

Examination – Exam Form Filling Process (Student Portal)

Purpose

The Exam Form module allows students to verify subjects, submit examination forms, raise queries, and pay examination fees through the Student Portal.

Portal URL

Student Portal: <https://gyaan.cvmu.edu.in>

Forgot Password – Student Portal

Step 1: Forgot Password (If Student Cannot Login)

Purpose

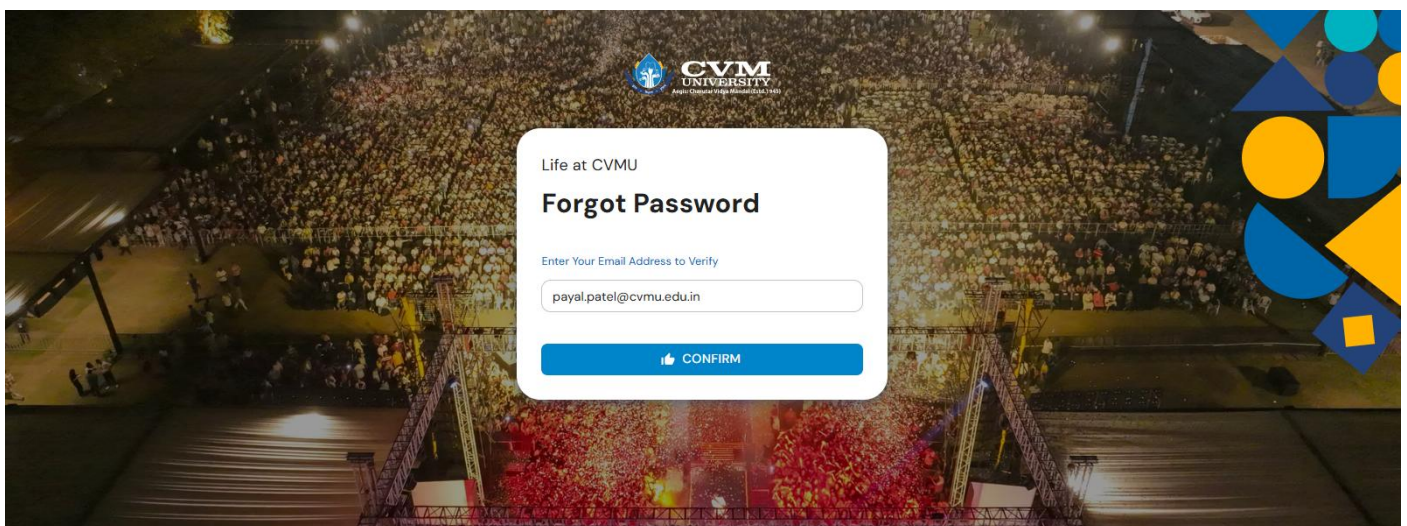
The Forgot Password feature allows students to reset their password if they are unable to access their Student Portal account.

Steps:

1. Open the Student Portal login page.
2. Click **Forgot Password**.
3. Enter the registered email address.
4. Click **Confirm**.

Result:

The system sends a password reset email to the registered email address.



