



## **College Exam Form Verification Process**

• Following steps to be followed by colleges to verify the exam forms filled by students:

Use the below link to login into college portal, college have to enter their username and password at the login page. Link: https://ccsu.aimserp.co.in/

Note: Colleges who don't have their login credentials, they may request their logins on this mail id "<u>helpdeskaimserp@gmail.com</u>" by sending a request on college letter head.



After login, user have to click on Student Exam Form button at the navigation tab on the left hand side of the portal.

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For verifying the students user have to fill all the parameters, then click on Get Students button.

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- ✤ Against each student in Actions button, options will come as below:
  - a. Download Form (from here college can download the exam form of the student)
  - b. Verify

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✤ After clicking on verify the form will open for student, user have to check the subjects and then click on verify button again. Forms stands verified from college side.

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 After college verification from college. All the verified students will come as Verified in the grid.

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\*\* Note: For any further assistance you may contact on our helpline No. 0121-2997771, 0121-2997772.