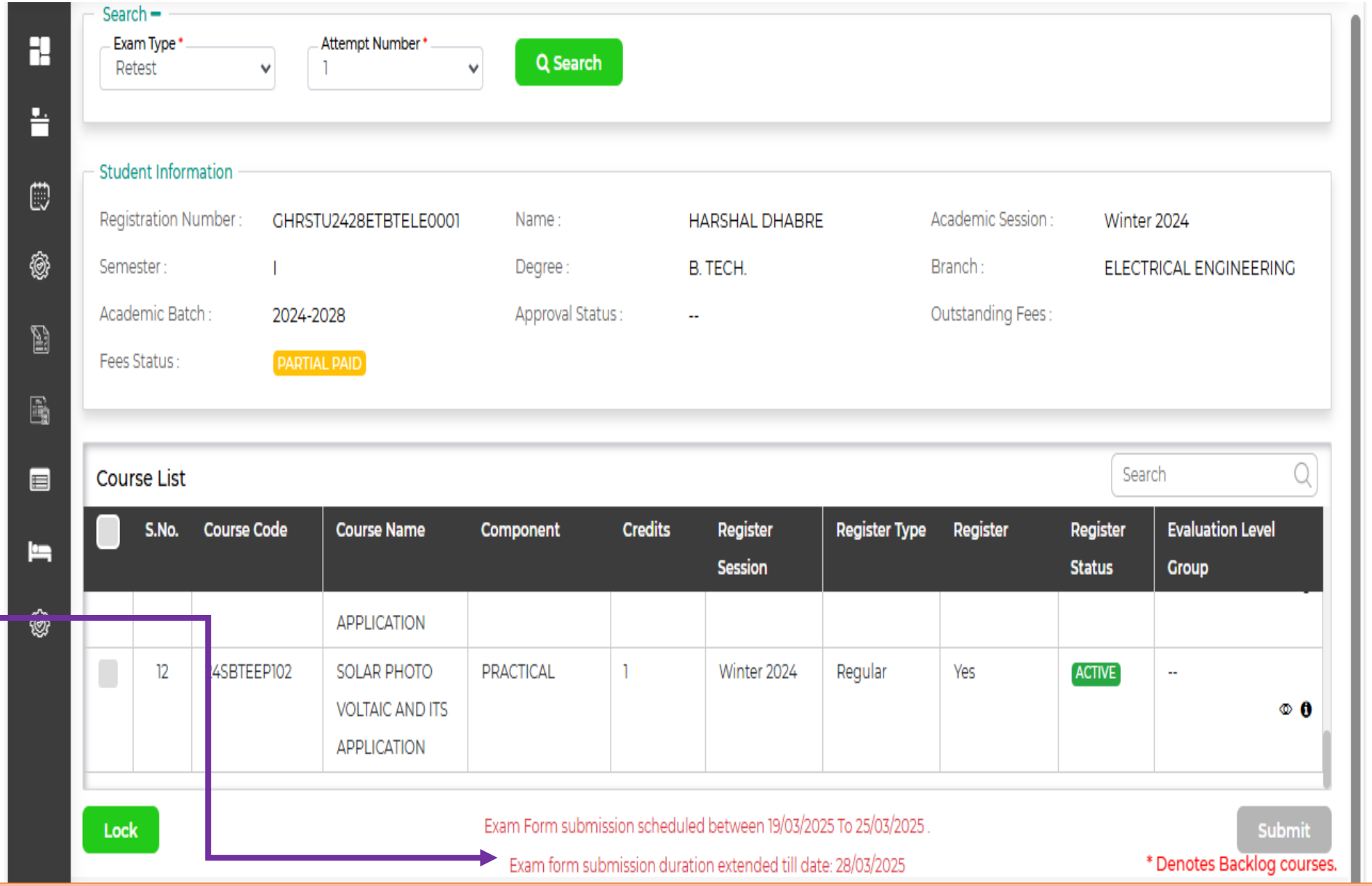
Exam Form Filling in Cyber Vidya

Step-5 Generation of Exam Form

After search, You will get window as shown image

Note: "Exam Form submission duration extended till date" As per Notice

This msg meaning is late fee Rs.500/- applicable As per Notice and after that student cant generate the exam form



