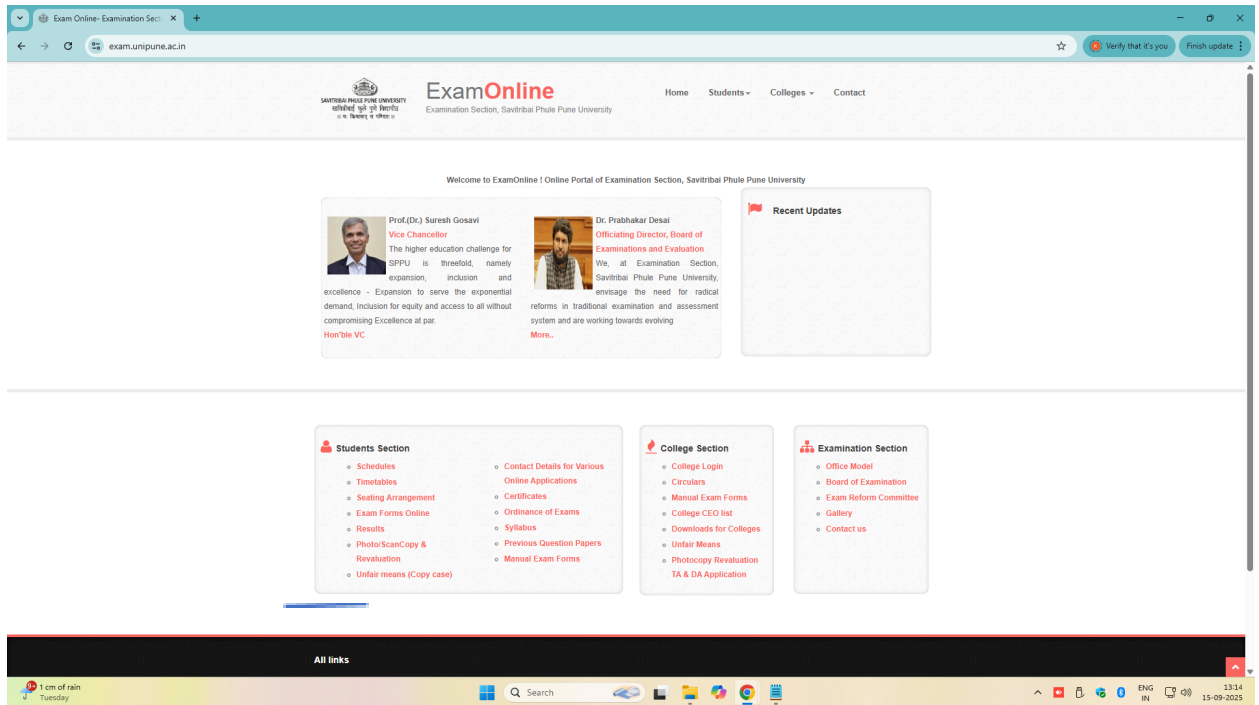


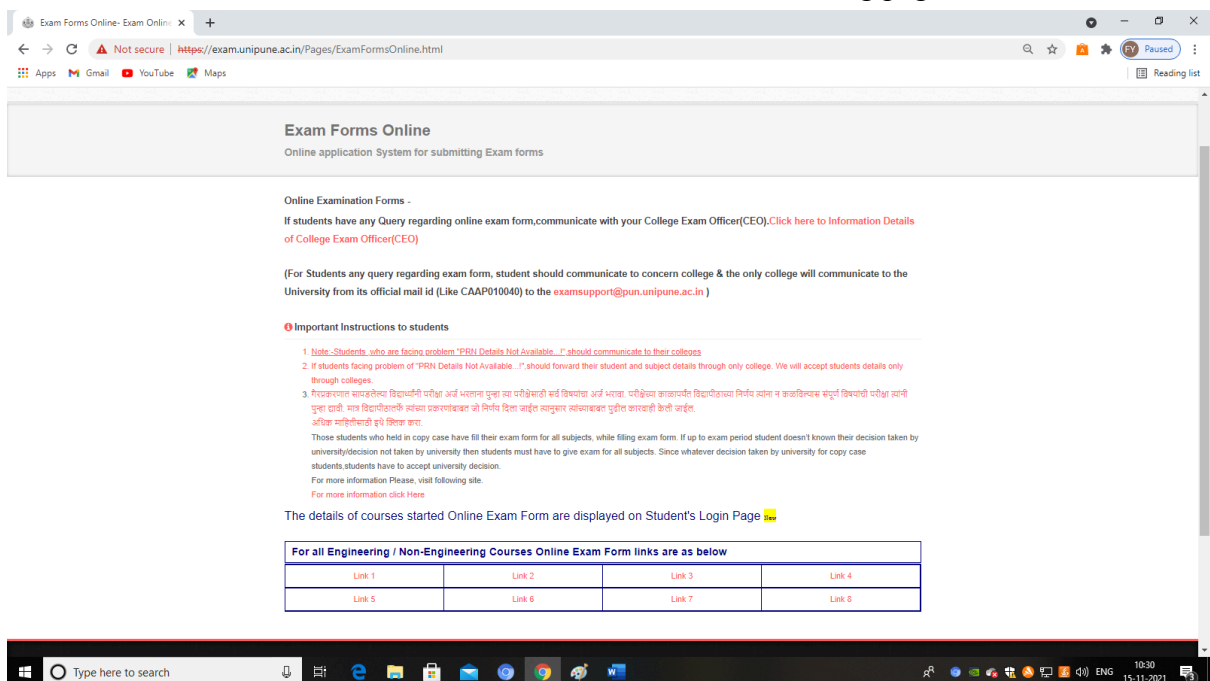
# Kannada Sangha Pune's Kaveri College of Arts, Science and Commerce Guidelines for creation of exam account and course enrollment

