

HELP

1. How to Submit Re-Examination/FSI Application form through Online

Step -1 Click the <**STUDENT**> TAB to Open the Page

Step-2 You are required to enter your Roll No. (Roll Code & No) format XXXX-XX-XXXX. After entering your Roll no. Click the [**Continue**] button. While entering Roll No. if there is typing mistake, make correction by clicking on the digit typed wrongly and then type the correct digit. It is not possible to press <**Backspace**> key to erase wrongly typed digit and then re-enter correct digit. You can also press the [**Reset**] button which will erase all digits and you have to enter your Roll No. afresh.

Step-3. A New Page will appear showing your details. Check the information displayed. You have to select for Review Subject/portion of Paper on check Box as per your requirement and another Table for FSI Subject/Paper Selection, you can select as many subject as you want for FSI.

Step -4 . Enter Valid Mobile No. and Address for Communication.

Step-5. After completing, press [**SUBMIT**] button. Once you Press the [SUBMIT] Button, the Button will be Changed to [**PRINT**] button.

Step-6. Click on [**PRINT**] button to generate application form in PDF format showing detail information along with your subject/Paper/Half with Review and /or FSI Details with Fees to be deposited by you to your college.

Step-7. Print the form, check it properly, correct the spelling mistake/s if found and submit it to your college along with requisite fees. Collect and preserve the Challan copy of the form.

Note : In case of any problem. Refer to your College for Further Help.