Step 2: Receive Password Reset Email

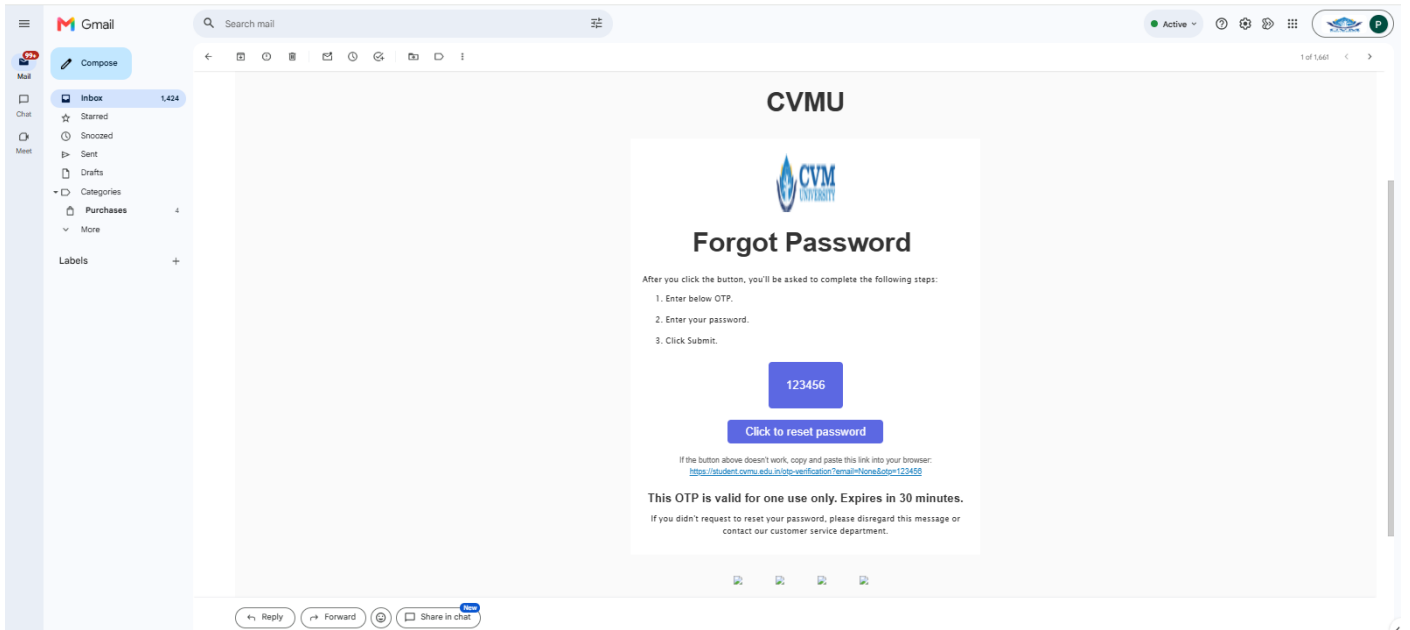
Steps:

1. Open the registered email inbox.
2. Locate the **CVMU Forgot Password** email.

3. Review the OTP and password reset instructions.
4. Click **Click to Reset Password**.

Result:

The password reset page opens, allowing the student to create a new password.



Step 3: Reset Password

Steps:

1. Enter the OTP received in the email.
2. Create a new password.
3. Confirm the new password.
4. Click **Submit**.

Result:

Password is updated successfully.

Step 4: Login to Student Portal

Performed By:

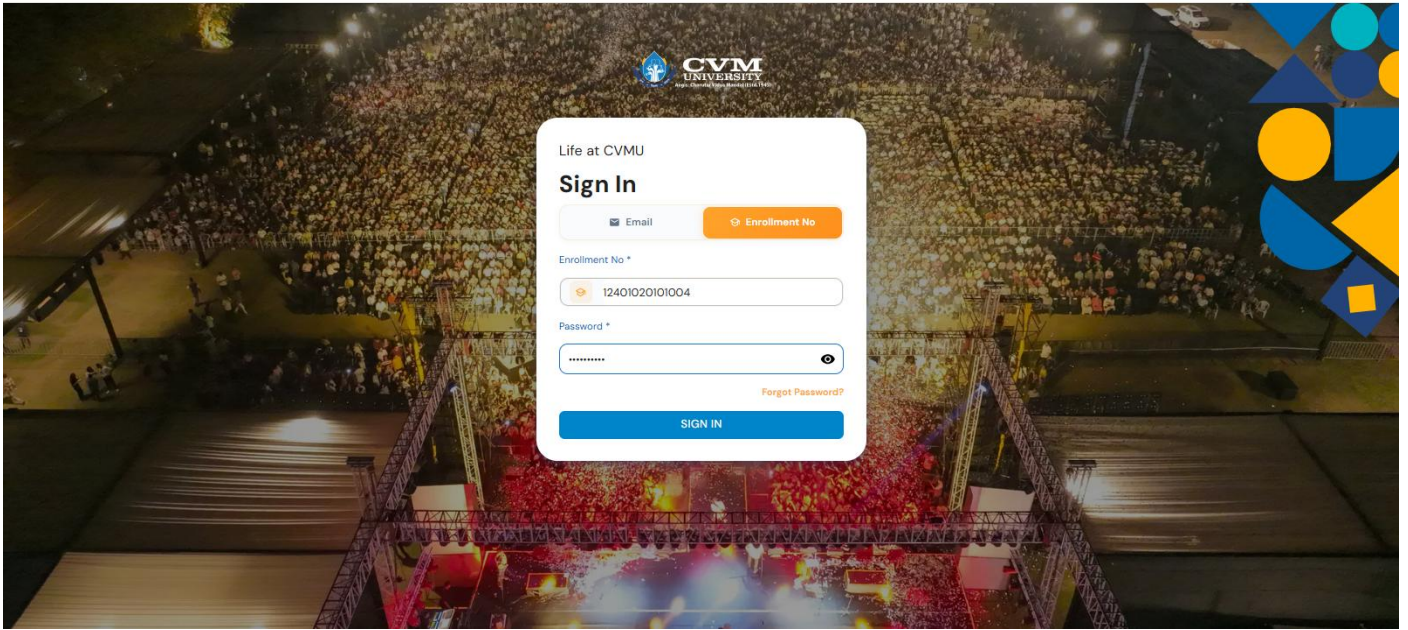
Student

Steps:

1. Open the Student Portal.
2. Enter Username and Password.
3. Click **Sign In**.

Result:

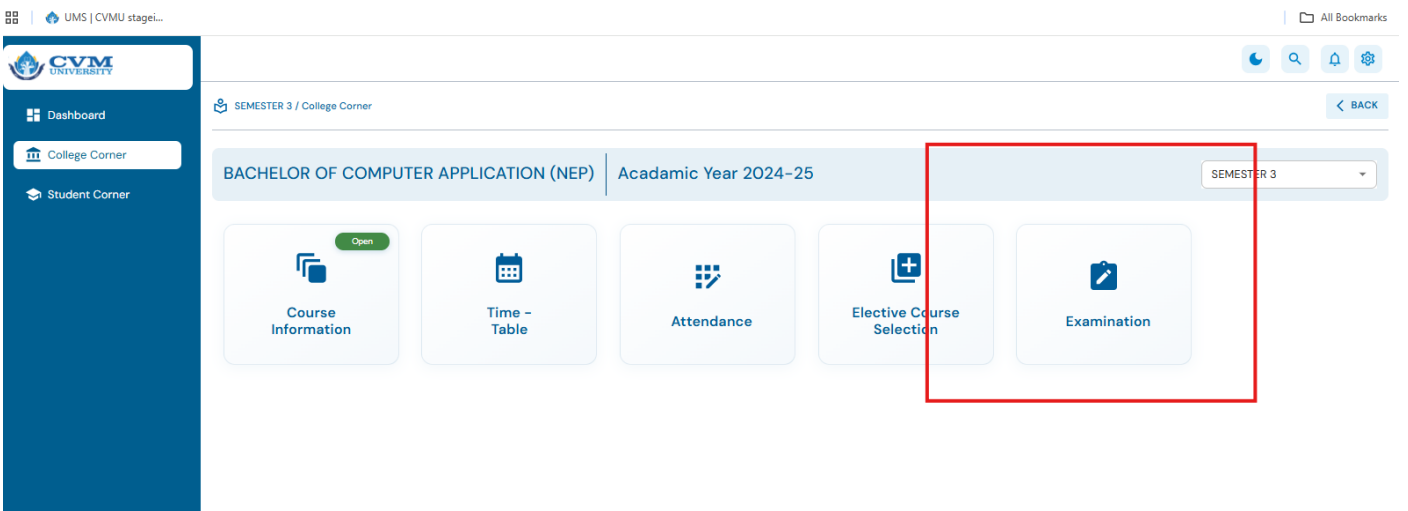
Student Dashboard opens successfully.



Step 5: Navigate to Examination Module

Navigation:

College Corner → Select Semester → Examination



Step 6: View Available Examination

Navigation

College Corner → Examination

Steps:

1. After clicking **Examination**, the system displays the list of available examinations.
2. Students can view:

- **Exam Name**
- **Start Date**
- **End Date**
- **Form Status**
- **Exam Status**

3. Verify that the examination status is **Open**.

4. Click the **Edit** icon under the **Action** column to proceed with exam form filling.

No	Exam Name	Start Date	End Date	Form Status	Exam Status	Action	Download
1	B.Pharma - Sem 8 - JUL 26	20/06/2026	29/07/2026	Payment Pending	Open (27 days left)		-