Please follow the below steps to create exam account on SPPU site and enroll for the course.

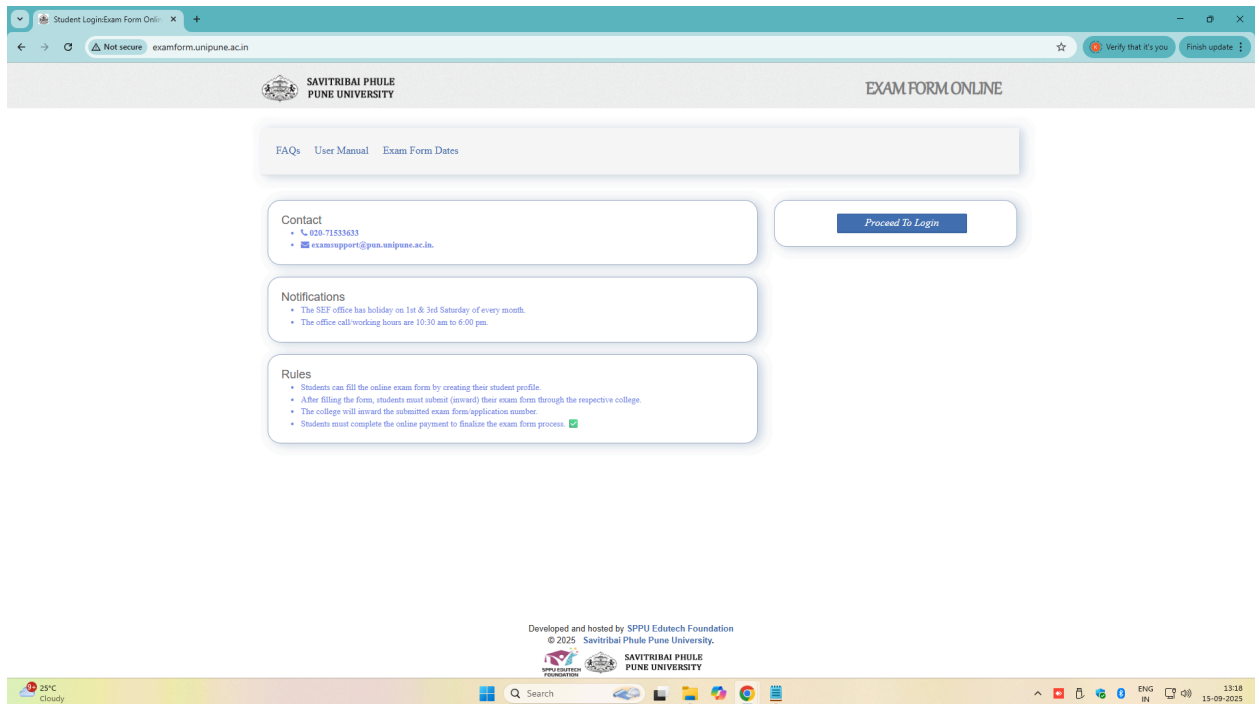
1) Visit exam.unipune.ac.in



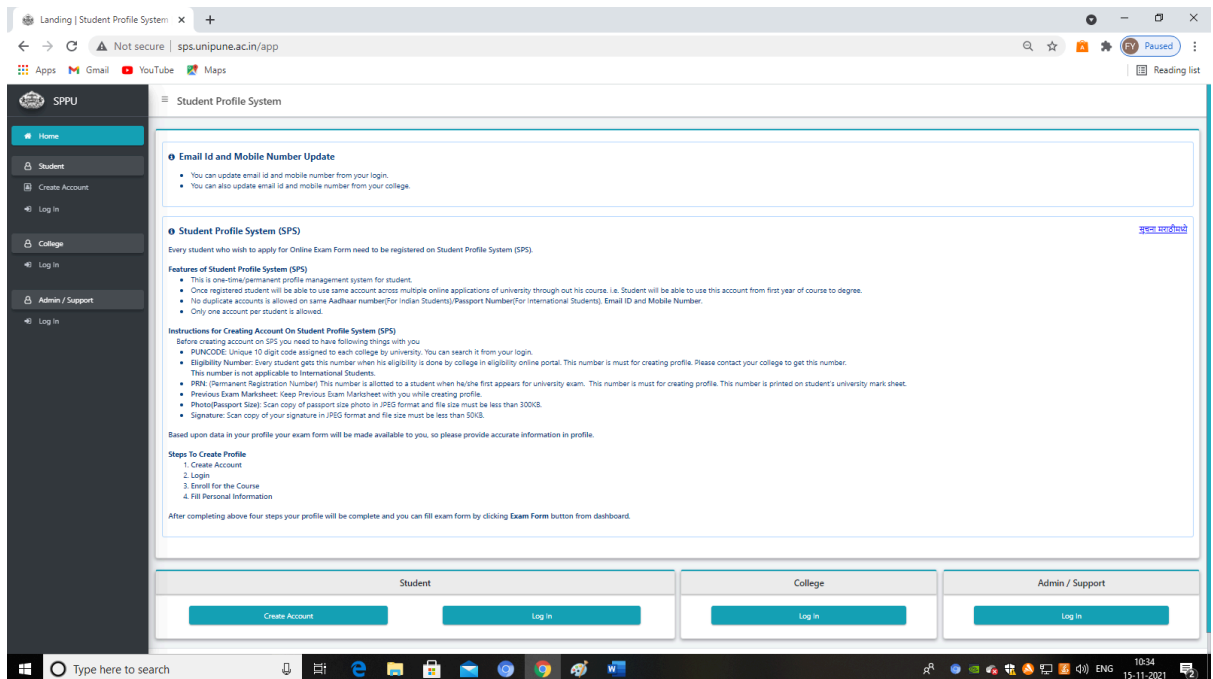
2) Click the link “Exam Form Online” which will redirect to following page



3) Click on any of the links to proceed further which will show the following page.



4) Click on Proceed to Login will display the following webpage.



5) First Year students must first create an account on the university portal. **THESE LOGIN CREDENTIALS SHOULD BE USED FOR ALL EXAM FORM SUBMISSIONS UNTIL GRADUATION.**

For First year students, after clicking on Create Account, following page will be displayed.

The screenshot displays the 'Create Account' page of the SPPU Student Identity Manager. The page has a dark sidebar on the left with navigation links: Home, Student, Create Account (highlighted), Log In, College, Log In, Admin / Support, and Log In. The main content area is titled 'Student Identity Manager' and contains a 'Create Account' form. The form includes a section for 'Instructions' with the following points:

- Do not open this website in multiple tabs in same browser to avoid difficulties in account/profile creation.
- Do not create new account if you have created account in previous session.
- Only one account per student is allowed.
- For account creation use your valid Aadhaar Number(only for indian students)/Passport Number(only for international students), Email Id and Mobile Number.
- Provide your valid Email Id and Mobile Number because an OTP will be sent to verify your Email Id and Mobile Number. Both Email Id and Mobile Number will be used for communication purpose.
- For Indian Students- If you don't have aadhaar number yet then go to your college and ask for Temporary Number for Aadhaar. That Temporary Number needs to be entered in place of aadhaar number.

The form fields are:

- Nationality: A dropdown menu with '-- Select --'.
- Student Name: A text field with the placeholder 'Enter Name As Per Your Previous Marksheet'.
- Email Id: A text field with the placeholder 'Enter Email Id'.
- Mobile Number: A text field with the placeholder 'Enter Mobile Number'.

At the bottom of the form are two buttons: 'Verify Email and Mobile No.' and 'Cancel'.

