



સરદાર પટેલ યુનિવર્સિટી

(નિવર્તન) ટીક ઓફ ઓફિસ ઓફ ટીક

નિકેટ ઓફિસ ઓફ ટીક ઓફ ટીક

નેક એકેડિમિક ગ્રેડ "એ"

(૧૦-૦૧-૨૦૨૩ થી ૦૯-૦૧-૨૦૨૮)

સરદાર પટેલ યુનિવર્સિટી

કેમ્પસ, વડોદરા-૩૯૦૦૦૧

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પરીક્ષા વિભાગ

અગત્યનો પરિપત્ર

વિષય: સ્નાતક કક્ષાના પ્રથમ સેમેસ્ટરનાં (એકેડેમિક વર્ષ - ૨૦૨૩-૨૪નાં વિદ્યાર્થીઓ) પરીક્ષા ફોર્મ બાબત.

સંદર્ભ: (૧) તારીખ: ૨૪/૦૭/૨૦૨૩ના રોજનું પરીક્ષાનું જાહેરનામા ક્રમાંક: ઈ-૧/૧૨૫૧

(૨) તારીખ: ૨૮/૦૭/૨૦૨૩ના રોજ અગત્યનો પરિપત્ર ક્રમાંક: ઈ-૩/૧૨૯૧

આથી યુનિવર્સિટી સંલગ્ન વિભાગના વડાશ્રીઓ / કોલેજનાં આચાર્યશ્રીઓ / ઇન્સ્ટીટ્યુટ્સના નિયામકશ્રીઓને ઉપરોક્ત વિષય તથા સંદર્ભના અનુસંધાનમાં જણાવવાનું કે સ્નાતક કક્ષાના પ્રથમ સેમેસ્ટર એકેડેમિક વર્ષ-૨૦૨૩-૨૪માં પ્રવેશ લીધેલ વિદ્યાર્થીઓના પરીક્ષાના ફોર્મનીચે દર્શાવ્યા પ્રમાણે ભરવાના રહેશે. જે આપની જાણ સારૂ.

Under Graduate - Semester – 1 (Regular Students)

1	Date of Commencement of Examination	30-11-2023
2	Last date for Departments/Colleges to submit their exam forms on the SPU Portal (For Online Students Only)	14-10-2023
3	Dates for Departments/Colleges to Submit Exam Forms and Fees to the Examination Section	16-10-2023 To 18-10-2023
4	Late Fee	Late Fee ₹500/- (Total Fee = Exam Fee + ₹500/-)
		Late Fee ₹500/- + Penalty ₹1000/- (Total Fee = Exam Fee + ₹1500/-)
5	No form will be Accepted (25-11-2023)	3 days before to the Date of Examination

યુનિવર્સિટી પોર્ટલ તારીખ: ૧૬/૧૦/૨૦૨૩થી ૧૮/૧૦/૨૦૨૩ સુધી બંધ રહેશે. ત્યારબાદ તારીખ: ૧૯/૧૦/૨૦૨૩થી લેટ ફી સાથે પોર્ટલ ખોલવામાં આવશે.

વધુમાં સદર બાબતની સંપૂર્ણ માર્ગદર્શિકા (Guideline) આ સાથે બિડાણથી સામેલ છે. તેમજ યુનિવર્સિટી વેબસાઇટ પર મુકવામાં આવેલ છે. જે આપને વિદિત થાય.

નંબર: ઈ-૩/૧૭૬૨

તારીખ: ૦૩/૧૦/૨૦૨૩

વલ્લભ વિદ્યાનગર


કુલસચિવ

નકલ સવિનય રવાના:

(૧) ડાયરેક્ટરશ્રી, કોમ્પ્યુટર સેન્ટર, સરદાર પટેલ યુનિવર્સિટી વલ્લભ વિદ્યાનગર.

(૨) યુનિવર્સિટી સંલગ્ન વિભાગના વડાશ્રીઓ / કોલેજનાં આચાર્યશ્રીઓ / ઇન્સ્ટીટ્યુટ્સના નિયામકશ્રીઓ તરફ જરૂરીજાણ સારૂ તથા યોગ્ય કાર્યવાહી સારૂ.

Guidelines to PG Departments/Colleges for Subject Mapping and Examination Form Generation

There are two Process :

- 1 Subject Mapping
- 2 Examination Form Generation and Verification

Process 1 : Subject Mapping

Step – 1

Login using URL: <https://ums.spuportal.in>

Click on ‘College / Department Management’ button. Following screen will be displayed.

The screenshot displays the SPU Department Management dashboard. The interface includes a sidebar with navigation options like Home, Dashboard, College / Department Configuration, Student Configuration, and Reports. The main dashboard area features several widgets:

- Admission Year:** 2023-2024
- College:** P.G. Department of Materials Science
- Program:** Master of Science (Materials Science)
- Batch:** MASTER OF SCIENCE (MATERIALS ...)
- Semester:** M.Sc. (Materials Science) Semester...

Key statistics are shown in colored boxes:

- NO. OF PROGRAM:** 3 (College Wise)
- NO. OF STUDENT:** 9 (College Wise)
- NO. OF TEACHER:** 2 (College Wise) and 0 (College Wise/Working/Teacher)

Two main data visualization widgets are present:

- Program Wise Student:** A pie chart showing a single blue segment representing 100% of the students.
- Semester Category And Gender Wise Student:** A table showing student counts by gender and category.