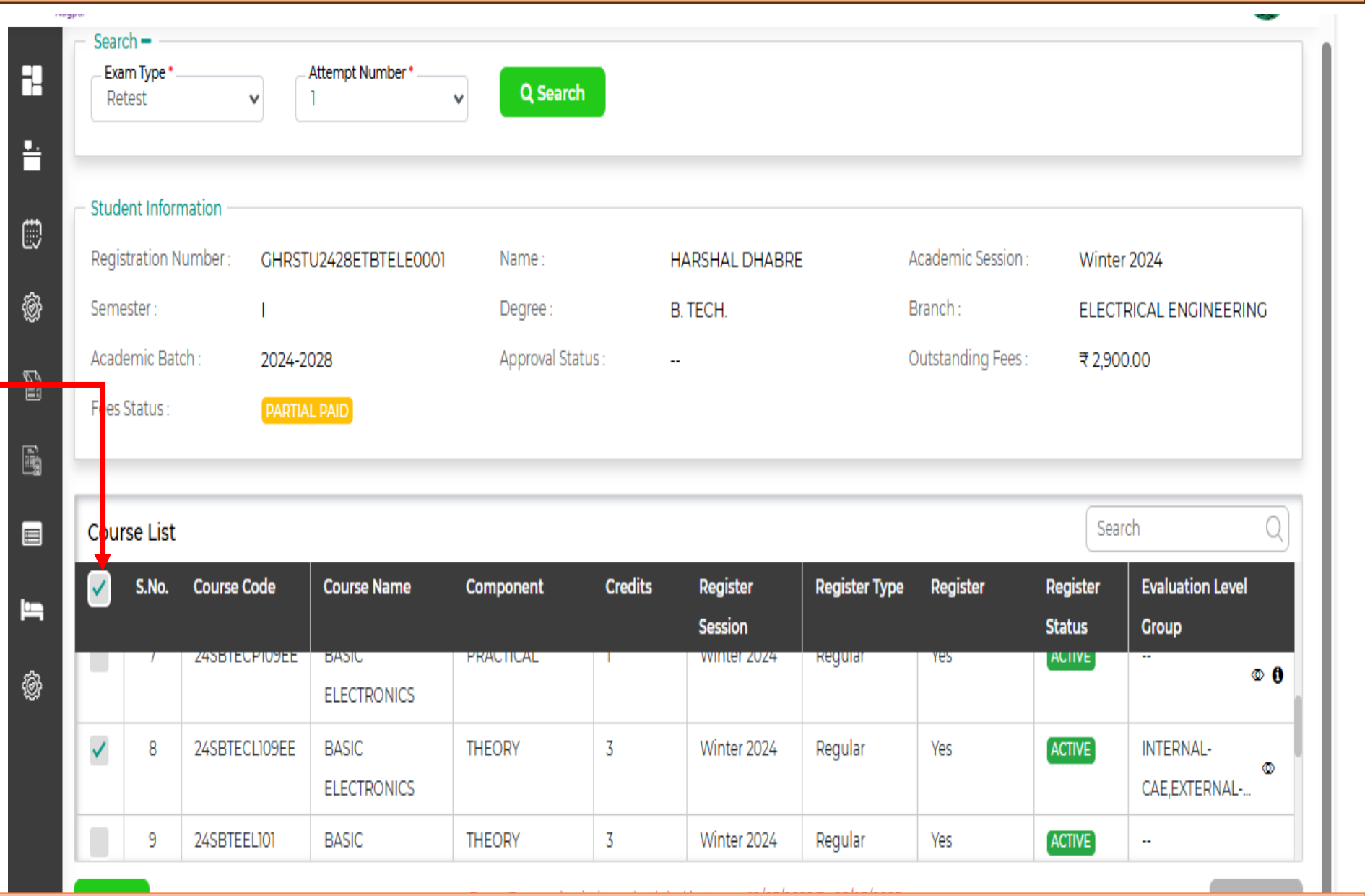
Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

Step-6 Generation of Exam Form

After click to the Course list block, You will get window as Shown :

On this page student have to check failure courses & credits after that select the option Lock



