

# Software Manual-- examregistration.shillongpolytechnic.com

Student Manual::

- **Registration and login:**

- For first time user, they are require to register themselves by clicking the Registration tab and click register as shown below:



**Note:** Only Student can login.

Username

Password

dont have account? [Register here.](#)

- After registration is completed the user can login using their username and password.
- After successfully login the application it will take you to another screen where you can complete the registration process.



[Admit-Card](#)  
[Registration of Exam](#)  
[Application Form](#)  
[Payment](#)

drfgdfgdf | status: Online

MEGHALAYA STATE COUNCIL FOR TECHNICAL EDUCATION  
SHILLONG  
APPLICATION FORM FOR APPEARING DIPLOMA EXAMINATION

NAME OF THE EXAMINATION APPEARING \*  
Choose Examination  
1 Semester  
2 Semester  
3 Semester

Appearing As Regular/Backlog. \*  
REGULAR  
BACKLOG

Date of Exam to be held \*  
dd-mm-yyyy

- **To fill up the application form follow the following instruction:**

- NAME OF EXAMINATION APPEARING:: You can select or choose only one semester by clicking with a mouse or you can more than one by pressing Ctrl + mouse click
- APPEARING AS REGULAR OR BACKLOG:: In this field also you can choose only one option by clicking with a mouse or you can more than one by pressing Ctrl + mouse click, depending you want to appear as regular or backlog or both.



- **Details regarding previous examination.**

- DETAILS OF LAST EXAMINATION APPEARED:: You can select or choose only one semester by clicking with a mouse or you can more than one by pressing Ctrl + mouse click
- APPEARING AS REGULAR OR BACKLOG:: In this field also you can choose only one option by clicking with a mouse or you can more than one by pressing Ctrl + mouse click, depending you want to appear as regular or backlog or both.
- You can also upload the mark sheet of the above examination but the size should be within 200Kb

- **Select the subjects that you want to appear.**

- To select subjects in the current semester, you should tick a click and also select R (mean for Regular).You should select all regular subjects in a current semester.
- For select a backlog subject of a semester you should tick a click and also select B (mean for Backlog).

Name of the subject & subject code desire to appear in the semester examination indicating Theory(Th) and Practical(Pr) seperately.

Sl-no	Name of the Subject	Th/Pr	Subject Code	Semester	Action	R / B
1	INTRODUCTION TO INFORMATION TECHNOLOGY	Pr	G205A	1 Semester	<input type="checkbox"/> click	<input type="radio"/> R <input type="radio"/> B
2	INTRODUCTION TO INFORMATION TECHNOLOGY	Th	G205A	1 Semester	<input type="checkbox"/> click	<input type="radio"/> R <input type="radio"/> B
3	WORKSHOP PRACTICE I	Pr	G203	1 Semester	<input type="checkbox"/> click	<input type="radio"/> R <input type="radio"/> B
4	ENGINEERING DRAWING I	Pr	G201	1 Semester	<input type="checkbox"/> click	<input type="radio"/> R <input type="radio"/> B
5	CHEMISTRY I	Pr	G108	1 Semester	<input type="checkbox"/> click	<input type="radio"/> R <input type="radio"/> B

- You can upload your photo which will appear in the form and admit card
- You can input the SBI Collect reference No obtain from the SBI payment receipt
- You can also upload the SBI payment receipt
- After completed these task you can click preview button and it will take you to the next page

**MSCTE** Admit-Card Payment Registration Change Password Log-out

Upload Passport Size Photo \* Choose File No file chosen  
Image size should less than 200Kb.\*

Image

SBCollect Reference Number \*

Upload SBCollect Payment Receipt \*  
Choose File No file chosen  
Image size should less than 200Kb.\*

Preview

- You can click final submit button if nothing to be change or click update to make further changes.

Necessary fees as follows has been paid at the office of the principal Shillong Polytechnic Shillong. (receipt attached)

1. Examination Fees(Inclusive of Marksheet Fee) Rs.
2. Permission Fee (as applicable in case of non-collegiate candidate) Rs.

**DECLARATION BY THE CANDIDATE**

I hereby solemnly and sincerely affirm that the statement made and information furnished by me in the Application Form is true and correct. I have not concealed any information. However, if any information furnished herein fraudulent, incorrect or untrue if its appear that in the opinion of the Council, I have any way contravened the provision of the Council's Rules and Regulation relating in the Examination, my admission to the Examination shall liable to be cancelled by the Council. I agree to abide by the Rules and Regulation relating to the Examination of Meghalaya State Council For Technical Education Shillong.

**CERTIFICATE FROM PRINCIPAL**

I Certify that Shri/Smti DRFGDFGDF has fulfilled the requirements necessary to be eligible to appear in 1 Semester 2 Semester Examination of three years Diploma course to be held in 2020-09-21 as Regular (Collegiate / Non Collegiate) / backlog candidate and has completed the prescribed course of study for the examination and secured the minimum pass mark in internal evaluation in each subject prescribed for the course of study and that his / her conduct and character has been satisfactory.

Final Submit UPDATE

- You can print the duly fill in application form by clicking print button.

