Guidelines to "Part/ ATKT/ On-Demand" Student Subject Selection and Examination Form Generation

Login through **https://erp.spuportal.in/** then Login with your College username and password
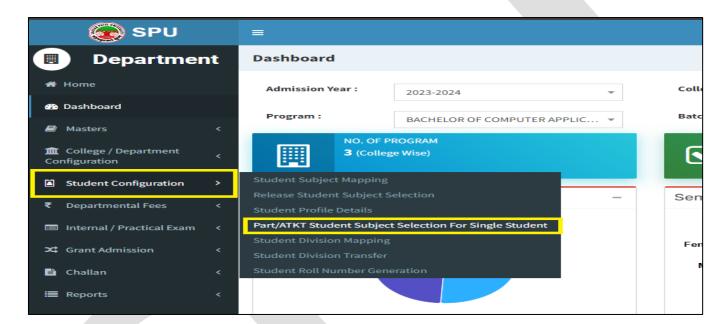
Step-1:

- **Part/ATKT/On-Demand Student Subject Selection**

→*College / Department Management*
      → *Students Configuration*
           → *Add Part/ATKT Student Subject Selection For Single Student*

This page shows a **Part/ATKT/on-demand** Student Subject Selection for a Single Student.

Add Part/ATKT Student Subject Selection For Single Student

Note: Please start this process of Subject Selection for consented Students for Special Exam and Part/ATKT Subject Selection for non-consented Students for Regular Exams only once the Student Consent Process is Over.

Admission Year : *	2023-2024
Faculty : *	FACULTY OF SCIENCE
Program Name : *	BACHELOR OF COMPUTER APPLICATION (4 YEAR)
Academic Batch Name : *	B.C.A. (2023-24)
Term : *	B.C.A. (4 YEAR) - 1
Exam : *	B.C.A. (4 YEAR) (FIRST SEMESTER) - December, 2023

[Freeze] [UnFreeze]

Select the appropriate option. click on the freeze button, and the following screen will be displayed.

Subject Selection for Academic Year – Select Year of which the students have to appear in exam.

From "student Name", select students one by one, Verify the subjects of each student, and press the 'Submit' button one by one for every student.

Step-2:
Examination form generation and Verification

1

 a. Click on the **"Home button"**
 b. Click on the 'UMS' button from the Dashboard.
 c. From the "Pre-Examination" Menu, select the 'Generate Provisional Exam Form" option. The following screen will be displayed.

Generate Provisional Exam Form

College *	SARDAR VALLABHBHAI PATEL INSTITUTE OF COMPUTER APPLICATION
Program *	BACHELOR OF COMPUTER APPLICATION (4 YEAR)
Program Term *	B.C.A. (4 YEAR) - 1
Exam *	B.C.A. (4 Year) (First Semester) (On Demand)
Exam Type *	☑ Part

Freeze

- Exam Type Must be selected as | Exam Type * ☑ Part | Part. Then Click on the **Freeze** Button. The following screen will be displayed.

Generate Provisional Exam Form   Home > Generate Provisional Exam Form

College *	SARDAR VALLABHBHAI PATEL INSTITUTE OF COMPUTER APPLICATION
Program *	BACHELOR OF COMPUTER APPLICATION (4 YEAR)
Program Term *	B.C.A. (4 YEAR) - 1
Exam *	B.C.A. (4 Year) (First Semester) (On Demand)
Exam Type *	☑ Part

Un-Freeze

Student Details:

☐	Sr No.	SP ID	Enrolment No	Name	Father Name	Surname	Academic Batch	Enrolment Year	Specialization / Major Type Name
☐	1	2023010633	2310040852(ABCID:)	JAYKUMAR	HITESHBHAI	PATEL	B.C.A. (2023-24)	2023-2024	

Note : On click of Generate, Provisional Exam Forms would be generated with Latest available Subject Selection from College/Department.
Student should approach their College/Department and make necessary changes of their Subject Selection before Submitting Final Exam Forms for Verification.

Generate

 d. From the above screen select all students and press the **'Generate'** button.
 e. Then, press the **'OK'** button.

2

a. For college verification from the "Pre-Examination" Menu, Select the **"Examination Form & College Verification"** option. The following screen will be displayed.

b. Select the appropriate option. The following screen will be displayed.

- Select the Student then Find button Click. Show the form below. The following screen will be displayed.

- Select Answering language then Submit the form.