Note: For Any technical difficulty contact departmental MIS Coordinator

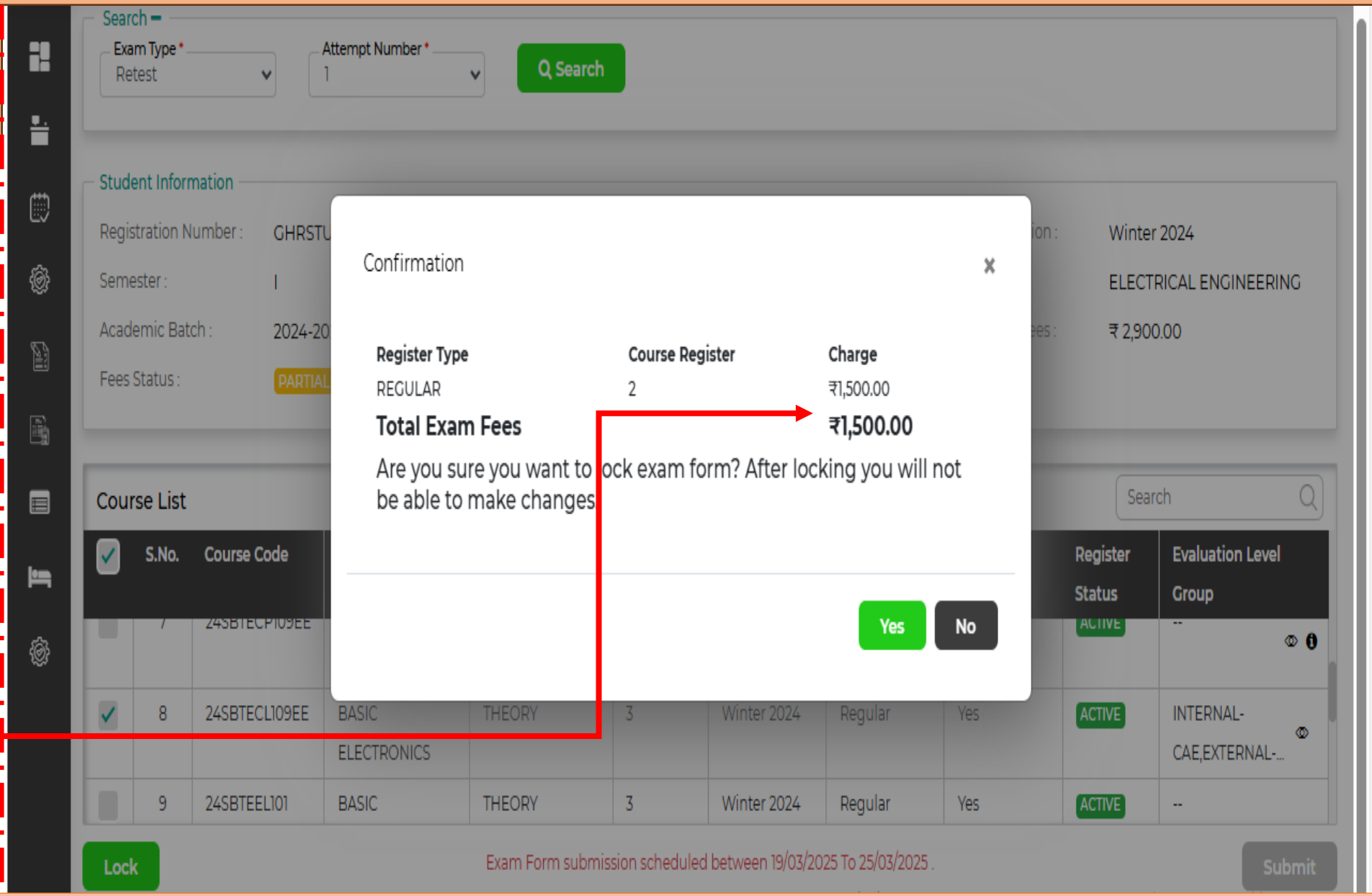
Exam Form Filling in Cyber Vidya

Step-7 Updating of exam Fee

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 : Check the exam fee as per credit and once student click the Yes then fee will be updated in cyber vidya and no refund or remove the said exam fee.



Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

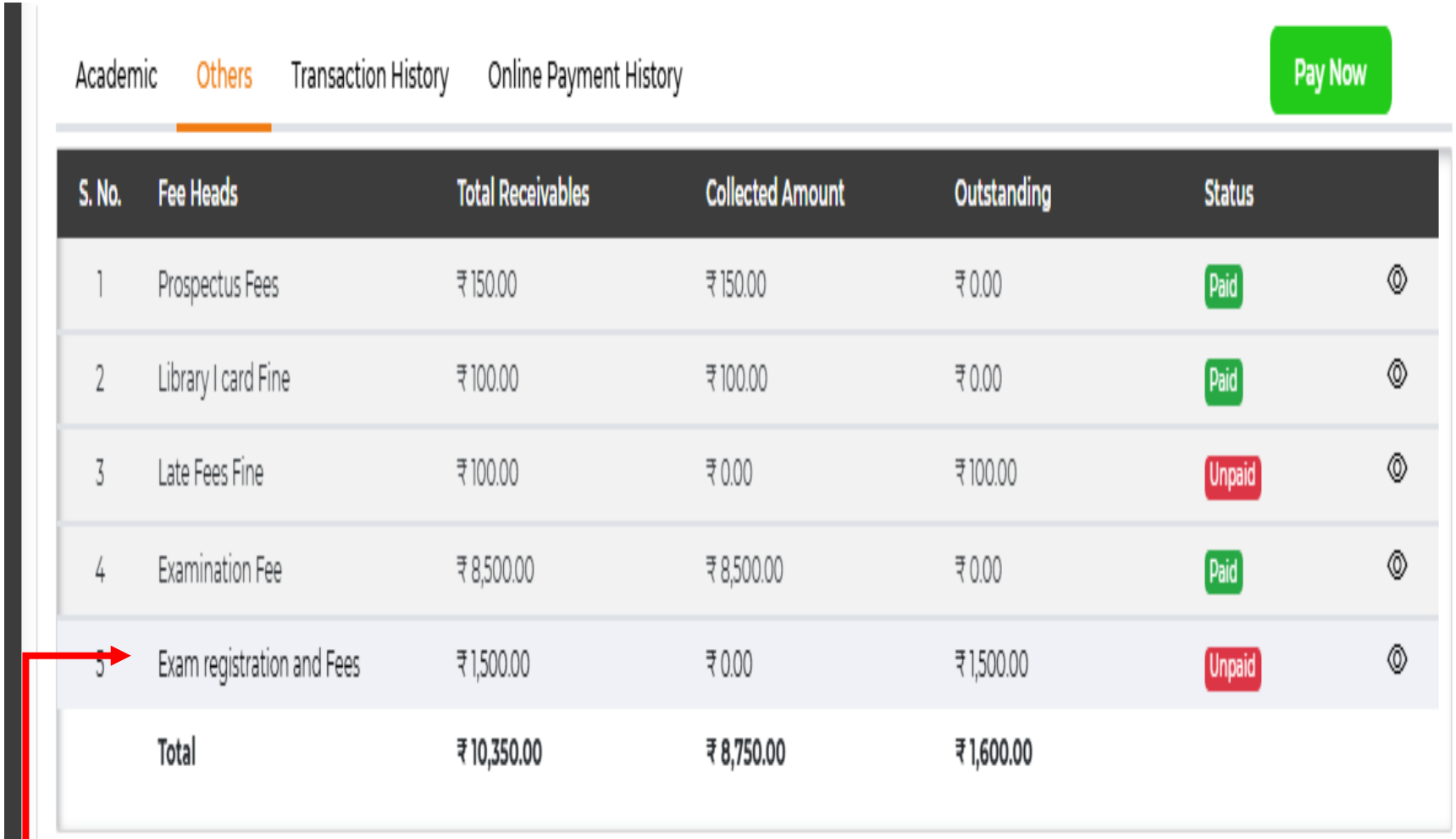
Step-8 Payment of exam Fee

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

Note: For any transaction details or failure ,student have to contact Account Section