6) Enter the following details properly

- Select the Nationality
- Student Name (As per your name on Previous Marksheet) for First Year students  
Name as per 12<sup>th</sup> Marksheet
- Email Id
- Mobile Number

**Use Email Id and Mobile number which will be active till completion of your graduation.**

- Click on Verify Email and Mobile number
- Separate OTP will be sent on email address as well as on mobile number to verify both.
- Enter the OPT received on email address and mobile number in appropriate textboxes.  
For Email address, check spam mails if mail having OTP is not received in Inbox.
- Enter the password. Password should be minimum of 6 characters and maximum of 10 characters.
- Enter the Captcha shown
- If everything is OK, your account will be created by clicking on “Create Account” button

7) Once account is created, click Log In Link

The screenshot shows the 'Create Account' page of the SPPU Student Identity Manager. The left sidebar contains a 'Log In' link, which is circled in red. The main content area displays a 'Create Account' form with the following sections:

- Instructions:** A list of guidelines for account creation, including a warning not to open multiple tabs and a note that only one account per student is allowed. It also mentions the use of Aadhaar Number for Indian students and Email Id/Mobile Number for international students.
- Nationality:** A dropdown menu with a placeholder '-- Select --'.
- Student Name:** A text input field with the placeholder 'Enter Name As Per Your Previous Marksheet'.
- Email Id:** A text input field with the placeholder 'Enter Email Id'.
- Mobile Number:** A text input field with the placeholder 'Enter Mobile Number'.
- Buttons:** Two buttons at the bottom: 'Verify Email and Mobile No.' and 'Cancel'.

8) Select Login By (Either through email address or mobile number which students have used while creating the SPS account)

The screenshot shows the 'Dashboard' page of the SPPU Student Profile System. The left sidebar contains a 'Log Out' link. The main content area displays a 'Dashboard' section with the following elements:

- Instructions:** A message stating 'You don't have any profile right now.' followed by 'Steps To Create Profile'.
- Steps To Create Profile:** A list of two steps: '1. Course Enrollment' and '2. Fill Personal Information'.
- Action:** A message 'Now click on New Course Enrollment button to create profile.' with a corresponding 'New Course Enrollment' button.
- Footer:** A section for 'Savitribai Phule Pune University's Official Public Telegram Channel' with a link to join.

9) As FY students have not been enrolled for any course, students have to enroll for new course

The screenshot shows the 'Course Enrollment' page in the SPPU Student Profile System. The page includes a sidebar with 'Dashboard' and 'Log Out' options. The main content area has a section titled 'Instructions' with details about student types and enrollment. Below the instructions, there is a 'Student Type' dropdown menu with options: 'New' and 'Existing'. The page also includes a copyright notice for Savitribai Phule Pune University.

10) Select Student type as “Existing”

Enter all the details. Previous Examination Details are required to create the profile.

**College/Department PUNCODE : caap012310**

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Select Medium of instructions as **English**

Have you got PRN number from university : **NO**

Have you got Eligibility Number from university : **YES** (then enter the eligibility number which is available in PDF shared by the coordinator)

Click on Save and then complete the profile in next page

11) After successful creation of profile, enter personal information

While filling personal information, **Mother name should be entered only FIRST name not a full name.**

Here students will require a scan copy of Photo and Signature.

To enter name in Devnagari, student can take help of Google Input Tools

The screenshot shows a web browser window with the URL [sps.unipune.ac.in/APP/Student/PersonalInfo/PersonalInfo?PI=L42TmG7Bj85u3KY%252bkP%252bYrA%253d%253d](https://sps.unipune.ac.in/APP/Student/PersonalInfo/PersonalInfo?PI=L42TmG7Bj85u3KY%252bkP%252bYrA%253d%253d). The page is titled "Student Profile System" and features a dark sidebar with a user profile and navigation links for "Dashboard" and "Log Out". The main content area contains a form with the following fields:

- Mother Name \***: Text input field.
- Mother Name In Devnagari \***: Text input field with the placeholder "कृपया धुने आईये नाम भरा".
- Email \***: Text input field containing "pallavj@o@gmail.com".
- Mobile \***: Text input field containing "9764429560".
- Gender \***: Dropdown menu with "-- Select --".
- Date Of Birth \***: Text input field containing "DD/MM/YYYY e.g. - 23/11/1995".
- Nationality \***: Dropdown menu with "Indian" selected.
- Domicile \***: Dropdown menu with "-- Select --".
- Is NonCreamy layer \***: Dropdown menu with "-- Select --".
- Cast Category \***: Dropdown menu with "-- Select --".
- IsMinority \***: Dropdown menu with "-- Select --".
- Migrant from J & K \***: Dropdown menu with "-- Select --".
- Is Handicapped ? \***: Dropdown menu with "-- Select --".

Below the form is a section titled "Upload Photo" with two sub-sections:

- Upload Photo(Size less than 300kb) \***: Includes a "Choose file" button and a "Browse" button.
- Upload Signature(Size less than 50kb) \***: Includes a "Choose file" button and a "Browse" button.

The Windows taskbar at the bottom shows the search bar, task view button, and several application icons. The system clock indicates the time is 09:39 on 18-11-2021.

12) Once the course enrollment and profile is complete, students can fill the exam form as per the guidelines from the coordinator.