# **NPTEL EXAM REGISTRATION FORM**

Jan-Apr 2020

**HELP GUIDE** 

#### Things to remember before registration

#### **ENSURE** that

- You have enrolled to the correct course
- You use the same email-id for enrolment as well as exam registration. Assignment score submitted through this email-id alone will be considered towards final consolidated score.
- You have good photo and signature images ready to be uploaded in the form
- If you belong to SC/ST, PwD categories, you have the scanned copies of relevant certificates ready for upload
- You enter your name, DOB, etc. correctly
- You select your college name correctly from drop-down list and ensure that the college name in your SWAYAM profile is the same

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

#### **EXAM DATES**

March 29, 2020 (Sunday)

April 25, 26, 2020 (Saturday & Sunday)

#### Note

- Exams for certain courses are conducted on only one of (not all) these 3 dates
- Exam dates for courses are not interchangeable
- Ensure that you register for the correct exam and date

#### **Important Links**

#### Timelines and Guidelines for NPTEL exams

https://docs.google.com/document/d/e/2PACX-1vRo2qT3oV6LVLw\_0rt29UJ7eb0EEKZEmTOJYuE73PsLpvV4dGKCSNa8KeV8m6NCGujr8-ks9Ts3dgae/pub?urp=gmail\_link

#### NPTEL Courses List -

https://docs.google.com/spreadsheets/d/e/2PACX-1vRxPiil6qDWTaYf77URbhT-sbwVa47dUq58dkqX9fYejX9DnSQbmRMLCwH-MTb\_qqMfRbJ9vr5vqW\_7/pubhtml?urp=gmail\_link

Enrolment link - https://swayam.gov.in/NPTEL

NPTEL March Exam Registration Form Link - https://nptelmarchexam.swayam.gov.in/

NPTEL April Exam Registration Form Link - https://nptelaprilexam.swayam.gov.in/

#### **April Exam Registration form**



#### January - April 2020 Registration form is Opened!

Login here

Please check your mails/Course Announcement for more details. Kindly use Chrome Browser to fill in the Application Form.

Remember: Use the exact email-id you had used while enrolling (joining) in the course.

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# Login using your enrolled mail id, password



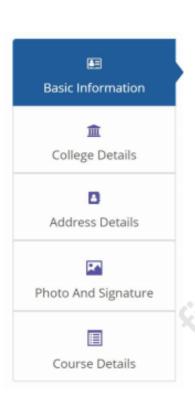
## Click on the link to access the registration form

Exam Registration Form for January - April 2020

Registration for January - April 2020 Exams (Opened) Click here

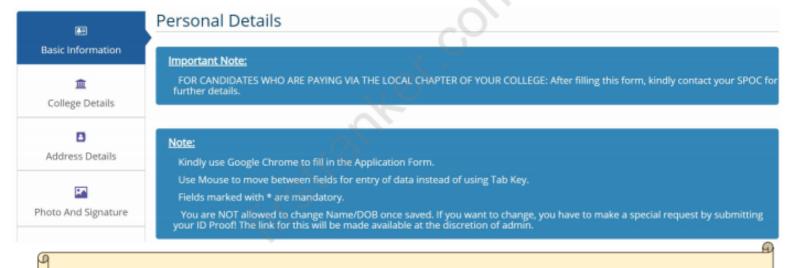
January - April 2020 exam courses

Courses list is given here for easy reference.



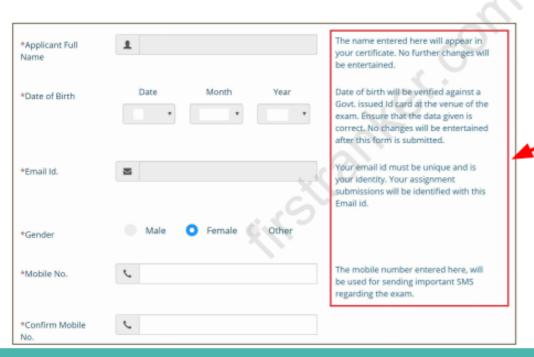
# BASIC INFORMATION

#### **Basic Information**



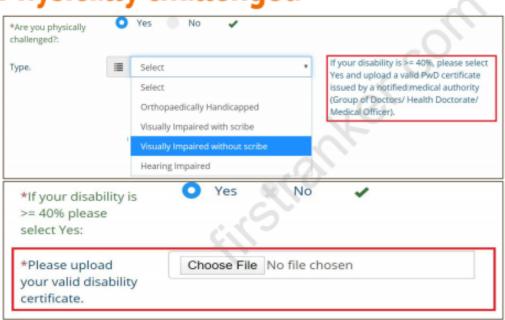
Read the instructions carefully and proceed to fill the form

