



"In Pursuit of Technical Excellence"

## GOVERNMENT COLLEGE OF ENGINEERING AURANGABAD

(An Autonomous Institute of Government of Maharashtra)

Station Road, Osmanpura Aurangabad. 431 005 (Maharashtra State)

Phone: 0240 - 2366 350, 2366 349, 2366348 Web Site: [www.geca.ac.in](http://www.geca.ac.in)

Ref. No. GECA/CoE/

Date: 24/06/2022

### Notice

All First Year UG /PG students are hereby informed that the schedule for the **End Semester Examination July 2022 for Even Term/Semester of Academic Year 2021-22** activities is as given below.

1	<p><b>Filling up of End Semester Examination July 2022 forms</b></p> <p><b>FY (II Semester) UG/PG FT CBCS students, fill the Examination Form through MIS login and Pay the examination fees through MIS portal only</b></p> <p><u>(Do not Pay The Examination fees to exam cell account directly. If any issue while submitting the exam form/payment through MIS portal contact to Mr.Vivek Chavan in Office Time Only)</u></p> <p><b>(Refer the attached User Manual for Online Exam Form submission)</b></p>	<p><b>24/06/2022</b> <b>to</b> <b>02/07/2022</b></p>
2	<p>For <b>NonCBCS, Part Time students</b> of UG/PG (<b>Students that are not registered in institute MIS</b>) download the Examination Form from <a href="http://www.geca.ac.in">www.geca.ac.in</a> and submit to exam cell or send the filled scan copy of End Semester Examination July 2022 form along with <b>online fees paid receipt</b> to email <a href="mailto:fees@geca.ac.in">fees@geca.ac.in</a></p>	<p><b>24/06/2022</b> <b>to</b> <b>02/07/2022</b></p>
3	<p><b>Late Fee Rs 20/- Per day shall be charged from date 03/07/2022 to 10/07/2022 and 11/07/2022 onwards late fee plus penalty of Rs. 1000/- shall be paid</b></p>	
4	<p>Schedule of End Semester Examination (Detail Time Table will be display shortly)</p>	<p>From 18 July 22 onwards</p>
5	<p>Schedule of Practical/ Viva vose Examination</p>	<p>After the End of Theory Examination</p>
6	<p><b>Mode of Examination:</b> Offline ( As per Govt. Letter Dated 27/04/2022, no-2022/125/TE3)</p>	<p><b>Offline Mode</b></p>

# **User Manual for Online Exam Form Submission**

## User Manual – Online Exam form submission (Students)

Open Web Browser (Preferably Mozilla Firefox)

### Step 1:

Log on to GECA website <http://www.geca.ac.in> and click on **MIS Login Link** tab as shown in Fig.1