Step 7: Verify Subjects and Submit Examination Form

Navigation

College Corner → Examination → Exam Form

Purpose

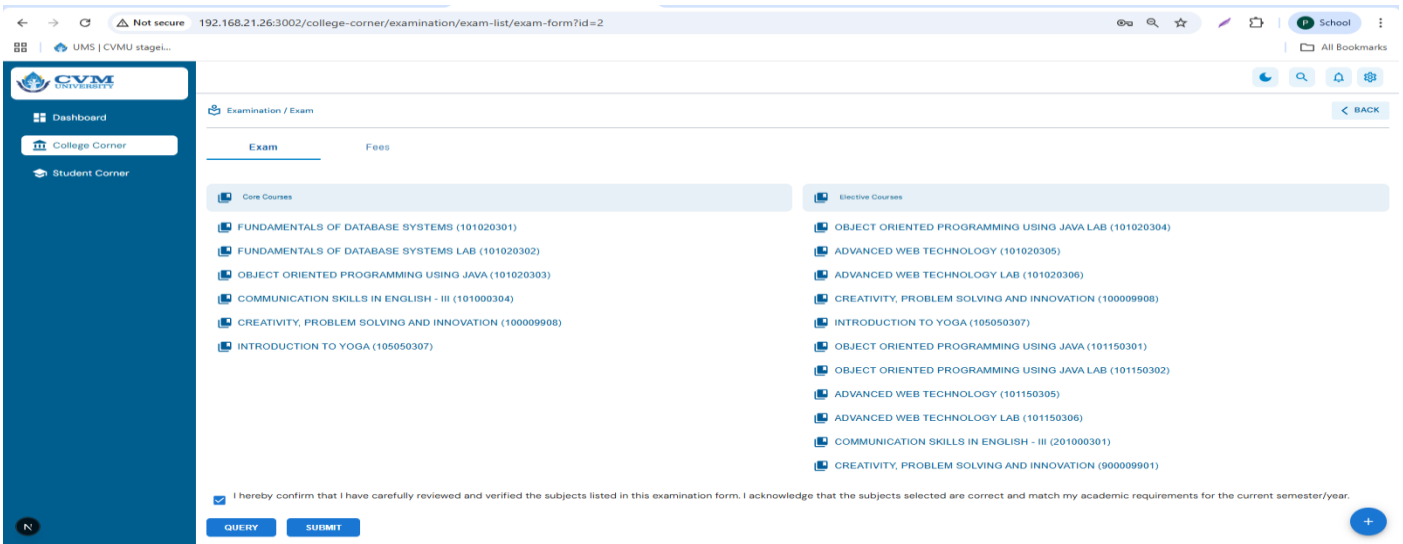
This step allows students to review and verify the subjects registered for the selected examination before submitting the exam form.

Steps:

1. The system displays the list of **Core Courses** and **Elective Courses**.
2. Carefully review all subjects displayed on the screen.
3. Verify that all registered subjects are correct and complete.
4. If any subject is missing or incorrect, click the **QUERY** button to raise a query.
5. After verification, select the confirmation checkbox:

"I hereby confirm that I have carefully reviewed and verified the subjects listed in this examination form. I acknowledge that the subjects selected are correct and match my academic requirements for the current semester/year."