Examination Form & College Verification

College *	SARDAR VALLABHBHAI PATEL INSTITUTE OF COMPUTER APPLICATION ▼
Program *	BACHELOR OF COMPUTER APPLICATION (4 YEAR) ▼
Program Term *	B.C.A. (4 YEAR) - 1 ▼
Exam *	B.C.A. (4 Year) (First Semester) (On Demand) ▼

Un-Freeze

Enrolment No *	2023010633 - JAYKUMAR HITESHBHAI PATEL [PART] ▼	**Find**

Student Details:

Student Name *	JAYKUMAR HITESHBHAI PATEL	**Date of Birth** *	12/04/2004
SP ID *	2023010633	**Exam Type** *	○ Regular ● Part ○ ATKT
Answering Language *	English ▼	**Is Payment Done by Student at College / Department ?** *	☐
Fee Amount *	1007.0000	**Syllabus Academic Batch** *	B.C.A. (2023-24)
Principal Subject / Specialization *	--		

Subject Details:

Show [10 ▾] entries

Search: [   ]

Sr No.	Subject Group Name	Subject Name
Search	Search	Search
1	DISCIPLINE SPECIFIC COURSE CORE (MAJOR)	US01MABCA01 - Programming Fundamentals Using C
2	IKS/VALUE- ADDED COURSE	US01IKBCA08 - Indian Knowledge System

Showing 1 to 2 of 2 entries

Previous | **1** | Next

Submit **Change Student Subject Selection**

a. Press the 'Submit' button, if the data is ok. If you want to change then press 'Change student subject selection'.

b. Press 'OK' button from the next screen for confirmation.

c. Do the same process one by one for all students' examination form verification.

a. For Payment receipt from the "Pre-Examination" Menu, Select 'Applicant List for Payment (Exam Activity Wise)" option. The following screen will be displayed.

Applicant List For Payment (Exam Activity Wise)   🏠 Home > Appli

Activity *	Examination Form ▾
College *	--Please Select-- ▾
Faculty *	-- Please Select -- ▾
Program *	-- Please Select -- ▾
Program Term *	-- Please Select -- ▾
Exam *	--Please Select-- ▾
Exam Type *	--Please Select-- ▾

View

b. Select the appropriate option and press the 'View' button. The following screen will be displayed

Applicant List For Payment (Exam Activity Wise)   🏠 Home > Applicant List For

Activity *	Examination Form ▾
College *	SARDAR VALLABHBHAI PATEL INSTITUTE OF COMPUTER APPLICATION ▾
Faculty *	FACULTY OF SCIENCE ▾
Program *	BACHELOR OF COMPUTER APPLICATION (4 YEAR) ▾
Program Term *	B.C.A. (4 YEAR) - 1 ▾
Exam *	B.C.A. (4 Year) (First Semester) (On Demand) ▾
Exam Type	Part ▾

View

ExamForm Student List:

☐	Enrolment No	SPDID No	Student Name	Student Batch	Exam Type	Payment Done By Student At College
☐	2310040852	2023010633	PATEL JAYKUMAR HITESHBHAI	B.C.A. (2023-24)	PART	No

Submit

c. Select all students and press the 'Submit' button, then after the following screen will be displayed and an Examination fee receipt will be generated.

Dashboard

Activity	Examination Form
Payment Activity Name	Exam Fees for 2023-2024 Exam - M.SC. (MATERIALS SCIENCE) (FIRST SEMESTER)
Payment No	EF23092600000002
Payment Mode *	-- Please Select -- ▾
Total Amount	7173.00
No of Student	9

નોંધ :
(1) પેમેન્ટ કર્યા પછી ફરજીયાત પેમેન્ટની રસીદ જનરેટ કરવાની રહેશે.
(2) પેમેન્ટ સંબંધીત કોઇ મુશ્કેલી હોય તો જે - તે બેંકનાં ટોલ ફ્રી નંબર ઉપર સંપર્ક કરવાનો રહેશે. ઉદાહરણ તરીકે : **SBI Toll free Number – 18001234**
(3) **Online Payment, SBI Branch Payment** (૧૨ કલાક પછી) **NEFT/RTGS** (૨૪ કલાક પછી) જેવા તમામ કિસ્સામાં **Payment Status Pending** હોય તો ફરીથી **Recon Button** ઉપર **Click** કરવાનું રહેશે.
(4) ઓનલાઇન પેમેન્ટ કર્યા બાદ વિદ્યાર્થીએ / કોલેજએ ૭ (સાત) દિવસમાં **Payment Status** ચેક કરી લેવું અને ઓનલાઇન પેમેન્ટ કિસ્સામાં બે વાર પેમેન્ટ થઇ જાય ત્યારે યુનિવર્સિટી ખાતે જે - તે ફેકલ્ટી / સેકશનને તેની જાણ કરવાની રહેશે, આઠ દિવસની સમય મર્યાદા બાદ યુનિવર્સિટીની કોઇ જવાબદારી રહેશે નહીં.
(4) **You can trace your transaction status on given link: Click Here**
(5) **Further, you are requested to raise the complaints through SBIEPAY Complain Management Portal for proper tracking of complaint. Click Here**