DETAILS OF LAST EXAMINATION APPEARED (Photo copy of the marksheet to be enclosed):						
Examination Appeared	Center From Which Appeared	Exam Roll No.	Appeared as Regular/Backlog Candidate	Year & Month of Exam Held	Branch	
1 SEMESTER	SHILLONG POLYTECHNIC	SH/ET-219012	REGULAR	2019-09	ELECTRONICS AND COMMUNICATION ENGINEERING	
15 Name of the subject & subject code desire to appear in this semester examination indicating Theory(Th) and Practical(Pr) seperately.						
Name of the Subject		TH / PR	Subject Code	Semester	Regular / BACKLOG	
15.1 PROFESSIONAL PRACTICES I		PR	ECE508	2 SEMESTER	REGULAR	
15.2 DEVELOPMENT OF LIFE SKILL I		PR	G301	2 SEMESTER	REGULAR	
15.3 INTRODUCTION TO INFORMATION TECHNOLOGY		PR	G205A	1 SEMESTER	BACKLOG	
15.4 INTRODUCTION TO INFORMATION TECHNOLOGY		TH	G205A	1 SEMESTER	BACKLOG	
16 SBCollect Reference Number			DU123456789			
						Signature of the Candidate

Print Close

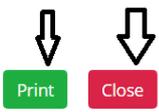
View and Print back page.

- You can also print the back side of the application form by clicking view and print back page

Signature of Secretary  
 Meghalaya State Council for Technical Education  
 Shillong

Examination Roll No. as per Admit Card. \_\_\_\_\_  
  
 Date: \_\_\_\_\_

Signature of dealing Assistant

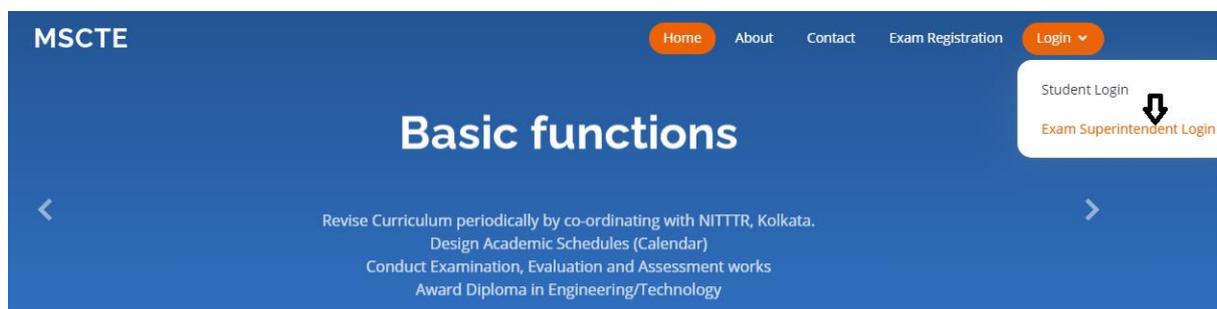


Print
Close

\*\*\*\*\*END\*\*\*\*\*

### Examination Superintendent Manual::

- Examination Superintendent** can login using username and password.



- After Login successfully it will take you to the next page and choose polytechnic

Issue Admit-Card  
Print Admit-Card

Exam Superintendent | status: Online

**MEGHALAYA STATE COUNCIL FOR TECHNICAL EDUCATION  
SHILLONG**  
*Issue Admit-Card For Students*

**IMPORTANT NOTE:**

1. Issue Admit for a Students based on **SBCollect Reference No.**
2. If SBCollect Reference No. registered by student does not match with the SBCollect Reference No. from SBI Collect no admit-card will be issue to student else issue.

Choose Polytechnic \* 

Choose Polytechnic ▼

- After select polytechnic it will take you to another screen where you can view all the documents that student has upload and submit. In this page you can print the application form and issue admit card. Once admit card is issue student records will disappear from the screen. Therefore it is suggested that before to issue admit card you should verified first all the documents as well as print the application form if needed then at last you can issue admit card.

Shillong Polytechnic

Total no. of students: **2**

Search By Department name..

Student Name	Roll No.	Appearing as	SBCollect Ref. No.	SBC - Result	Marksheet	Application F.	Action
Drfgdfgdf	SH/ET-219012	REGULAR	DU123456555	download	Download Marksheet	View App. Form	Issue Ad.C
Drfgdfgdf	SH/ET-219012	REGULAR,BACKLOG	DU123456789	download	Download Marksheet	View App. Form	Issue Ad.C

- You can issue and also print the admit card as indicate. Once the admit card is issue from your end then the student can also view and print it.

  
Issue Admit-Card  
Print Admit-Card

 Exam Superintendent | status: Online

**MEGHALAYA STATE COUNCIL FOR TECHNICAL EDUCATION**  
**SHILLONG**  
*Issue Admit-Card For Students*

**IMPORTANT NOTE:**

- Issue Admit for a Students based on **SBCollect Reference No.**
- If SBCollect Reference No. registered by student does not match with the SBCollect Reference No. from SBI Collect no admit-card will be issue to student else issue.

\*\*\*\*\*END\*\*\*\*\*