6. Click the **SUBMIT** button.



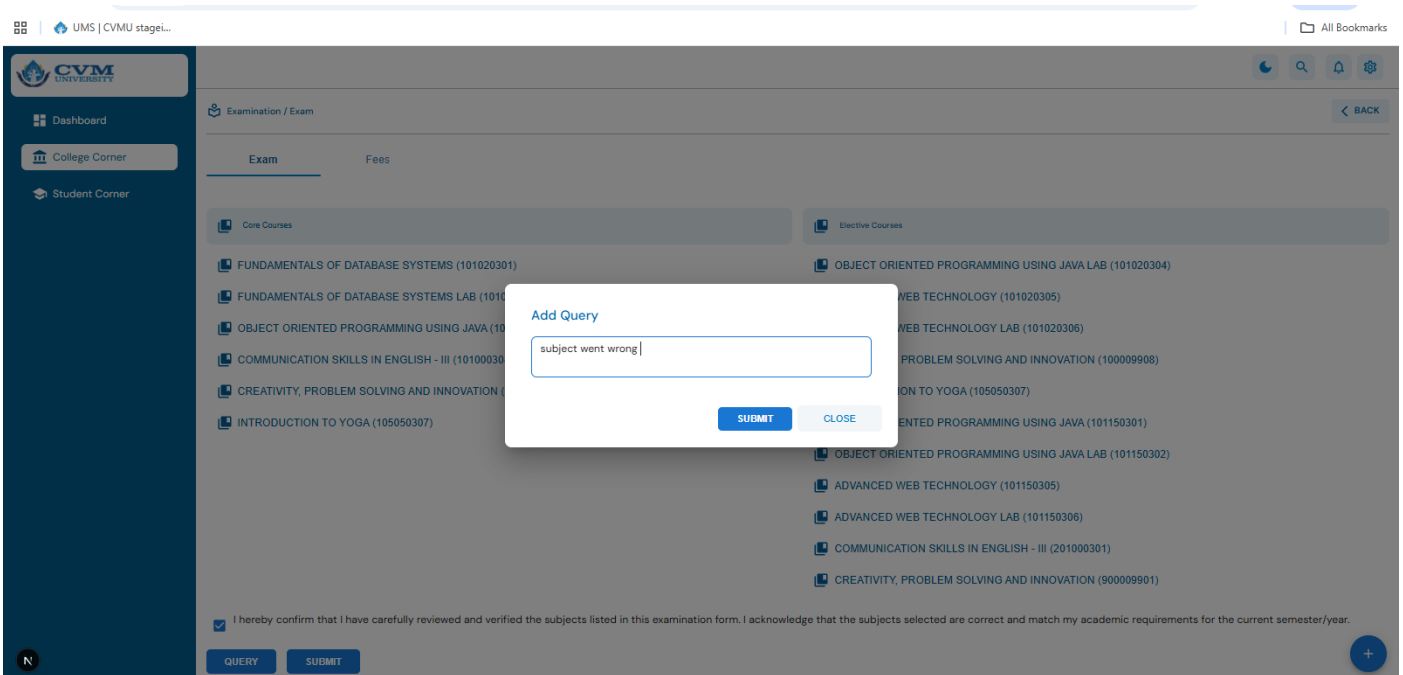
Step 8: Raise Query (If Subject Details Are Incorrect)

Purpose

This option allows students to report any discrepancy in the examination form, such as a missing subject, incorrect subject, or wrong course mapping.

Steps:

1. Click the **QUERY** button.
2. The **Add Query** popup window opens.
3. Enter the query details in the text box.
 - Example: *"Subject displayed incorrectly."*
 - Example: *"Registered subject is missing from the examination form."*
4. Click **SUBMIT**.