	EWS	GENERAL	SC	SEBC	ST
Female	0	0	0	0	0
Male	1	5	0	1	0

Below this is a horizontal bar chart for the same data. Another table shows **Semester Result Category And Gender Wise Student** with columns for various result categories (Absent, Absent DR..., CANCELLED, D.U.O, DEPTED, FM, FORG. WITHD..., PAB, RAJ, REGRAD, WOLTS, WITHHELD) and rows for Female and Male, all showing zero counts.

The **Goal Completion Student** widget shows progress for:

- Division Mapping: 0/9
- Subject Selection: 9/9
- Roll No. Generation: 0/9

At the bottom, there are two empty tables for **Students Applied for College Transfer in Other Colleges**, each with columns for Sr. No., Current Program, Transfer to Program, No. of Total Students, No. of Verified Students, and No. of Currently Allotted Students.

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Step – 2

- From „College/Department Configuration“ menu Click on „College / Department Subject Mapping“ button. Following screen will be displayed.
- Click on „+“ button to mapping subject.
- Select appropriate option according your college from following screen

Department

View College / Department Subject Mapping Details

+ Add

Admission Year : * 2023-2024

College / Department : * - Select All -

Program Name : * -Please Select-

Academic Batch Name : * -Please Select-

Show 10 entries per page Search:

Sr. No.	Admission Year	College / Department Name	Program Name	Academic Batch Name	Term	No. of Subjects	Edit	Delete
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Step – 3

- Following screen will be displayed.
- All compulsory subjects are already selected. You have to select only Elective Subjects which are your college offered.
- Then, press submit button.

SPU

Department

Add College / Department Subject Mapping Details

Admission Year : * 2023-2024

College / Department : * P.G. Department of Materials Science

Program Name : * Master of Science (Materials Science)

Academic Batch Name : * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)

Term : * M.Sc. (Materials Science) Semester - I

Subject Details

No.	Subject Details
CORE COURSE :	
<input checked="" type="checkbox"/>	PS01CMTS51 - BASIC CONCEPTS IN MATERIALS SCIENCE (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS52 - INTERFACIAL ASPECTS OF MATERIALS SCIENCE (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS53 - THIN FILM MATERIALS (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS54 - POLYMER SCIENCE (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS55 - PRACTICALS - I (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS56 - PRACTICALS - II (Credit : 4.00)
<input checked="" type="checkbox"/>	PS01CMTS57 - COMPREHENSIVE VIVA (Credit : 1.00)

Submit Cancel

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Step – 4

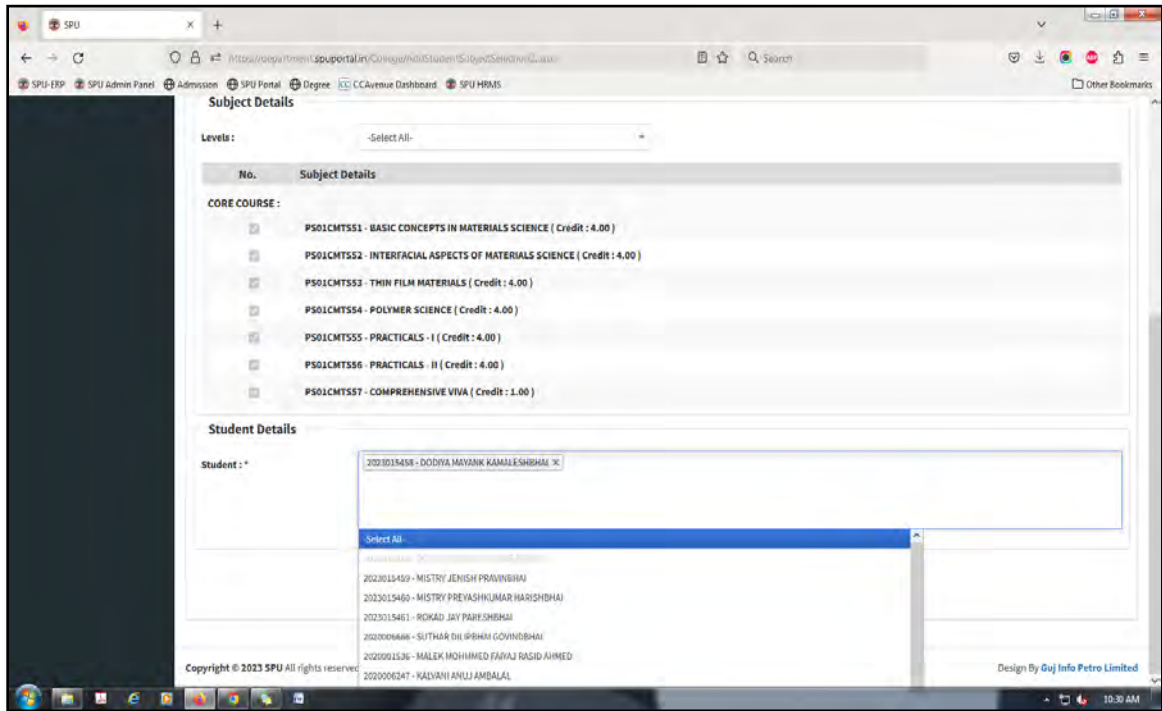
- a. From „Student Configuration“ menu Click on „Student Subject Mapping“ button. Following screen will be displayed.