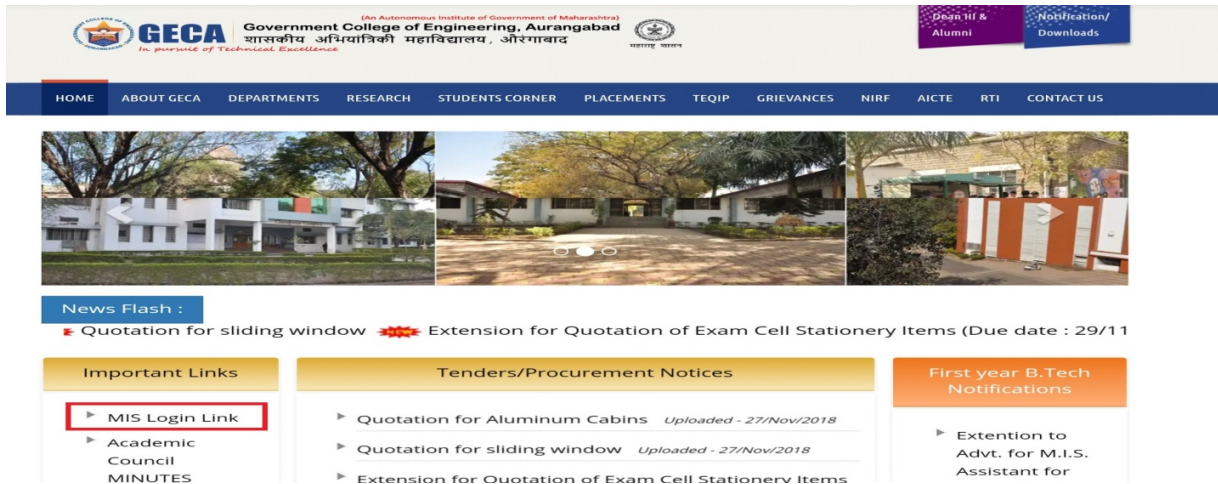


Fig. 1

**Step 2:** Below screen will appear. Enter Your User Name and Password and Click on Login button as shown in Fig.2

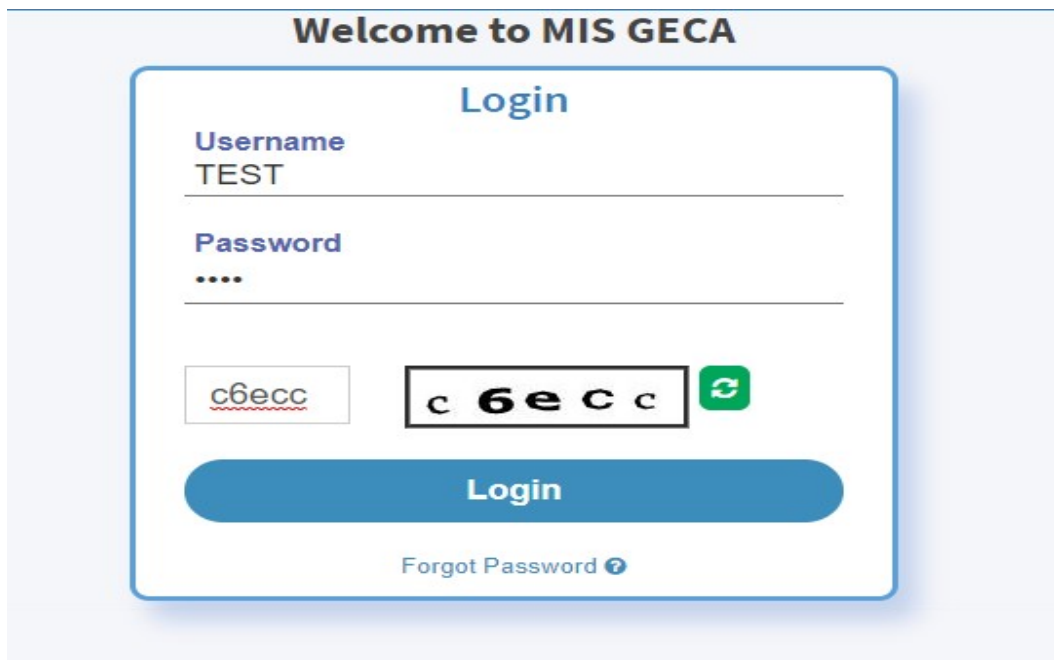


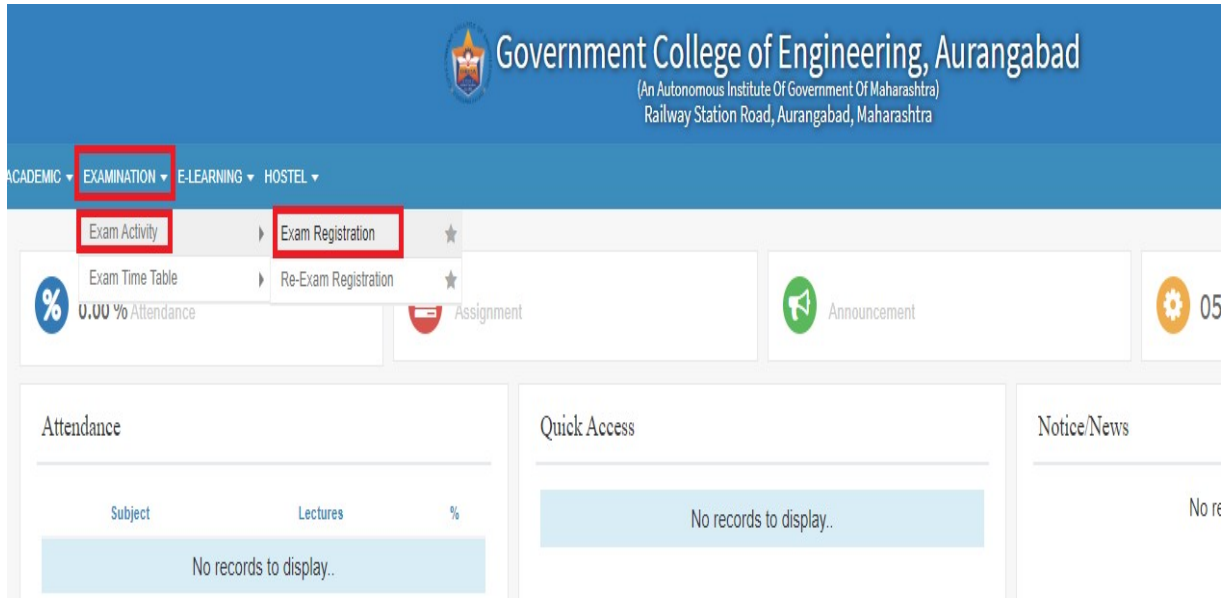
Fig. 2

After successful login Home page will appear on the screen

## User Manual – Online Exam form submission (Students)

**Step 3:** For filling exam form go to Exam Registration page as shown in Fig.3

**Examination → Exam Activity → Exam Registration**



**Fig. 3**

**Step 4:** After clicked on the Exam Registration link below page will be appear, on the page user can see basic information, Fees Details and Subject details. Select the one by one current semester subjects and backlog subjects if any as shown in Fig.3

Student Name : TUSHAR MAHADEV BABJE	Semester : I
Father Name : MAHADEV	Degree / Branch : BE / CIVIL ENGINEERING
Mother Name : MEERA	PH : NO
Enroll. No./ Roll No. : BE20F01F001	Scheme : CIVIL ENGINEERING-2016-17 ( CBC S )
Admission Batch : 2020-21	

Details	Amount
Selected Course Fee	0.00
Late Fine	501000
Backlog Fine	0.00
<b>Total Fee</b>	<b>0.005010000.00</b>

**Current Semester Subjects**

<input type="checkbox"/>	Course Code	Course Name	Semester	Sub. Type	Credits	Amount
<input type="checkbox"/>	BS1001	Engineering Physics	I	Theory	3	110
<input type="checkbox"/>	BS1002	Lab - Engineering Physics	I	Practical	1	55
<input type="checkbox"/>	CE1001	Basics of Civil Engineering	I	Theory	4	110
<input type="checkbox"/>	CE1002	Lab - Basics of Civil Engineering	I	Practical	1	55
<input type="checkbox"/>	ET1099	Engineering Exploration	I	Practical	3	55