#### Basic Information, cont'd...



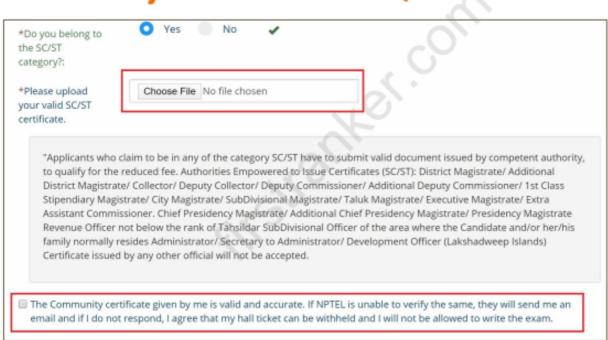
Do pay attention to the notes given against each entry.

### Physically challenged



The uploaded disability certificate will be checked by NPTEL. If it is not a valid certificate, you will not be allowed to write the exam.

#### **Community Certificate for SC/ST candidates**



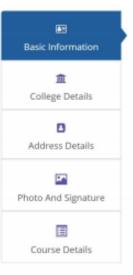
Ensure that you upload a valid Community Certificate.

#### All mandatory fields to be filled



If you have not filled all the columns, you will see this message. Click on Okay and fill all the mandatory fields.

#### **Basic Information**





Basic Information will be pre-filled, as shown here, if you had registered for NPTEL exams in any of the previous semesters.

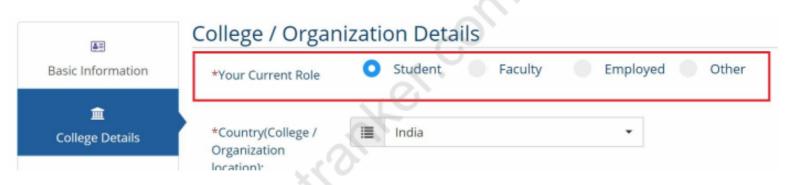
Click on EDIT button which will allow you to make some changes, but not all. For further help, please write to support@nptel.iitm.ac.in

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# COLLEGE DETAILS

#### **College Details**



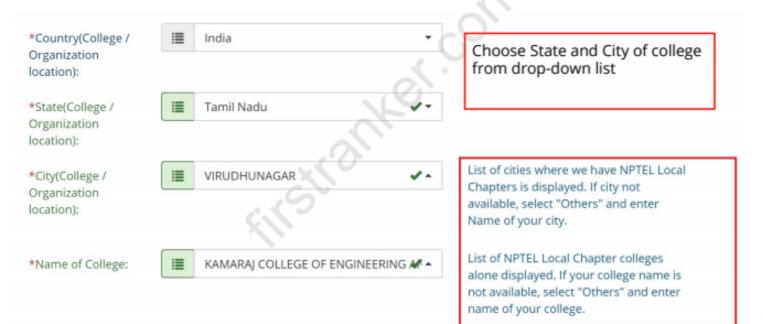
Students: Choose Role as STUDENT (If you have already graduated, select Other)

Faculty: Choose Role as FACULTY

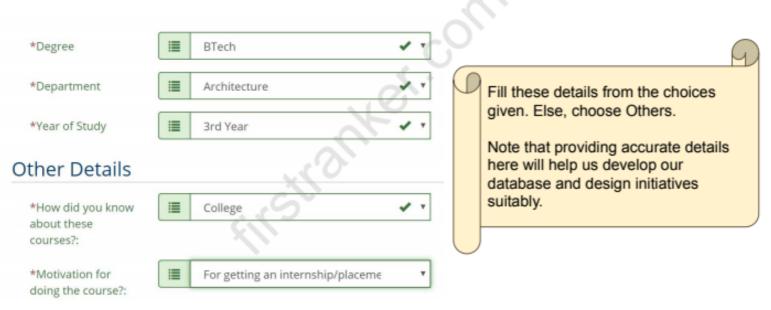
Employed in organizations: Choose Role as EMPLOYED

All others: Choose Role as OTHER

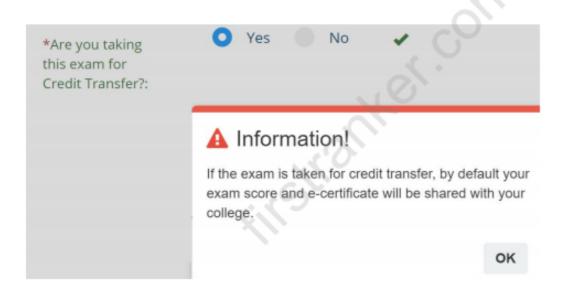
#### College Details, cont'd...