The screenshot shows the 'View Student Subject Mapping Details' interface. It includes a sidebar with navigation options: Home, Dashboard, Masters, College / Department Configuration, Student Configuration, and Reports. The main area features a header with the SPU logo and user information. Below the header, there are filter fields for Admission Year (2023-2024), College / Department Name, Program Name, and Academic Batch Name. A search bar and a table with columns for Sr. No., Academic Year, College / Department Name, Program Name, Academic Batch Name, Term, Enrollment No., Student Name, Type, Is MBP Subject Selection?, View, Edit, and Delete are also present. The table currently displays 'No data available in table'.

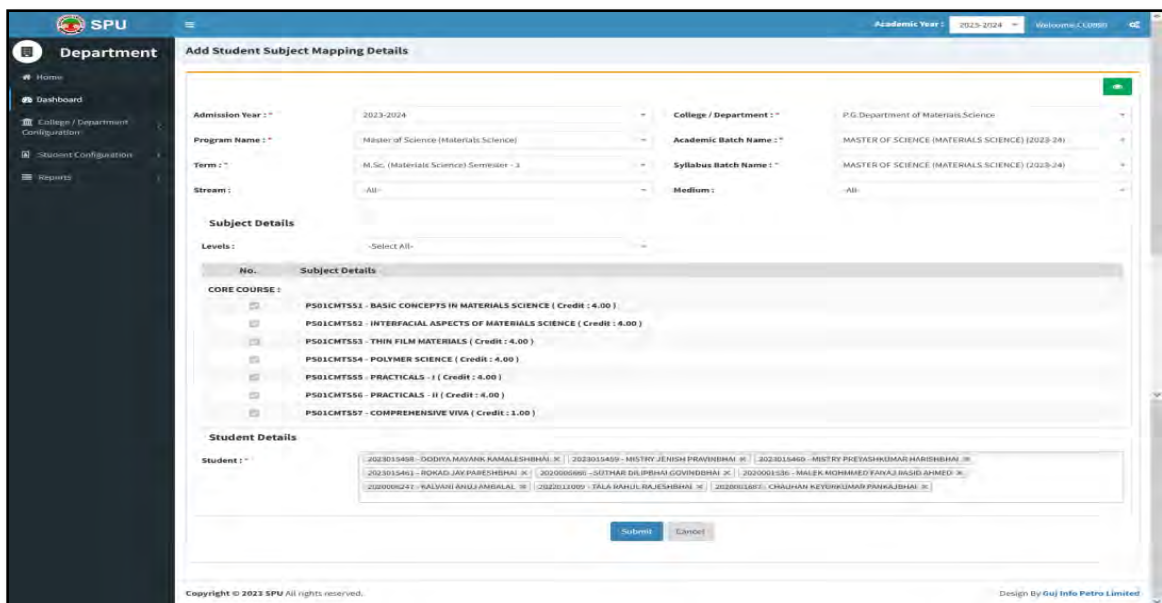
- b. Click on „+“ button to mapping subject to students.
- c. Select appropriate option according your college from the screen which will be displayed.

The screenshot shows the 'Add Student Subject Mapping Details' interface. It includes a sidebar with navigation options: Home, Dashboard, College / Department Configuration, Student Configuration, and Reports. The main area features a header with the SPU logo and user information. Below the header, there are filter fields for Admission Year (2023-2024), College / Department (PG.Department of Materials Science), Program Name (Master of Science (Materials Science)), Academic Batch Name (MASTER OF SCIENCE (MATERIALS SCIENCE) [2023-24]), Term (M.Sc. (Materials Science) Semester - I), Syllabus Batch Name (MASTER OF SCIENCE (MATERIALS SCIENCE) [2023-24]), Stream (-All-), and Medium (-All-). Below these are sections for Subject Details (Levels, No., Subject Details) and Student Details (Student). The Subject Details section lists several core courses with checkboxes. The Student Details section has a 'Select Students' dropdown. At the bottom, there are 'Submit' and 'Cancel' buttons.

