

To,

The Principals of all

Education and Physical Education Colleges

Affiliated to NMUJ

Dear Sir/Madam,

The Examination forms of B.Ed / BPEd Student Admitted in Academic Year 2009-10 were, available for Download in College Login Id.

I request you to inform the concern Staff, to carry the following Step by Step Procedure for In warding of Exam form

1. Download and Print the Exam forms through College Login Id. (Click on Pre-Examination--->Exam form Generation--->Download Exam form-->Select Event and other Details)-->Select Paper code wise sorting Criteria--->Display Student List-->Select Page wise Student list-->Download Exam form)

2. Distribute these Printed Exam forms to the Students, **asked them to verify the Personal Details such as their name and its spelling, mother's name and other details.**

3. Inform student to fill up necessary details on Exam form and put the sign on exam form.

3 If any correction reported by student, update the Student Profile Online through **Student Profile Link.**

(Click on Student Profile--->Add Profile Correction Request→Click on Personal Details-→Make Necessary Correction in name, spelling etc.-→**Update the Request**)

4. Collect the exam form from the Student. There is no need to submit the exam forms as well as List to the University. Keep these exam forms with the college only.

5. Inward the exam forms one by one. (Pre Exam--->Inward exam form-->Inward-->Select details---> enter fees details--->Click on Save Button)

6. Print the report of In warded Exam form. (Pre-Exam-->Reports--->>Inward Exam form Statistics-->Generate the Inward Status "Yes" Report)

7. Send a In warded exam form report in pdf format with Necessary Fees within prescribed Date.

For more information or any query please feel free to contact us on 0257-2258437,2257325

With Best Regards,

B.P.Patil

Systems Analyst

NMUJ