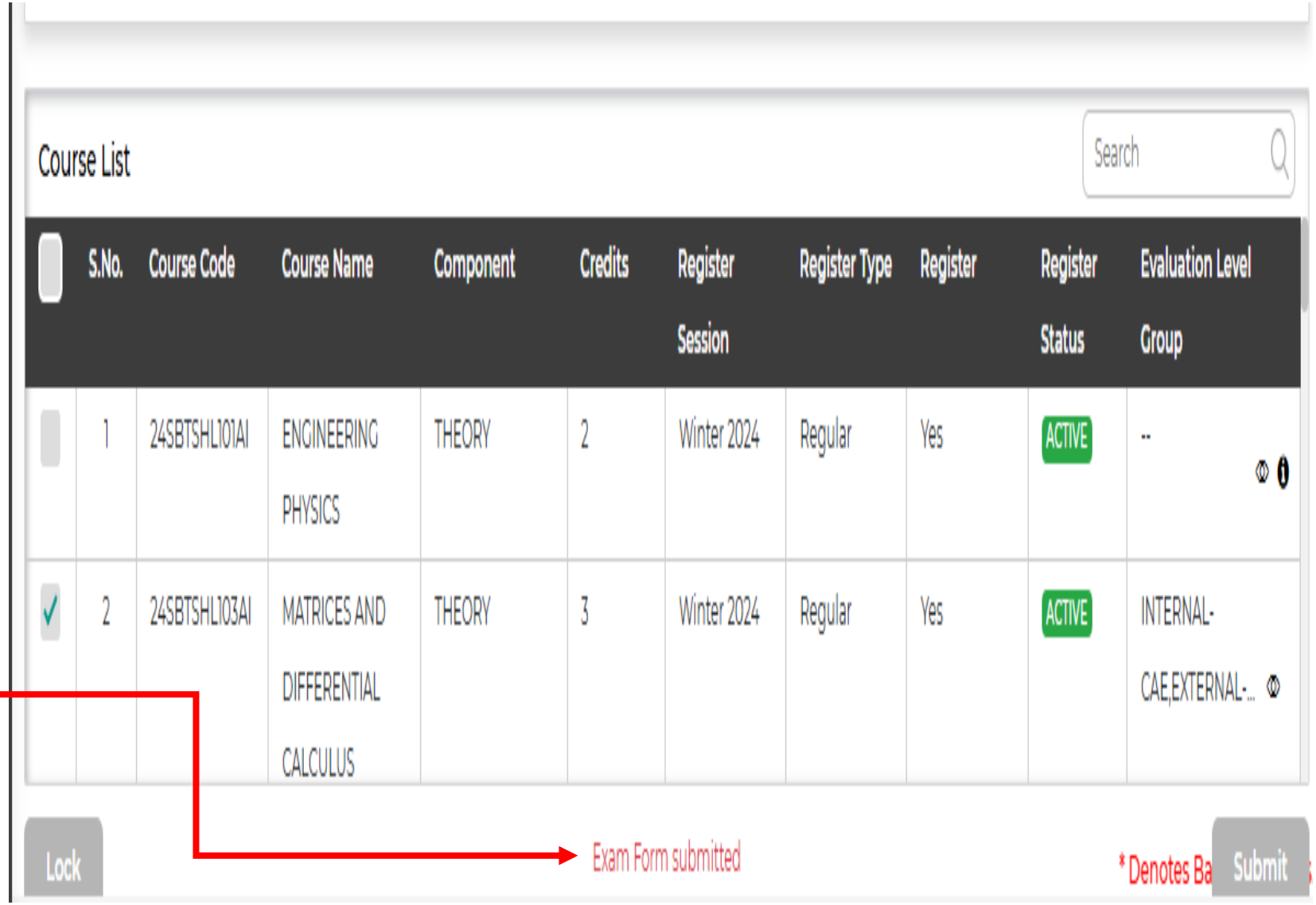
Exam Form Filling in Cyber Vidya

Step-9 Submission of Exam Form Online

After that click on Submit

After that student will get window as Shown :