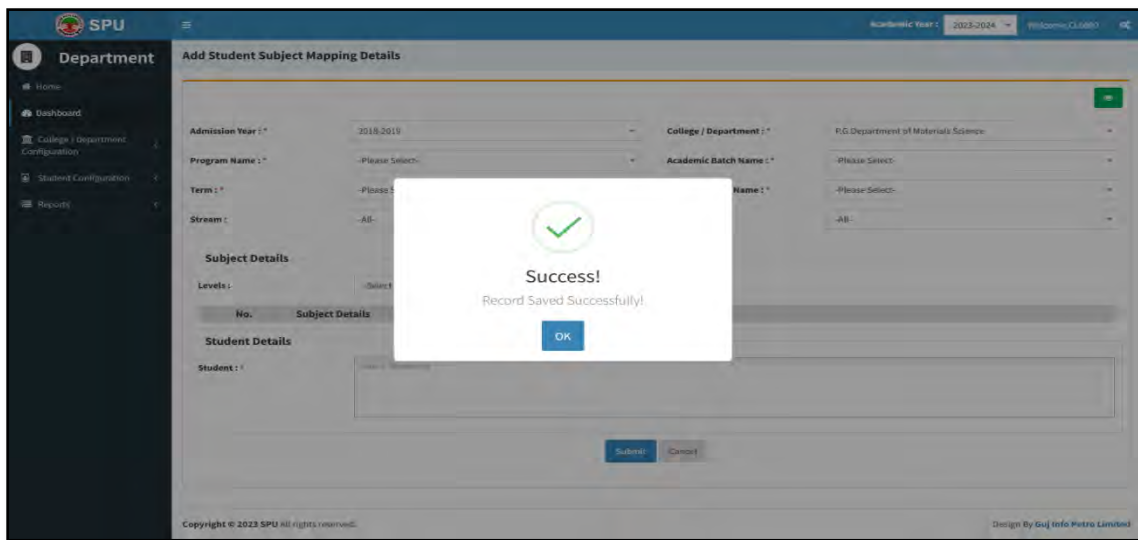
- d. After selection, list of subject will be displayed.
- e. Select group of elective subject.
- f. From „Student“ box, you can either select „Select All“ option if all the students have same subject or select individual student or multiple students at a time.



- g. Following screen will be displayed. All selected students are displayed on „Student Box“.



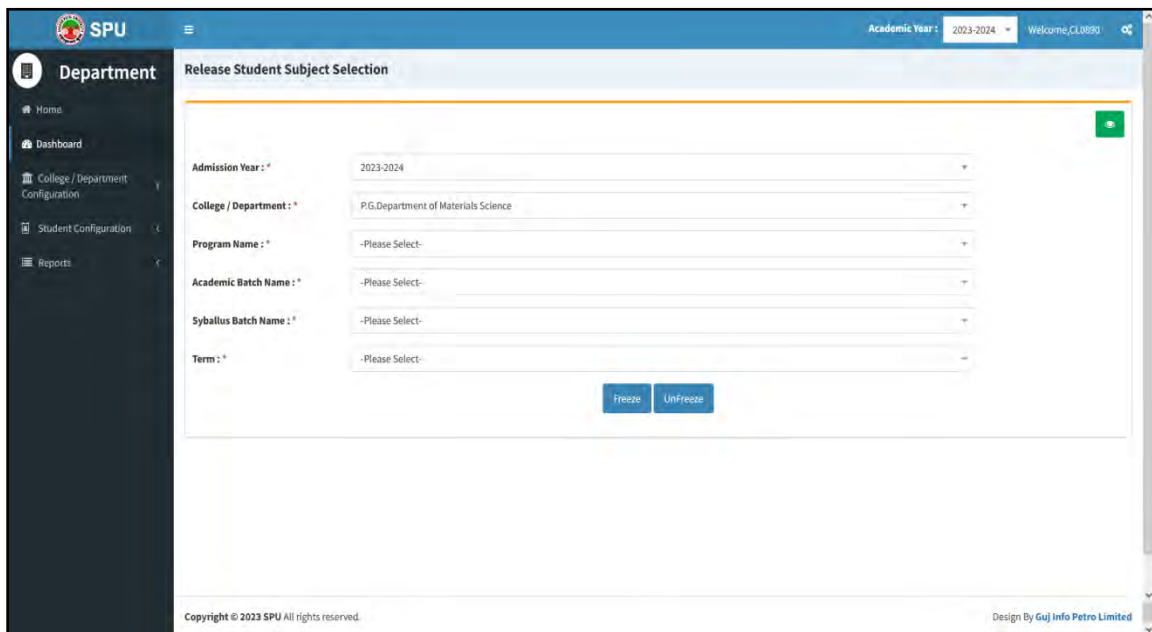
- h. Press „Submit“ button.
- i. Save record by press „Save button.



- j. Do same for other groups of students also.

Step – 5

- a. After completing subject mapping to students, now go to **Student Configuration → Release Student Subject Selection**
- b. Following screen will be displayed.



c. Select appropriate option from above screen. Screen will look like as below.

SPU Department

Academic Year: 2023-2024 Welcome, CL0890

Release Student Subject Selection

Admission Year: * 2023-2024

College / Department: * P.G.Department of Materials Science

Program Name: * Master of Science (Materials Science)

Academic Batch Name: * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)

Syllabus Batch Name: * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)

Term: * M.Sc. (Materials Science) Semester - I

Freeze UnFreeze

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d. Press „Freeze” button then after page will be displayed as below:

SPU Department

Academic Year: 2023-2024 Welcome, CL0890

Release Student Subject Selection

Admission Year: * 2023-2024

College / Department: * P.G.Department of Materials Science

Program Name: * Master of Science (Materials Science)

Academic Batch Name: * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)

Syllabus Batch Name: * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)

Term: * M.Sc. (Materials Science) Semester - I

UnFreeze

View Students: * Subject Selection Released Pending
 Subject Selection Released
 Subject Selection Pending
 UnRelease Subject Selection (Withdrawal Cases)