## College Details, cont'd...



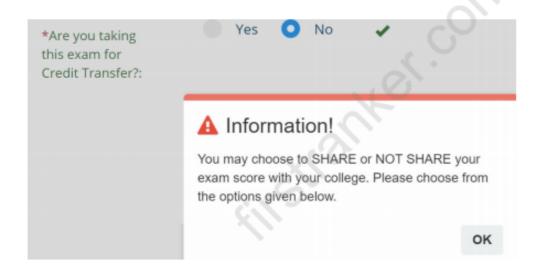
#### **College Details - Credit Transfer**



#### When to say YES to Credit Transfer

If you do not understand what to fill here, please discuss this with your college authorities.

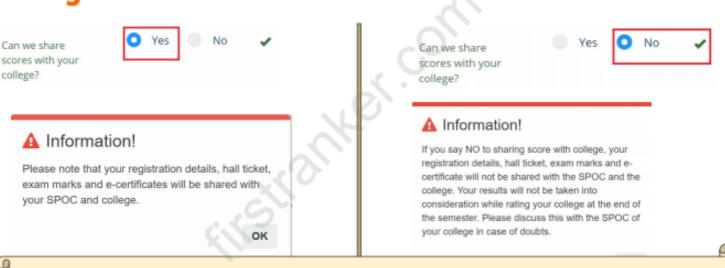
#### **College Details - Credit Transfer**



#### When to say NO to Credit Transfer

If you do not understand what to fill here, please discuss this with your college authorities.

#### **College Details - Credit Transfer**



If you do not understand what to fill here, please discuss this with your college authorities.

#### College Details - sharing details with potential employers

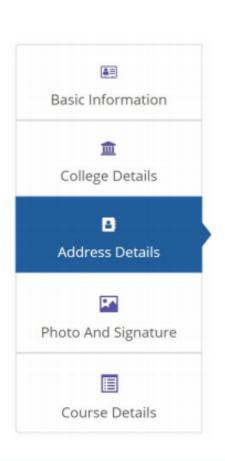
\*Can we share
your contact
information with
potential
employers?

Yes

No

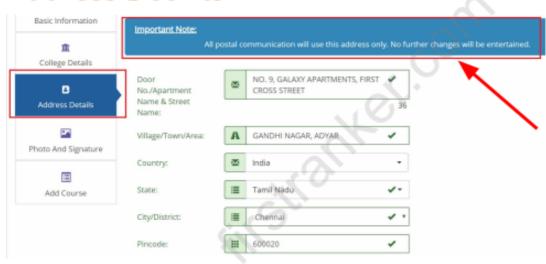
✓

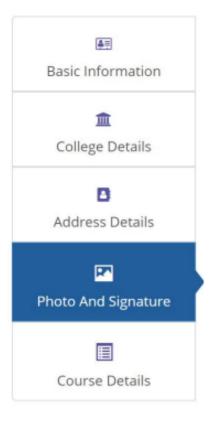
If you say YES here, your details will be shared with potential employers who are interested in recruiting based on NPTEL course exam performance.



# ADDRESS DETAILS

#### **Address Details**





# PHOTO & SIGNATURE

#### Photo & Signature upload - guidelines

Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly. The maximum file size is 150 kB (kilo bytes).

To avoid upload error please open your images in MS Paint and save them in **jpeg** format within file upload size limit. Hall ticket will not be generated and you will not be allowed to write the exam if you submit:

SELFIES, BLURRED IMAGES, PHOTOS of SOMEONE ELSE, DUMMY PHOTOS, GROUP PHOTOS, FULL SIZED PICS, etc.

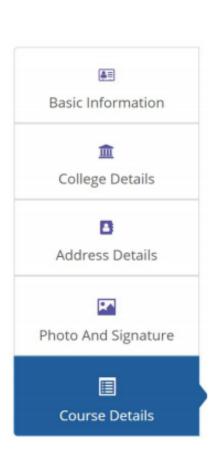
#### Important Note:

If the photo & signature you upload do not match the given specifications, your exam registration will be cancelled and you will not be allowed to write the exam!

