Rollwala Computer Centre
Gujarat University, Ahmedabad-9

Online Exam Forms Correction System (EFCS) v.6.0 (2012)

Important Instructions

[A] Startup:

(1)   Establish an internet connection.

(2)   Open the web browser like Internet Explorer and open the website of Gujarat University by entering www.gujaratuniversity.org.in in the address area.

(3)   On the Home Page, click on "Examinations" under "Student Corner".

(4)   On the "Examinations" page, click on the "Notices" and on the "Notices" page, click on "Online Exam Form Correction System".

(5)   Click on the "Important Instructions" to open and download the local copy of important instructions or alternately, read the instructions online.

(6)   Click at the bottom line to start the login process. If asked for <Open> or <Save> options, select <Open> option. This will show a login screen with "rccexam" as the Username. Click "OK" without entering any Password.

(7)   At the opening screen, select the Exam. Code and the College Code from the Dropdown list and enter the Password provided for your College/Department/School. Also click on the Fresher Option IF the students are Fresher only. Then Click <OK> to start the software for Exam Form Corrections. Mouse or the <Tab> key may be used to go to the next field.

[B] Exam Form Correction:

(8)   The <Entry> option at the Menu provides 2 (two) sub options viz. (i) Data Entry by Application and (ii) Download Data to Excel.

(9)   Select (i) <Data Entry by Application> to correct the forms online like previous year. This will open up blank screen for correction.

(10) To display the details of the first student, click the <First> button or provide the Previous Month, Year and the Seat No. of the first candidate (this information can be obtained from the listing provided by the university with this CD) and click on the <Search> button. **For First Year/Sem Fresh students, however, enter the Enrol./Regi. No. instead of previous year's information.** After modification, click on the <Update> button to save the changes. To delete this student click on the <Delete> button. Click the <Next> button to bring the next candidate details on the screen.

(11) To add a new candidate, click on the <New> button and enter details of the candidate on the blank screen and then click the <Save> button.

(12) After the modifications are saved, new modifications in the same candidate can be made but don't forget to click on the <Update> button again.

(13) The buttons <Next>, <Prev>, <First> and <Last> can be used to navigate amongst the candidates.

(14) When entry is over, select/click the <Exit> button to close entry screen.

[C] Printing List:

(15) The data entered/modified can be printed by choosing the <Report> option from the Menu. The data of all candidates will appear on the screen.

(16) The local copy of the list displayed on the screen can be downloaded by selecting the <Print> option on the right bottom side of the screen. This will save the entire report as a PDF file on the C: drive of your local computer with file name **C:\EXAM_Report_ex_clg.pdf** (where ex is the Exam Code and clg is the College/School Code). This PDF file can be printed later on the attached printer. An A4 size paper is sufficient for printing the list.

(17) The entered/modified/available data may be downloaded to an Excel file for future college/department use by selecting the "Download data to Excel" sub option of the "Entry" option. Click this sub option and all available records for that Exam will be copied to an Excel file in the local C: drive with file name "**C:\EXAM_Download_ex_clg.xls**".

[D] Submission:

(18) Once all students records are entered/modified for the examination, get all data downloaded and printed using the <Report> option from main Menu for submission to the University. Make the signature and office stamp of the Principal on the printed copy. Submit the printed hard copy list to the **Exam. Department, Gujarat University, Ahmedabad-9**.

(19) There is NO need for sending the CD containing softcopy of data.

[E] Support and Guidance:

(20) If you find any difficulty, in opening, running the software, entering Exam Form Correction Data, taking Printouts, please contact Rollwala Computer Centre, Gujarat University, on Phone: **(079) 26300164** or **(079) 26300877** or **99784 08013.**
You may also visit Rollwala Computer Centre for any help/support/guidance during 3.00 p.m. to 6.00 p.m. on all working days.

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Sd/-

Registrar

Gujarat University

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20th April, 2012
Ahmedabad