Specialization: - Please Select -

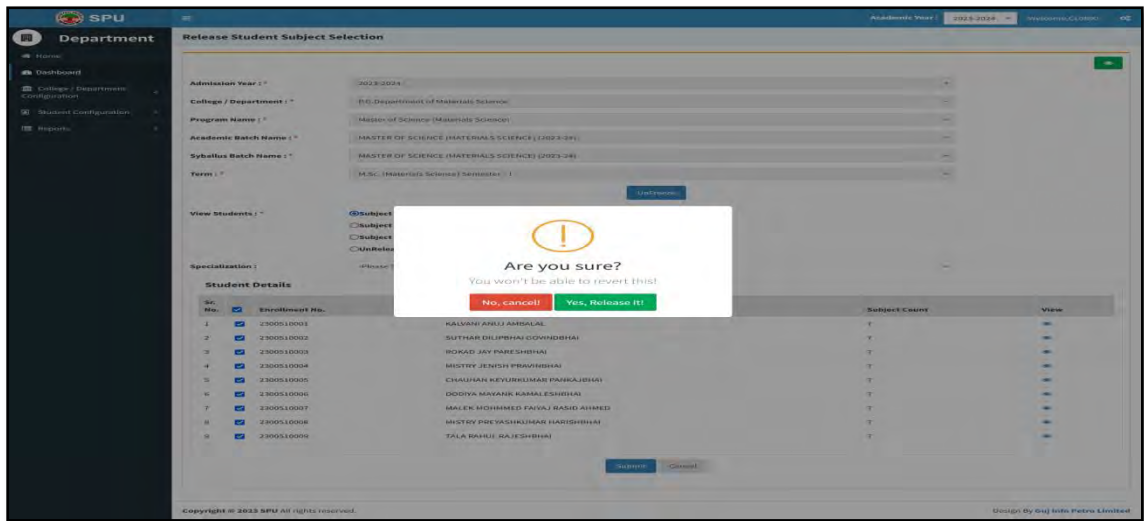
Student Details

Sr. No.	Enrollment No.	Student Name	Subject Count	View
1	2300510001	KALVANI ANJU AMBALAL	7	View
2	2300510002	SLITHAR DILIPBHAI GOVINDBHAI	7	View
3	2300510003	ROKAD JAY PARESHBHAI	7	View
4	2300510004	MISTRY JENISH PRAVINBHAI	7	View
5	2300510005	CHAUHAN KEYURKUMAR PANKAJBHAI	7	View
6	2300510006	DODIYA MAYANK KAMAL ESHBHAI	7	View
7	2300510007	MALEK MOHMED FAIJAJ RASID AHMED	7	View
8	2300510008	MISTRY PREVASHKUMAR HARISHBHAI	7	View
9	2300510009	TALA RAHUL RAJESHBHAI	7	View

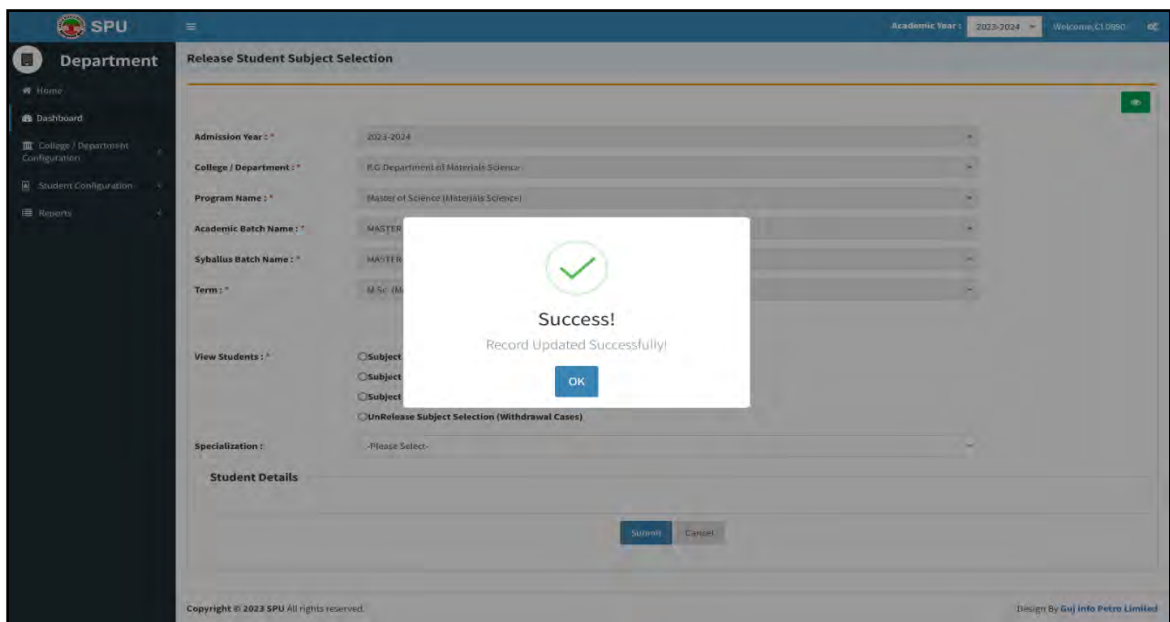
Submit Cancel

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- e. Select all students from above screen and press „Submit“ button.
- f. From following screen press green button „yes, release it“.



- g. Press „OK“ button.