Your photo will appear in your hall ticket and e-certificate Your signature will come in your hall ticket

These will be verified at the exam centre.

It is advisable to upload photo & signature based on the given specifications.



# COURSE DETAILS

#### Add courses to write exam

For March 29, 2020 exams:

Max exams you can write - 2 (one each in Morning & Afternoon sessions)

For April 25, 26 2020 exams:

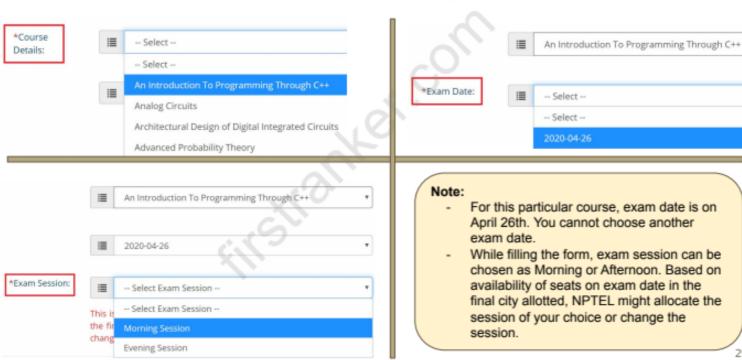
Max exams you can write - 4 (two exams on each exam day - in Morning & Afternoon sessions)

These exam dates are not interchangeable.

This means, if you miss writing exam on a given exam date, you will not be able to write the same exam on another exam date.

The process is similar for registering for March and April courses.

#### Select Course Name, Exam Date, Exam Session



## **Choosing exam cities**

Please check this box to select exam cities. Note that, the 3 cities chosen here will be applied to all courses for which you are writing an exam.

This means, if you happen to change your choice of exam cities while registering for the 2nd course, this change will automatically apply to the first course also.

## **Choosing Exam State/City - 1st & 2nd preferences**

		Exam State	е:
*Exam State:	■	Kerala	O .
*Exam City - 1 <sup>st</sup> choice:	≣	Palakkad	*
*Exam State - 2 <sup>nd</sup> choice:	≣	Tamil Nadu	*
*Exam City - 2 <sup>nd</sup> choice:	≡	Coimbatore	*

Choose exam state/city from the drop-down lists

#### Choosing exam state/city - 3rd choice

A If exar	m city cho		vailable, you will be allotted to this 3 <sup>rd</sup> choice exam city. cose this exam city very carefully.
Exam State:	■	Kerala	
Exam City:	■	Palakkad	
Amount:		₹1000	
		Add Course(s)	

Once exam cities have been chosen, click on Add Courses button.

Exam city - 3rd choice - only limited cities will be listed here.

We will try our best to allocate the candidate to this city if options 1 & 2 are not available.

# 1 course added successfully

#### Success!

Course is successfully added to the card.

Add More Course

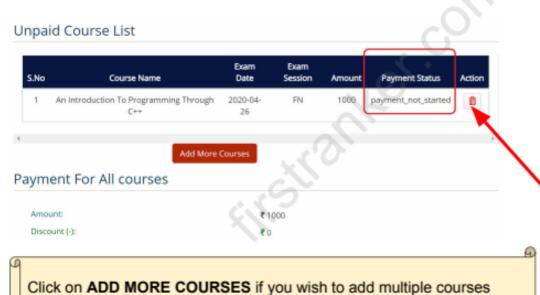
Preview Cart

After adding the first course you will receive this alert.

You may choose to:

- Click on PREVIEW CART and verify your selection of course, exam date, exam session, exam city, or
- You may proceed to ADD MORE COURSES

# Preview Cart - what is displayed

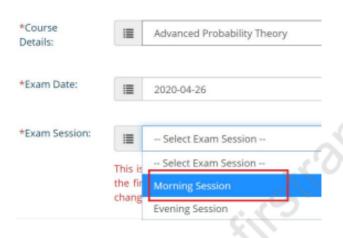


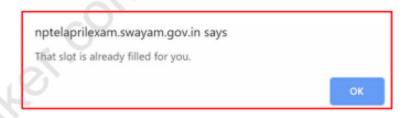
Clicking on Preview Cart displays this image.

