

**Sandip Foundation's**  
**SANDIP INSTITUTE OF ENGINEERING & MANAGEMENT**

Mahiravani, Trimbak Road, Nashik. 422 213.

SF/ SIEM/NK/Exam./

06<sup>th</sup> May 2023

**NOTICE**

All students of FE (Regular & Backlog ) are, hereby, informed that Examination\_forms for May 2023 [are available online for filling](#); last date for applying is **15<sup>th</sup> May 2023**. Students should submit their forms as per the following procedure:-

a) Students are required to submit their forms in hard copy after paying the exam fee on Sandip ERP.in FE (ESH) Department.

Imp Note: Special Subject(s) should be verified by the Class teacher & signed.

**Please, Select Optional Subject(s) carefully, because Optional Subject(s) are not editable**

Student should follow Process Flow Chart for filling the exam form as below

Note that Examination forms after last date will not be accepted.

**Prof (Dr) Dipak P. Patil**

**Principal**

To :- 1) All Dept	: - Request Display & disseminate
2) Exam. Section	: - Notice Board
3) Students ERP Login	: - Notice Board
4) Library	: - Notice Board
5) CEO	

## SPPU Process for Filling Exam Form of May 2023 Exam

**Student should Use previous sessions username and password for login. Do not create new account if you have created account in previous session.**

- **Only one account per student is allowed.**

### Features of Student Profile System (SPS)

- This is one-time/permanent profile management system for student.
- Once registered student will be able to use same account across multiple online applications of university throughout his course. i.e. Student will be able to use this account from first year of course to degree.
- No duplicate accounts is allowed on same **Aadhaar number** (For Indian Students) **Email ID** and **Mobile Number**.
- Only one account per student is allowed.

### Instructions for Creating Account On Student Profile System (SPS)

Before creating account on SPS you need to have following things with you

- Valid **Aadhaar Number** (Only For Indian Students).
- Valid **Passport Number** (Only For International Students).
- Valid **Email ID**. An OTP will be sent on your email id for verify.
- Valid **Mobile Number**. An OTP will be sent on your mobile number for verify.

### Instructions for Creating Profile On Student Profile System (SPS)

Before creating profile on SPS you need to have following things with you

**PUNCODE: -CEGN018920** (For our institute)

- **Eligibility Number:** Every student gets this number when his eligibility is done by college in eligibility online portal. This number is must for creating profile. Please contact your college to get this number..
- **PRN:** (Permanent Registration Number) this number is allotted to a student when he/she first appears for university exam. This number is must for creating profile. This number is printed on student's university mark sheet.
- **Photo(Passport Size):** Scan copy of passport size photo in JPEG format and file size must be less than 300KB.
- **Signature:** Scan copy of your signature in JPEG format and file size must be less than 50KB.
- **Based upon data in your profile your exam form will be made available to you, so please provide accurate information in profile.**

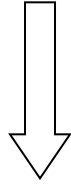
### Steps To Create Profile

1. **Create Account**
2. **Login**
3. **Enroll for the Course**
4. **Fill Personal Information**

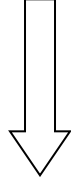
**\*Follow below flow chart for submission of Exam form:**

**Flow Chart**

**Online filling up of Examination Form**



**Fees Submission**



**Submission of Challan of Exam fee & Printout of Online filled up Exam form to respective department.**

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**Application Start:- 6<sup>th</sup> May 2023  
To  
Application Close: - 15<sup>th</sup> May 2023**