- h. From “report menu-> Student Subject Mapping Details Report”, you can see mapping of subject to the students.

Process 2 : Examination form generation and Verification

Step – 1

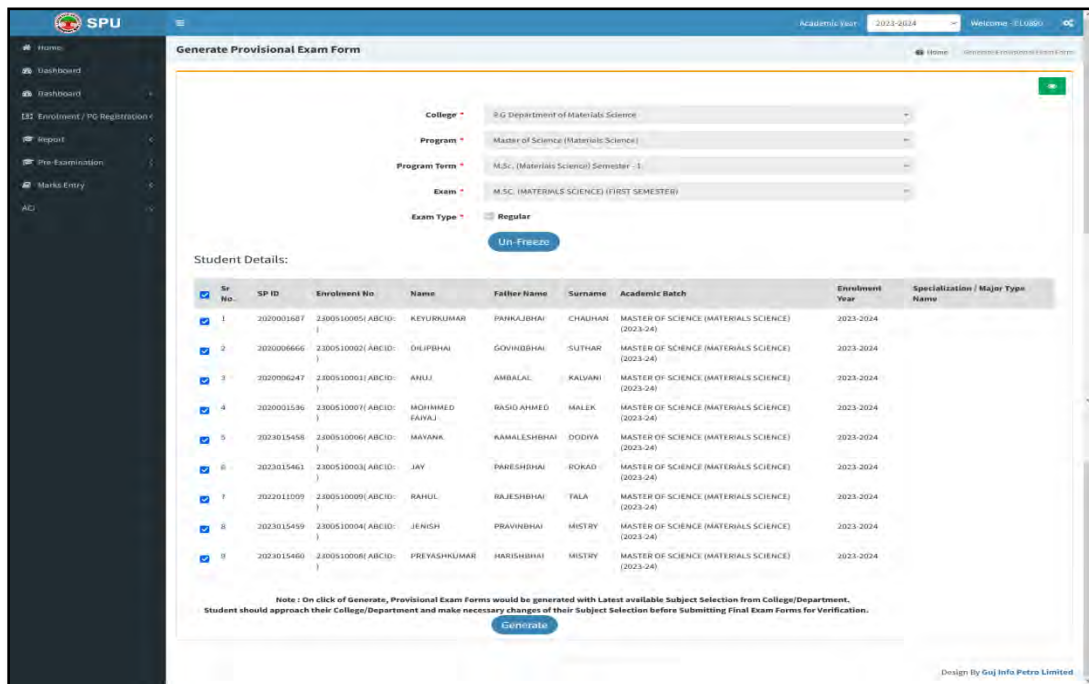
- a. Click on “Home button”
- b. Click on „UMS“ button from Dashboard.
- c. From “Pre-Examination” Menu, Select „Generate Provisional Exam Form” option. Following screen will be displayed.

The screenshot displays the 'Generate Provisional Exam Form' interface. The sidebar on the left contains the following menu items: Home, Dashboard, Enrolment / PG Registration, Report, Pre-Examination, Marks Entry, and ACI. The main content area features four dropdown menus: College, Program, Program Term, and Exam, each with a '-Please Select-' option. A blue 'Freeze' button is positioned below these dropdowns. The top navigation bar includes the SPU logo, the text 'Academic Year: 2023-2024', and 'Welcome - CL0390'. A footer note at the bottom right reads 'Design By Guj Info Petro Limited'.

- d. Select appropriate option. Following screen will be displayed.

The screenshot shows the 'Generate Provisional Exam Form' interface after selections. The dropdown menus are now populated with the following values: College (PG Department of Materials Science), Program (Master of Science (Materials Science)), Program Term (M.Sc. (Materials Science) Semester - 1), and Exam (M.Sc. (MATERIALS SCIENCE) (FIRST SEMESTER)). The 'Exam Type' dropdown is set to 'Regular' with a checked checkbox. A blue 'Freeze' button is located below the dropdowns. The top navigation bar includes the SPU logo, the text 'Academic Year: 2023-2024', and 'Welcome - CL0390'. A footer note at the bottom right reads 'Design By Guj Info Petro Limited'.

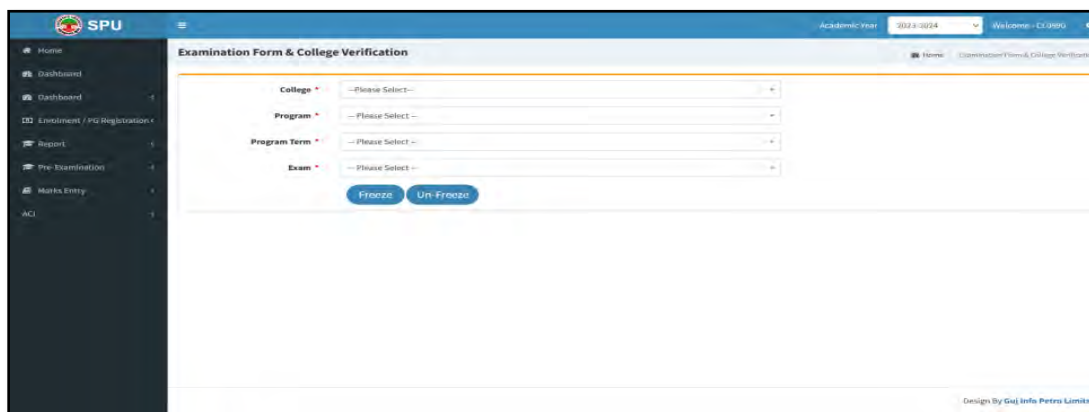
- e. Select „Exam type“.
- f. Press „Freeze“ Button. Following screen will be displayed.