<input type="checkbox"/>	HS1001	Communication Skills	I	Theory	4	110
<input type="checkbox"/>	HS1002	Lab - Communication Skills	I	Practical	1	55
<input type="checkbox"/>	MA1001	Engineering Mathematics - I	I	Theory	4	110
<input type="checkbox"/>	ME1005	Lab - Workshop - I	I	Practical	1	55

**Fig. 4**

## User Manual – Online Exam form submission (Students)

**Step 5:** After selection of the courses user can see the head wise fees details i.e. Selected Courses Fee, Late Fee, Backlog Fine and Total Amount etc. as shown in Fig.5

Details	Amount
Selected Course Fee	715
Late Fine	501000
Backlog Fine	0
<b>Total Fee</b>	<b>501715</b>

Fig. 5

**Step 6:** After selection of the courses click on <Submit> button to submit the exam form as shown in Fig.6

Current Semester Subjects						
<input checked="" type="checkbox"/>	Course Code	Course Name	Semester	Sub. Type	Credits	Amount
<input checked="" type="checkbox"/>	BS1001	Engineering Physics	I	Theory	3	110
<input checked="" type="checkbox"/>	BS1002	Lab - Engineering Physics	I	Practical	1	55
<input checked="" type="checkbox"/>	CE1001	Basics of Civil Engineering	I	Theory	4	110
<input checked="" type="checkbox"/>	CE1002	Lab - Basics of Civil Engineering	I	Practical	1	55
<input checked="" type="checkbox"/>	ET1099	Engineering Exploration	I	Practical	3	55
<input checked="" type="checkbox"/>	HS1001	Communication Skills	I	Theory	4	110
<input checked="" type="checkbox"/>	HS1002	Lab - Communication Skills	I	Practical	1	55
<input checked="" type="checkbox"/>	MA1001	Engineering Mathematics - I	I	Theory	4	110
<input checked="" type="checkbox"/>	ME1005	Lab - Workshop - I	I	Practical	1	55