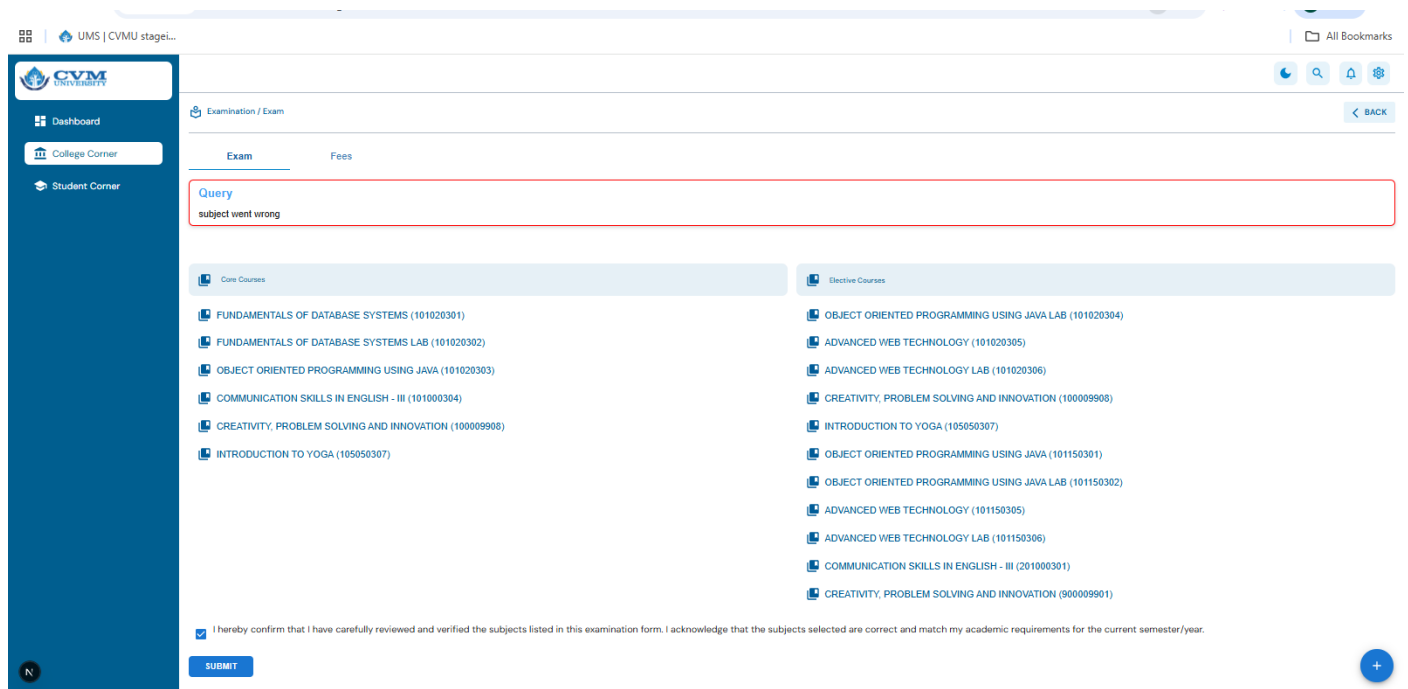
Step 9: Query Submitted Successfully

Purpose

After submitting a query, the system displays the submitted query details on the examination form page for reference and tracking.

Steps:

1. After clicking **Submit** in the Add Query popup, the query is saved successfully.
2. The submitted query is displayed at the top of the Examination Form page.
3. Students can review the submitted query message.



The screenshot displays the CVM University Examination Form page. The page title is "Examination / Exam". The left sidebar contains navigation options: Dashboard, College Corner, and Student Corner. The main content area is titled "Exam" and "Fees". A red-bordered box highlights the "Query" section, which contains the text "subject went wrong". Below this, there are two columns of course options: "Core Courses" and "Elective Courses". The "Core Courses" column lists: FUNDAMENTALS OF DATABASE SYSTEMS (101020301), FUNDAMENTALS OF DATABASE SYSTEMS LAB (101020302), OBJECT ORIENTED PROGRAMMING USING JAVA (101020303), COMMUNICATION SKILLS IN ENGLISH - III (101000304), CREATIVITY, PROBLEM SOLVING AND INNOVATION (100009908), and INTRODUCTION TO YOGA (105050307). The "Elective Courses" column lists: OBJECT ORIENTED PROGRAMMING USING JAVA LAB (101020304), ADVANCED WEB TECHNOLOGY (101020305), ADVANCED WEB TECHNOLOGY LAB (101020306), CREATIVITY, PROBLEM SOLVING AND INNOVATION (100009908), INTRODUCTION TO YOGA (105050307), OBJECT ORIENTED PROGRAMMING USING JAVA (101150301), OBJECT ORIENTED PROGRAMMING USING JAVA LAB (101150302), ADVANCED WEB TECHNOLOGY (101150305), ADVANCED WEB TECHNOLOGY LAB (101150306), COMMUNICATION SKILLS IN ENGLISH - III (201000301), and CREATIVITY, PROBLEM SOLVING AND INNOVATION (900009901). At the bottom, there is a checkbox for confirmation and a "SUBMIT" button.

Step 10: Query Resolved

Purpose

This step indicates that the Examination Administration has reviewed and resolved the query raised by the student.

Steps:

1. The student logs in to the Student Portal.
2. Navigate to:
College Corner → **Examination** → **Exam Form**
3. Open the examination form.