- g. From above screen select all students and press „Generate“ button.
- h. Then, press „OK“ button.

Step – 2

- a. For college verification from “Pre-Examination” Menu, Select „Examination Form & College Verification” option. Following screen will be displayed.



b. Select appropriate option. Following screen will be displayed.

The screenshot shows the 'Examination Form & College Verification' page for a student in the P.G. Department of Materials Science. The student's details are as follows:

- College: P.G. Department of Materials Science
- Program: Master of Science (Materials Science)
- Program Term: M.Sc. (Materials Science) Semester - 1
- Exam: M.Sc. (MATERIALS SCIENCE) (FIRST SEMESTER)
- Enrolment No: 2020001536 - MOHAMMED FAVAJ RASID AHMED MALEK (WHOLE)
- Student Name: MOHAMMED FAVAJ RASID AHMED MALEK
- Date of Birth: 21/06/2003
- SP ID: 2020001536
- Exam Type: Regular (selected)
- Is Payment Done by Student at College / Department?: Yes (checked)
- Answering Language: --Please Select--
- Payment Made: --Please Select--
- Student Payment Reference No: [Empty]
- Student Payment Date: DD/MM/YYYY
- Student Payment Remarks: [Empty]
- Fee Amount: 797.0000
- Syllabus Academic Batch: MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)
- Principal Subject / Specialization: --

Subject Details:

Sr No.	Subject Group Name	Subject Name
1	CORE COURSE	230100510101T551 - BASIC CONCEPTS IN MATERIALS SCIENCE
2	CORE COURSE	230100510101T552 - INTERFACIAL ASPECTS OF MATERIALS SCIENCE
3	CORE COURSE	230100510101T553 - THIN FILM MATERIALS
4	CORE COURSE	230100510101T554 - POLYMER SCIENCE
5	CORE COURSE	230100510101T555 - PRACTICALS - I
6	CORE COURSE	230100510101T556 - PRACTICALS - II
7	CORE COURSE	230100510101T557 - COMPREHENSIVE VIVA

Buttons: Un-Freeze, Find, Submit, Change Student Subject Selection.

c. Press „Freeze“ Button. Following screen will be displayed.

The screenshot shows the 'Examination Form & College Verification' page for a student in the P.G. Department of Chemistry. The student's details are as follows:

- College: P.G. Department of Chemistry
- Program: Master of Science (Chemistry)
- Program Term: M.Sc. (Chemistry) Semester - 1
- Exam: M.Sc. (CHEMISTRY) (FIRST SEMESTER)
- Enrolment No: 2019005628 - HENUBEN RAKESHBHAI PATEL (WHOLE)

Buttons: Un-Freeze, Find.

d. Select student and press „Find button“ Following screen will be displayed.

Examination Form & College Verification

College * P.G.Department of Materials Science
Program * Master of Science (Materials Science)
Program Term * M.Sc. (Materials Science) Semester - I
Exam * M.Sc. (MATERIALS SCIENCE) (FIRST SEMESTER)
Enrolment No * 2020001536 - MOHAMMED FARAJ RASID AHMED MALEK (WHOLE) Find

Student Details:

Student Name * MOHAMMED FARAJ RASID AHMED MALEK Date of Birth * 21/08/2003
SP ID * 2020001536 Exam Type * Regular Part ATKT
Answering Language * -Please Select- Is Payment Done by Student at College / Department ? *
Payment Mode * -Please Select- Student Payment Reference No *
Student Payment Date * DD/MM/YYYY Student Payment Remarks
Fee Amount * 797.0000 Syllabus Academic Batch * MASTER OF SCIENCE (MATERIALS SCIENCE) (2023-24)
Principal Subject / Specialization *

Subject Details:

Show: 10 entries Search:

Sr No.	Subject Group Name	Subject Name
1	CORE COURSE	230100510101TS51 - BASIC CONCEPTS IN MATERIALS SCIENCE
2	CORE COURSE	230100510101TS52 - INTERFACIAL ASPECTS OF MATERIALS SCIENCE
3	CORE COURSE	230100510101TS53 - THIN FILM MATERIALS
4	CORE COURSE	230100510101TS54 - POLYMER SCIENCE
5	CORE COURSE	230100510101TS55 - PRACTICALS - I
6	CORE COURSE	230100510101TS56 - PRACTICALS - II
7	CORE COURSE	230100510101TS57 - COMPREHENSIVE VIVA

