S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR
(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)
(**NBA Accredited** - Electrical Engg., Electronics and Telecommunication Engg. & Mechanical Engg.)
Emerge as a Leading Institute for Developing Competent and Creative Professionals
OFFICE OF CONTROLLER OF EXAMINATIONS

ONLINE EXAMINATION FORM SUBMISSION PROCESS

1. **Visit the College Website www.sbjit.edu.in.**
2. **Navigate to the Exam Form Registration**
   Click on Exam Cell → **Exam Form Registration**
3. **First-Time Login**
   Use your USN/PRN Number as both the Login ID and Password.

4. **Update Password (Mandatory for First-Time Login)**
   After logging in for the first time, you must change your password.
   Update your password and re-login using the new password.

   Note: Remember the updated password for future logins.

5. **Verify Profile & Exam Details**
   i. After logging in, check your profile details.
   ii. **Regular Students:** Click on *Exam Registration* & check your registered courses.
   iii. **Backlog Students:** Click on *Backlog Course Registration* and select the courses for which you want to appear in the exam.
   iv. Check applicable exam fees.
   v. Read and accept the Agreement Statement.

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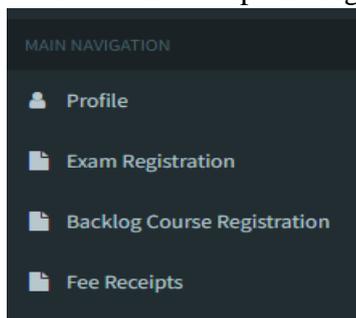
6. **Payment Process**
    i. Tick the checkbox "I agree to the above statement" to enable the payment process link.
    ii. Click on Proceed to Pay and choose your preferred payment mode:
        a. *UPI ID/ Scanner*
        b. *Cards*
        c. *Net Banking*
    iii. After a successful transaction, an auto-generated receipt will be available.
    iv. Download and print both the Examination Form and Fee Receipt.
    v. Logout from your account.

7. **Submission of Examination Form**
    i. Sign & Submit the Examination Form along with the Fee Receipt to **respective Department**
    ii. Keep a copy of both documents as proof of submission.

8. **Additional Instructions for Backlog Students**
    Backlog students must fill out a separate Examination Form for each semester.

For Examination Form related issue contact Mr. Vikas Vairale (Mobile No: 7875863888)
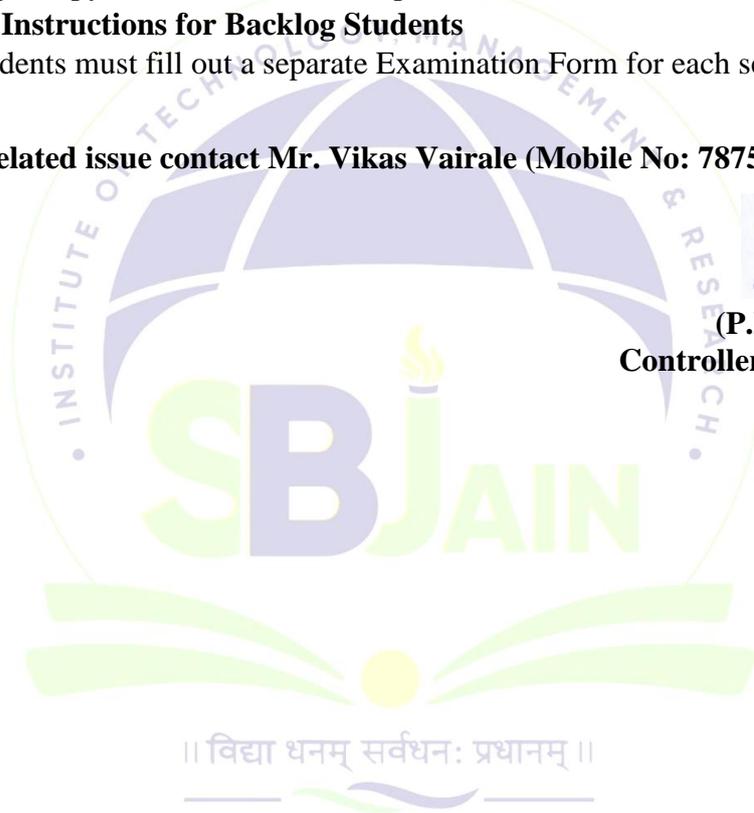
(P.H.Jaiswal)
Controller of Examinations