

Steps for Exam Form Fill Up

For 2nd Sem (Arrear, Repeat and Dropout)

4th Sem (regular and Arrear)

6th Sem (regular and Arrear)

- Step 1> Visit University website <http://guexamform.com/>
- Step 2> In Registered User tab, login using your ID and Password of your previous exam form fill up
- Step 3> If needed, provide a new password
- Step 4> Fill the necessary fields like Gender Class, Father's Name, Mother's name, Semester you want to appear for, Roll Code, Roll No etc.
- Step 5> Select correct Candidate Type and Type of Course
- Step 6> Select your subjects of examination (Select MIL subject, if any, carefully)
- Step 7> Click on Declaration Tab
- Step 8> Verify your name and subject combination carefully
- Step 9> Submit Application.
- Step 10> Download Application then Download Challan
- Step 11> Take printout of both
- Step 12> If you want to appear for another exam, Go to Home Page. There you will find one Add new semester Tab. Click that Tab and follow Step 4 – Step 11
- Step 13> Submit the Form and the Challan to the office counter for setting your fees, and collect them for payment of fees.

Steps for online payment of Fees

- Step 14> Visit college website www.hojaicollege.edu.in
- Step 15> Click on Exam Form Fill Up tab
- Step 16> Check your Mobile No to get OTP & Upload your Profile Photo (if needed)
- Step 17> Pay Examination Fee Online using your debit card, but before payment verify that you are paying appropriate amount for your selected exam written in the Challan
- Step 18> Normally, a receipt will be generated, which you have to submit along with Challan to the cash counter of the college

Warning:

- > If students have back can pay for the same only after payment confirmation of regular examination.
- > 6th Sem Regular/Arrear Students who have back in (2nd Sem) can pay either for 6th Sem or for 2nd Sem only.
- > Non-Collegiate or Irregular Back Students who do not have a 8 digit student ID must contact with College to get their Id to proceed for online Exam Fee Payment.