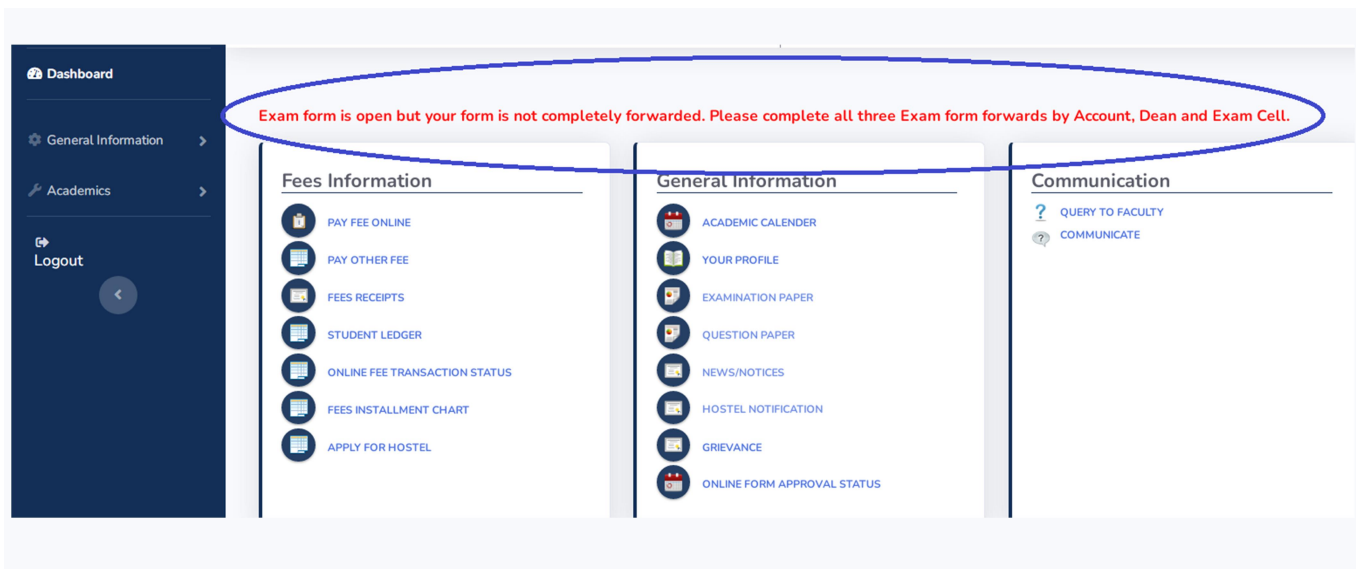


## Complete Guide for Exam Form Forwarding, Payment & Admit card

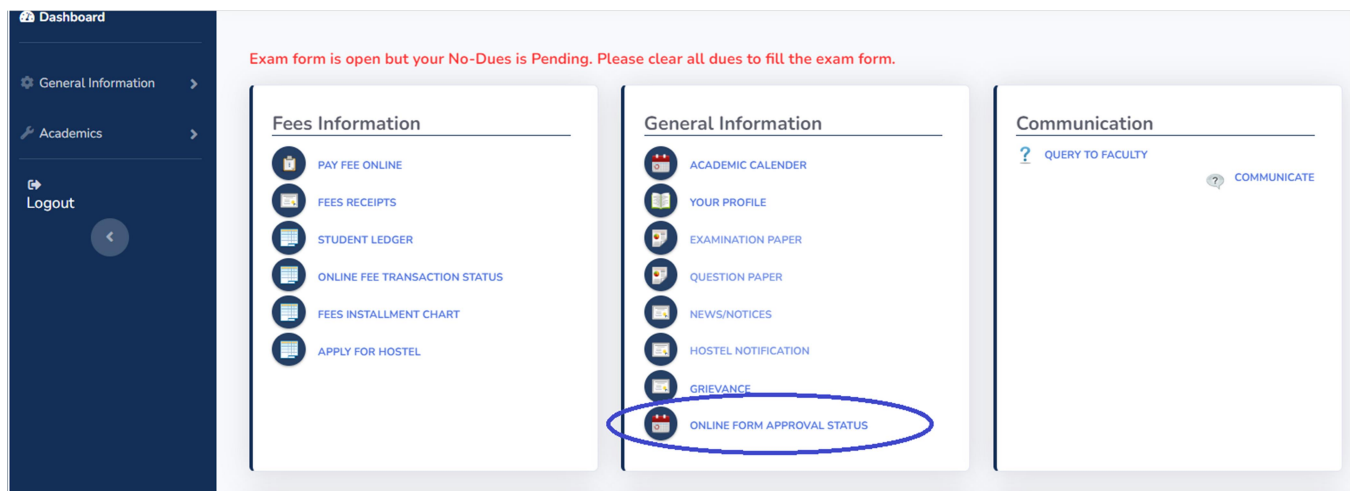
- When Student login his/her account on ERP for form filling **“Exam form is open but your form is not completely forwarded. Please complete all three Exam form forwards by Account, Dean and Exam Cell ”**



- If student show this type message in his/her ERP portal that means form is not fully forwarded (**Account** then **Dean** then **COE**) i.e form is not ticked by any one department (Account/Dean/CEO).
- In this case Students or faculties/TG's can check. Which field is not ticked?

Procedure: In Student Profile

General Information  Online form approval Status



- Then select No Dues Approval Status.