It shows that Payment has not been made yet.

If you want to DELETE this course, you may click on the Delete icon.

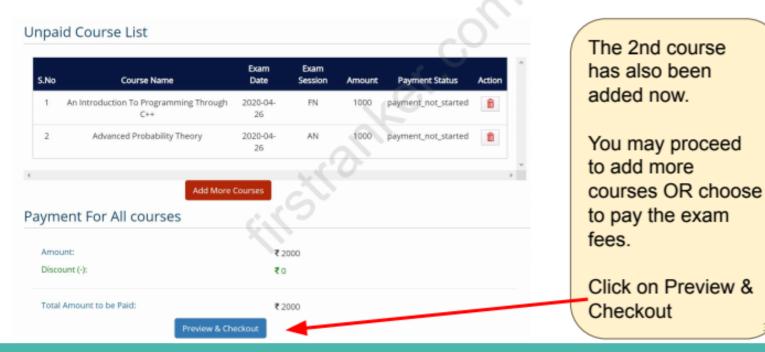
#### Select 2nd Course Name, Exam Date, Exam Session





For the 2nd course, if I try to choose the same exam session on the same exam date, the above ALERT is displayed. Click on OK and choose the alternate exam session.

#### Select 2nd Course Name, Exam Date, Exam Session



#### **Preview Page**

#### Exam Registration Form for January - April 2020

Application Number:	c73794022abd11ea8429efd	64911348 Name:	TOMJONES	
Date of Birth:	12-12-2000	Gender	, ,	
Phone:	9123456789	Alterna	ative Contact:	
Disability Reason:	N	ls your or mon	r disability 40% N	
SC/ST:	N			
College / Organiz	ation Details	.6~		
Your Current Role:	Student	State(C	College / Organization): TAMIL NADU	
City(College / Organizati	on): VIRUDHUNAG	R Name o	of College/Organization KAMARAJ COLL ENGINEERING A TECHNOLOGY	

Notice that an APPLICATION NUMBER has been generated. Do quote this number in all future communication with NPTEL.

Review all the details displayed in this PREVIEW PAGE.

If everything seems fine, please proceed to tick the Declaration.

Else, click on Back Profile & edit the entries.

#### Payment of exam fees

#### nptelaprilexam.swayam.gov.in says

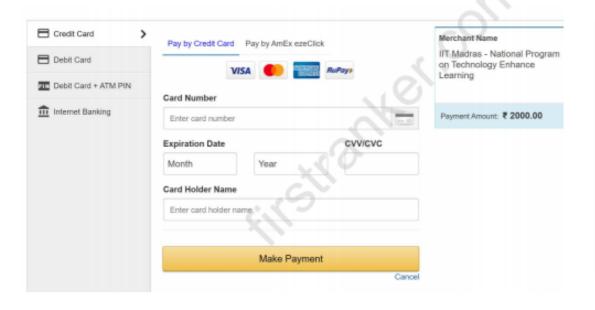
Kindly make sure that all your above details are correct. Once you confirm here you will not be allowed to make any changes except address, photo & signature and cancellation of courses will be allowed until the last date of the Data Changes. So kindly make sure before proceeding to payment.

OK Cancel

When you click on PAY NOW, an ALERT is displayed.

Read this carefully before proceeding any further.

#### **Bill Desk**



You will be directed to Bill Desk where you may proceed to make exam fee payment.

You will receive an email confirmation once you make the payment.

Payment receipt will be available in your login on a later date.



#### **Common Issues & Possible Solutions**

I am not able to upload my photo/sign	Check if the images are in jpeg format. Also check the sizes of the images	
The exam city I want is not in the drop-down list	We have listed all cities where we conduct exams. Please select the nearest exam city given there	
I want to cancel a course	Log back in go to Course Details tab. Click on the Delete icon. You will receive a confirmation mail. The exam fee amount for the deleted course will be refunded within 2 weeks.	
I had registered in a previous semester. So the details are showing auto-filled. If I want to change some details. How do I do that?	You will not be able to Edit this in the exam form.  Please send email to <a href="mailto:support@nptel.iitm.ac.in">support@nptel.iitm.ac.in</a> with your exam registered email id, Application number and other relevant details. Screenshots will also help us.	

#### **Contact Us**

Send email with as many details as possible, such as: your registered email id, application number, screen-shots and so on.

<u>support@nptel.iitm.ac.in</u>

**HAPPY LEARNING!**