Fig. 6

**Step 7:** After clicked on <Submit> button the message will appear as shown in Fig.7

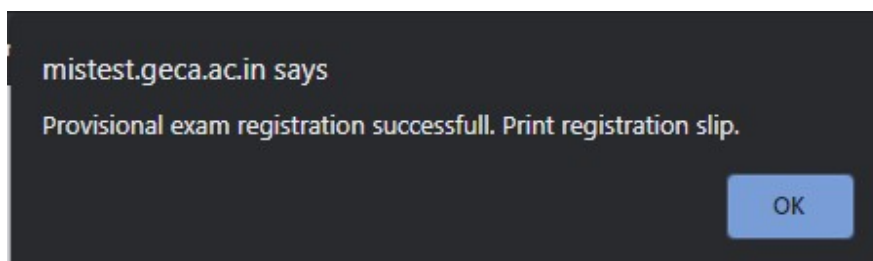


Fig. 7




## User Manual – Online Exam form submission (Students)

**Step 8:** After clicked on OK button and go to Online payment by clicking on Online Payment button as shown in Fig.8

<input checked="" type="checkbox"/>	Course Code	Course Name	Semester	Sub. Type	Credits	Amount
<input checked="" type="checkbox"/>	BS1001	Engineering Physics	I	Theory	3	110
<input checked="" type="checkbox"/>	BS1002	Lab - Engineering Physics	I	Practical	1	55
<input checked="" type="checkbox"/>	ET1099	Engineering Exploration	I	Practical	3	55
<input checked="" type="checkbox"/>	HS1001	Communication Skills	I	Theory	4	110
<input checked="" type="checkbox"/>	HS1002	Lab - Communication Skills	I	Practical	1	55
<input checked="" type="checkbox"/>	MA1001	Engineering Mathematics - I	I	Theory	4	110
<input checked="" type="checkbox"/>	ME1001	Basics of Mechanical Engineering	I	Theory	4	110
<input checked="" type="checkbox"/>	ME1002	Lab - Basics of Mechanical Engineering	I	Practical	1	55
<input checked="" type="checkbox"/>	ME1005	Lab - Workshop - I	I	Practical	1	55

Fig. 8

**Step 9:** The below screen will appear after clicked on Online payment button and user can see the total payable fees as shown in Fig.9