Check Exam Form Submitted



Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

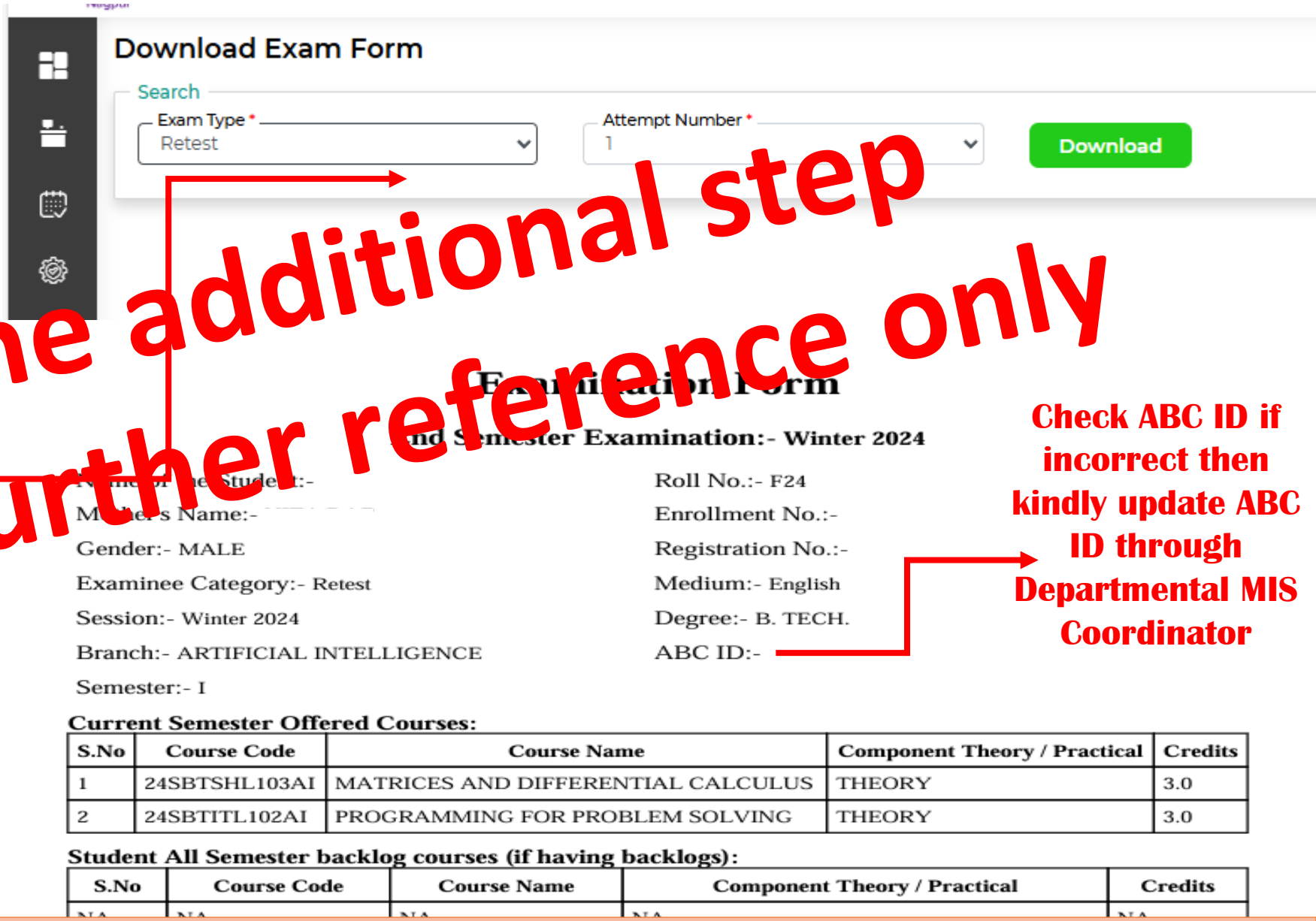
Download of Exam Form

After that go to the Download Exam Form and select Retest

After that student will get window as Shown :

After Downloading the exam form PDF file will be saved in your PC

Forms will be look like as shown image



Note: For Any technical difficulty contact departmental MIS Coordinator

Exam Form Filling in Cyber Vidya

Keep Examination form & receipt with you and download the Admit card from cyber vidya login.

Paste the recent photograph on Admit card.

For any query contact Departmental MIS Coordinator

- **There is no offline exam form process.**
- **No refund will be entertained**
- **Submission of exam forms means showing "Exam form Submitted" in Cyber Vidya**
- **If any student did Online payment that indicates only payment process. It is not exam form submission. Payment date and submission date will be the same duration, if not then late fee is applicable as per above dead line.**