The screenshot shows a web interface with a dark blue sidebar on the left containing 'Dashboard', 'General Information', 'Academics', and 'Logout' with a back arrow. The main content area has a blue header 'Online Form Approval Status'. Below it is a dropdown menu with the text '--Select Form Type--'. The dropdown is open, showing a list of options: '--Select Form Type--', 'No Dues Approval Status' (highlighted in blue), 'Enrollment Form Approval Status', 'Exam Form Approval Status', 'ATKT OR Supplementary Exam Form Approval Status', and 'Revaluation/ Retotaling Status'.

- Then check the status of form. Red circle **Cross Sign(x)** means form is not ticked by Account Department, Dean of respected Course & COE(Exam Section)
- If partially forwarded exam form that's mean form is not available on student portal for filling exam form. Example shown in figure.

The screenshot shows the 'No Dues Approval Status' page. The sidebar on the left is the same as in the previous image. The main content area has a blue header 'Online Form A'. Below it is a dropdown menu with the text 'No Dues Approval Status'. The page title is 'No Dues Approval Status'. Below the title is the text 'Exam Session : DEC 2022 ,For : Exam Registration ,Class : B.Pharm- Pharmacy VIllth SEM'. At the bottom, there is a horizontal line with three circles. The first circle is green with a white checkmark and the text 'Account' below it. The second circle is green with a white checkmark and the text 'Dean' below it. The third circle is red with a white 'x' and the text 'COE' below it.

- If status green **right sign(✓)** means form is fully ticked (forwarded) and form is available for filling on student portal. For form filling staring four circle should be green **right sign(✓)** otherwise form not available for filling on student portal.

The screenshot shows the 'Online Form Approval Status' page of Madhyanchal Professional University. The left sidebar contains navigation links: Dashboard, General Information, Academics, Logout, and a right arrow. The main content area has a dropdown menu showing 'No Dues Approval Status'. Below this, the title 'No Dues Approval Status' is followed by the text 'Exam Session : DEC 2022 ,For : Exam Registration ,Class : Diploma- Electrical Engineering Vth SEM'. A progress bar shows three green circles with checkmarks, labeled 'Account', 'Dean', and 'COE'.

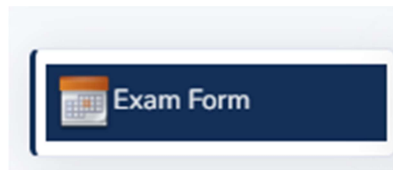
- After these all four circle green with **right sign(✓)**. student can fill the exam form from their student portal. exam form will be available on student portal.

The screenshot shows the student portal dashboard. The left sidebar has links for Dashboard, General Information, Academics, Logout, and a left arrow. The main content area is divided into three columns. The first column, 'Fees Information', contains links: PAY FEE ONLINE, PAY OTHER FEE, FEES RECEIPTS, STUDENT LEDGER, ONLINE FEE TRANSACTION STATUS, FEES INSTALLMENT CHART, and APPLY FOR HOSTEL. The second column, 'General Information', contains links: ACADEMIC CALENDER, YOUR PROFILE, EXAMINATION PAPER, QUESTION PAPER, NEWS/NOTICES, HOSTEL NOTIFICATION, and GRIEVANCE. The third column, 'Communication', contains links: QUERY TO FACULTY and COMMUNICATE. The 'Exam Form' link in the top navigation bar is circled in blue.

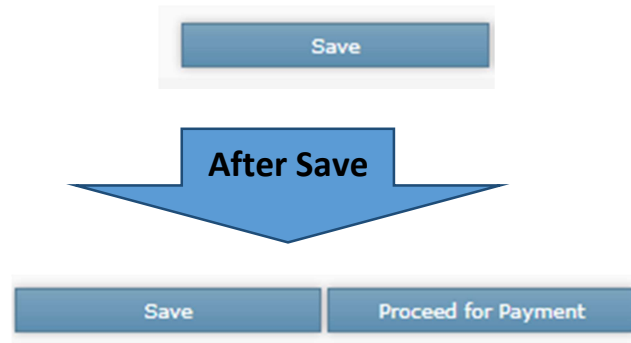
## Exam form flow

1. Exam form **Forward By (Account-> Dean-> COE)**

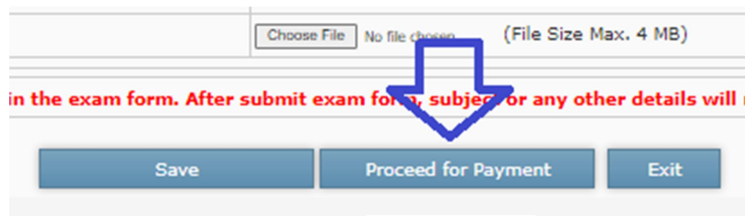




## 2. Form (fill->save->payment ) By **Student**



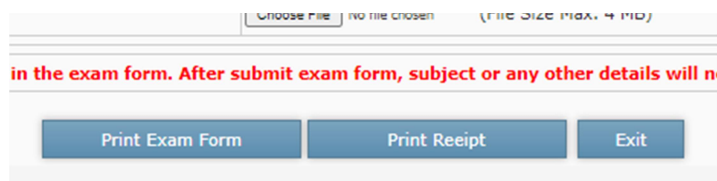
**Note:** Always pay exam fee through Exam form



If You have already paid Exam fee through other Method then Before Saving the Exam form go to Account section and request to accountant for **bypassing** the Exam fee through Exam Form.

If Account section bypasses your Exam fee then you can **save** the form without Exam fee, Exam for Print will be available instantly.

After Successful form submission you will see option to print Exam form



## 3. Form **Approval/verification** By (Dean-> COE)



## 4. **Admit Card**

*Note: Regarding this if you have any query contact to ERP section.*

**(ERP Section PGOI & MPU)**