### Government College Of Engineering,

Aurangabad

**Online Fee Payment**

**Note : \* Marked fields are mandatory**

**Student Name**

**Branch**

**\*Mobile No.**

**\*Email ID**

**Transaction For**

**Total Payable Fees**

Fig.9

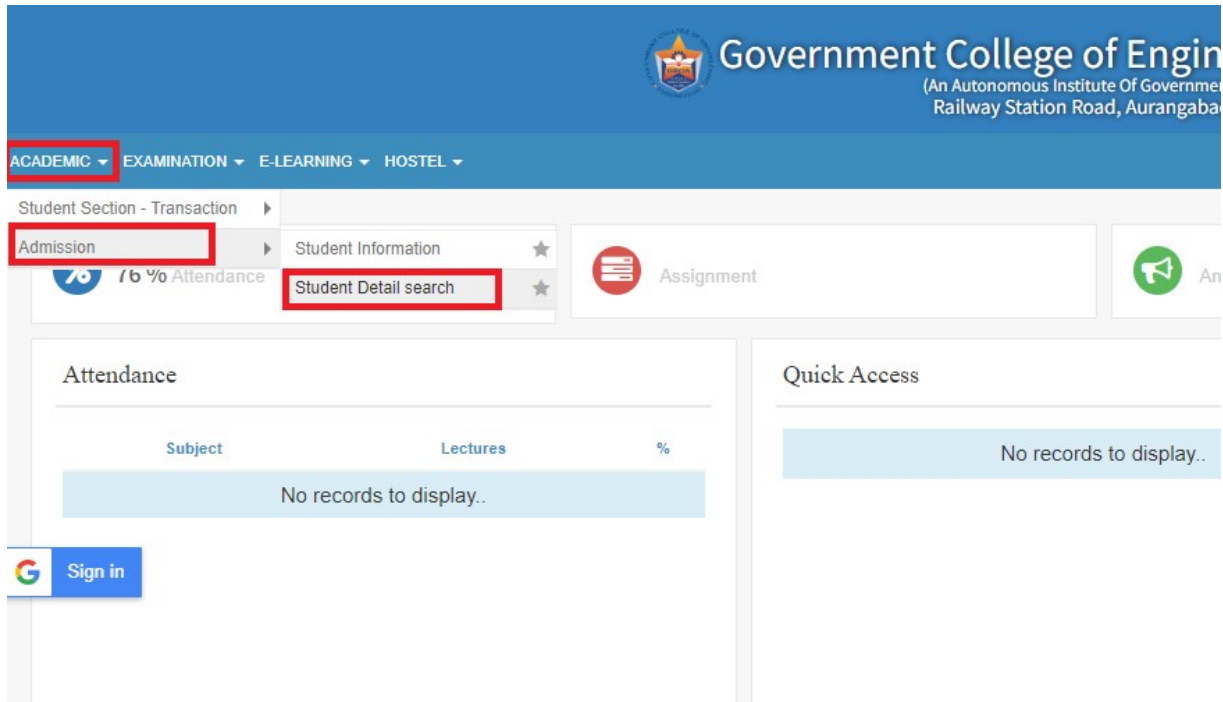
Click on Online Payment button again for proceed to payment.

## User Manual – Online Exam form submission (Students)

### \*IMPORTANT STEPS AFTER THE ONLINE PAYMENT

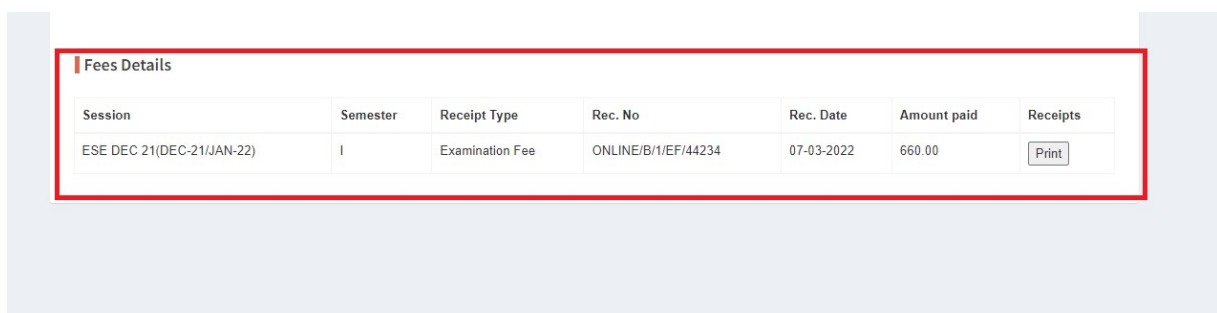
**Step 10:** Once online payment process complete repeat Step no. 1 and 2

**Step 11:** After successful login go to Student Detail Search page as shown in below Fig.10



**Fig.10**

**Step 12:** Once the page load, on the screen scroll down and checked your payment details for that particular exam is showing or not as shown in below Fig.11

The screenshot shows a table titled 'Fees Details' with the following data:

Session	Semester	Receipt Type	Rec. No	Rec. Date	Amount paid	Receipts
ESE DEC 21(DEC-21/JAN-22)	I	Examination Fee	ONLINE/B/1/EF/44234	07-03-2022	660.00	<input type="button" value="Print"/>

**Fig.11**

If the payment details are not found then check again after 10 to 15 min. If not showing payment details then contact to Exam Section on next working day in office timing only.

If above receipt as shown in Fig.11 is not obtained then your exam form not confirmed and the payment will be refund in your account within 8 to 10 working days. So, students are requested to fill the exam form again if the transaction failure.