Step 11: Pay Examination Fees

Navigation

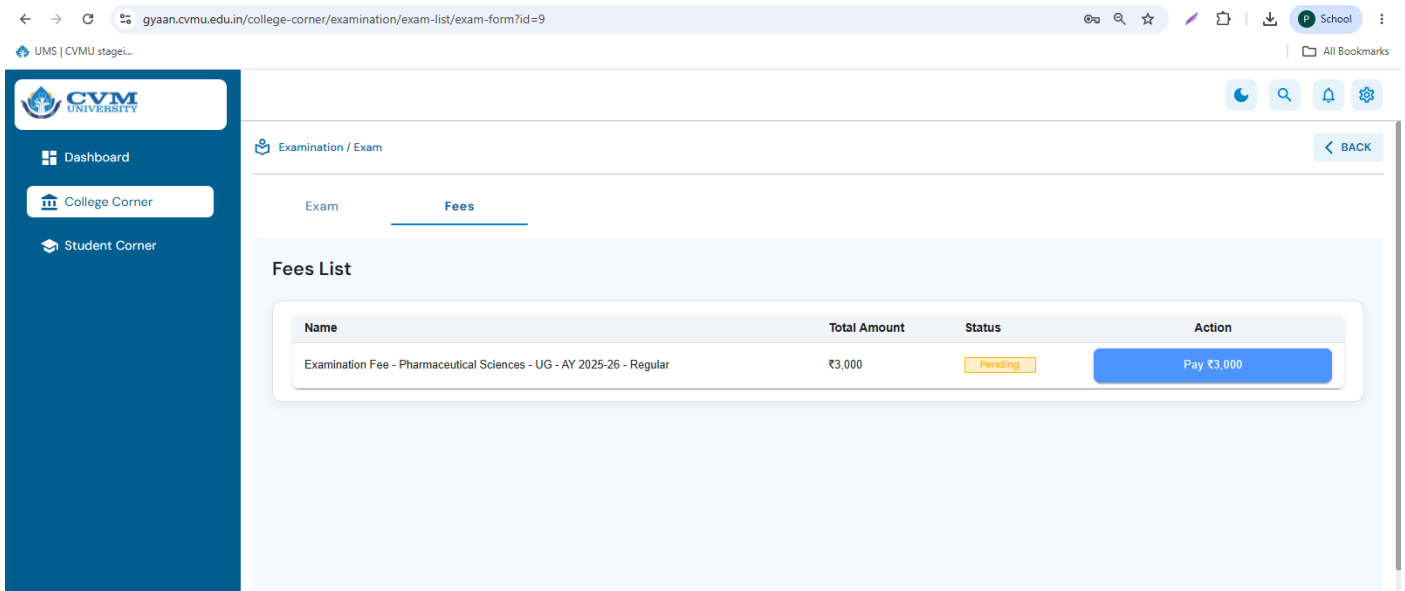
College Corner → Examination → Fees

Purpose

After successfully submitting the examination form, students must pay the examination fee to complete the examination registration process.

Steps:

1. Click on the **Fees** tab.
2. The system displays the assigned examination fee details.
3. Review the following information:
 - Fee Name
 - Total Amount
 - Payment Status
4. Verify that the fee status is **Pending**.
5. Click the **Pay** button.



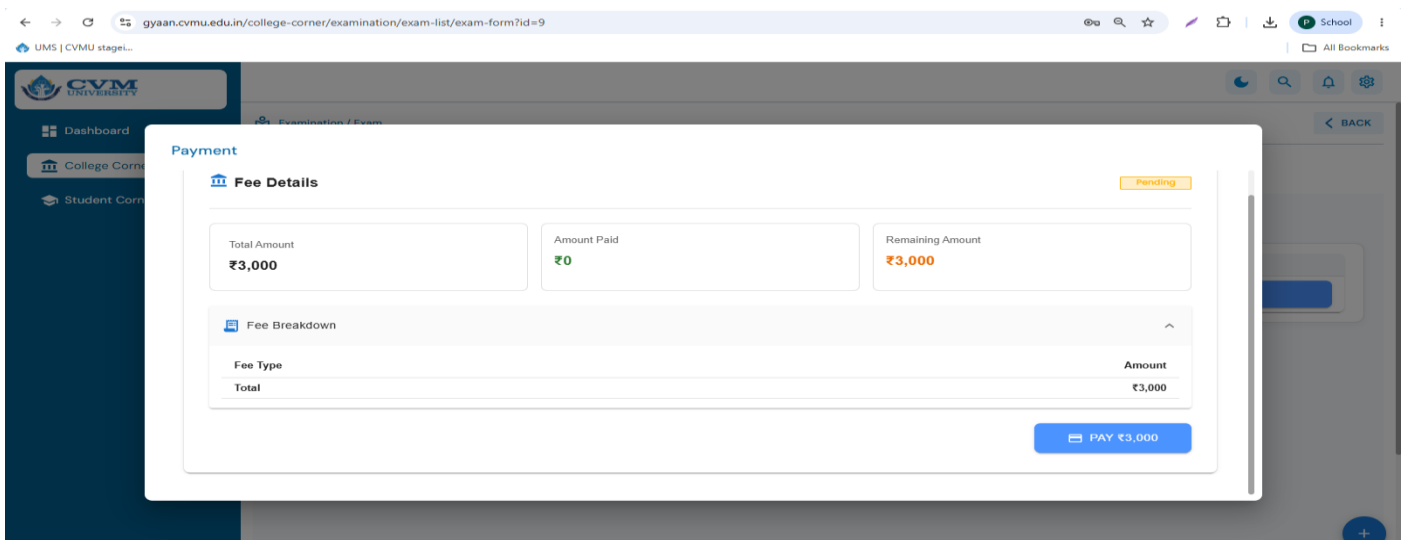
Step 12: View Examination Fee Details

Purpose

Before proceeding with payment, students can review the examination fee details and verify the payable amount.