Showing 1 to 7 of 7 entries

Submit Change Student Subject Selection

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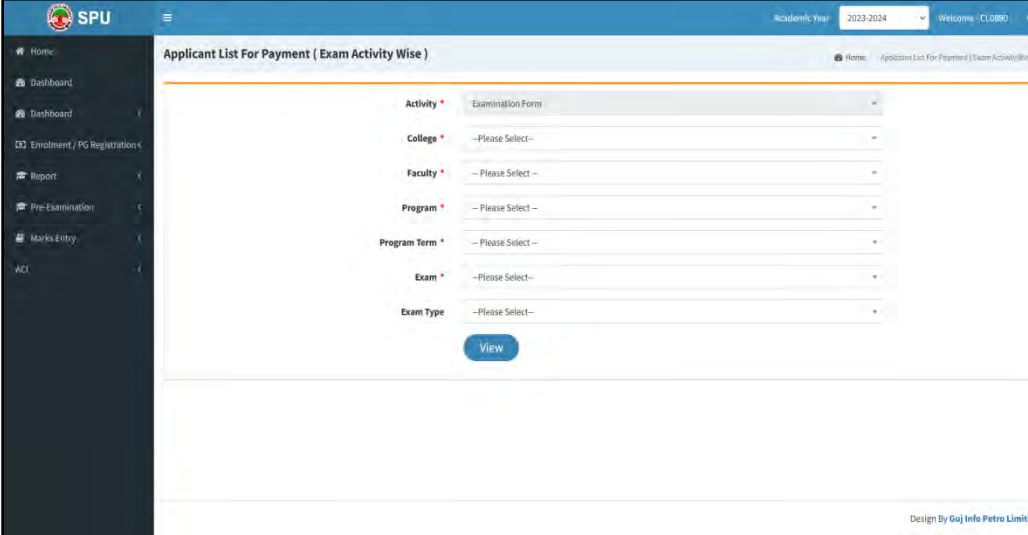
e. Press „Submit“ button, if data is ok. If you want to change then press „Change student subject selection“.

f. Press „OK“ button from next screen for confirmation.

g. Do same process for one by one for all students“ examination form verification.

Step – 3

- a. For Payment receipt from “Pre-Examination” Menu, Select „Applicant List for Payment (Exam Activity Wise)” option. Following screen will be displayed.

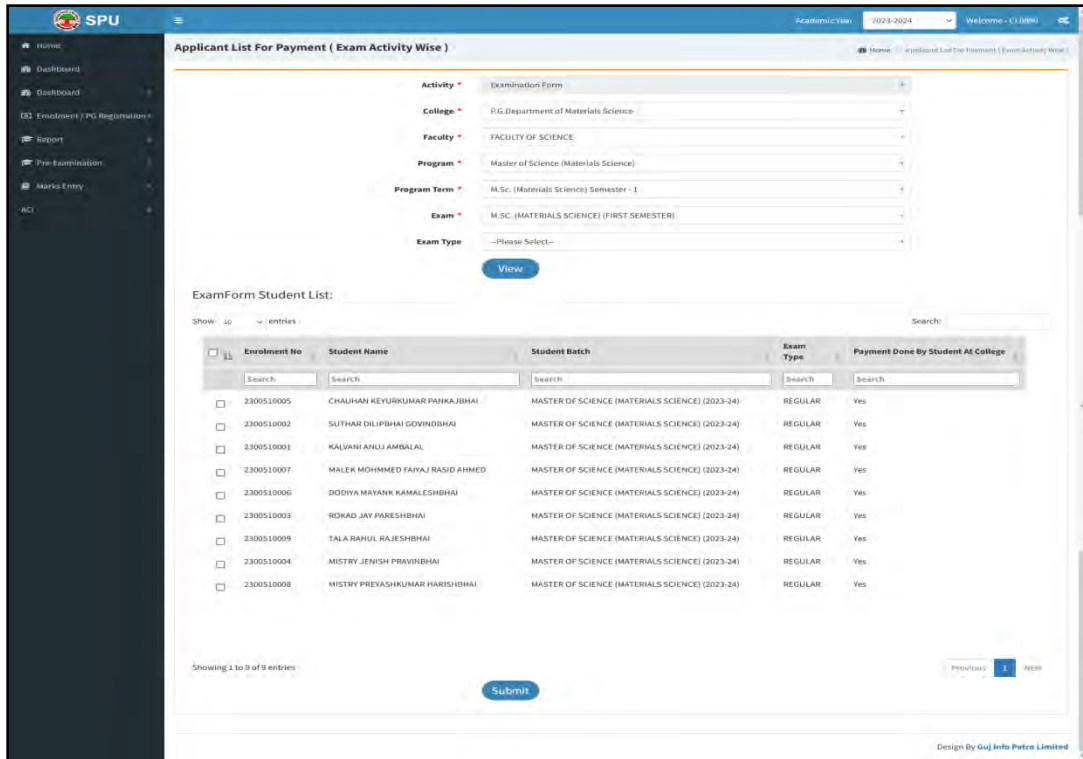


The screenshot displays the SPU (Sri Poojita University) Applicant List For Payment (Exam Activity Wise) form. The interface includes a dark blue sidebar with navigation options: Home, Dashboard, Enrollment / PG Registrations, Report, Pre-Examination, Marks Entry, and ACl. The main content area features a form with the following fields:

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

A blue "View" button is located below the form fields. The top right of the page shows the Academic Year as 2023-2024 and a user welcome message: Welcome - CL0590. The footer of the page reads "Design By Guj Info Petro Limited".

- b. Select appropriate option and press „View“ button. Following screen will be displayed.



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