Steps:

1. Click the **Pay** button from the Fees List screen.
2. The **Payment** window opens.
3. Review the fee details displayed by the system:
 - Total Amount
 - Amount Paid
 - Remaining Amount
 - Fee Breakdown



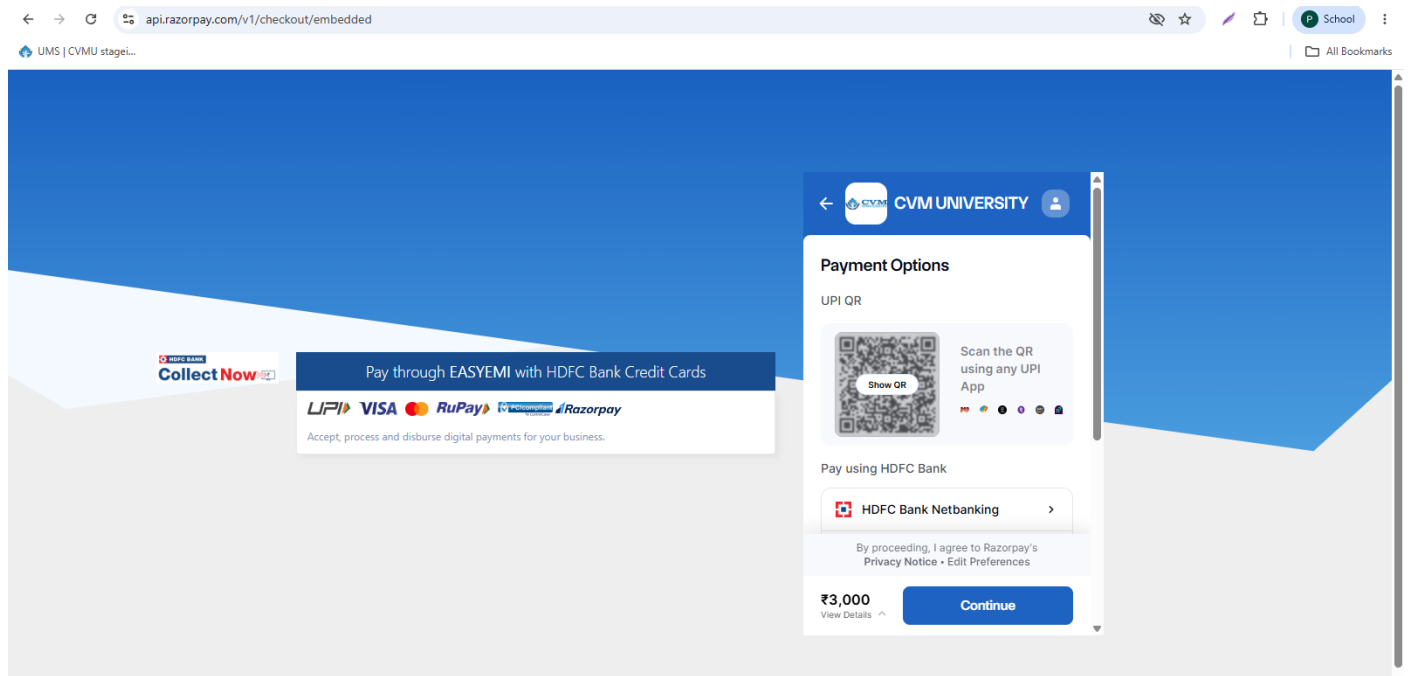
Step 13: Select Payment Method

Purpose

The payment gateway allows students to choose their preferred payment option and complete the examination fee payment.

Steps:

1. After clicking **PAY**, the payment gateway page opens.
2. Select the preferred payment method:
 - UPI QR
 - UPI ID
 - Net Banking
 - Debit Card
 - Credit Card
 - Wallet (if available)
3. Enter the required payment details.
4. Verify the payable amount.
5. Click **Continue**.



Step 14: Examination Fee Payment Completed

Browser address bar: Not secure 192.168.21.26:3002/college-corner/examination/exam-list/exam-form?id=2

Page Header: Examination / Exam ← BACK

Navigation: Exam **Fees**

Fees List

Name	Total Amount	Status	Action
Test Registration fess	₹1	Completed	View History

Bottom right: +