



USER MANUAL

PROVISIONAL ELIGIBILITY CERTIFICATE



REGISTRATION & CERTIFICATION



exam.saurashtrauniversity.edu



SIGN UP

- To apply for the PEC , user should register themselves on <https://exam.saurashtrauniversity.edu> . After registration , user will get the login credentials and user will apply for PEC by login to the account.
- User will be able to see the screen as per the below picture. Here, user will click on the "Sign Up" button to register.



Login To Your Account

Enter your details to login.

[Forgot Password ?](#)

[Sign in](#)

[Sign Up](#)

University Helpline No : (0281) 2578501-10

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Saurashtra University

General Information

- Provisional Eligibility Certificate(PEC) મેળવવા માટે વિદ્યાર્થીએ Sign up કરવા નું રહેશે. ત્યાર બાદ લોગીન કરી વિદ્યાર્થી PEC ફોર્મ ભરી શકાશે.
- સૌરાષ્ટ્ર યુનિવર્સિટી માં અભ્યાસ કરતા વિદ્યાર્થીએ Sign up કરવા નું રહેશે નહિ.



SIGN UP

- By clicking on the sign up button, user will be redirected to the registration page, where the basic details will be asked which are needed to create a login.

The screenshot shows the 'Applicant Registration' page of Saurashtra University. The page has a dark purple header with the university's logo and name on the left, and a link 'Already a member? Secure Login' on the right. The main content area is a light gray box titled 'Applicant Registration' containing several input fields with icons: Surname (person icon), Name* (person icon), Father's/Husband's Name (person icon), User Name* (at symbol icon), Mobile No.* (phone icon), and Email* (envelope icon). A pink 'Save' button is located at the bottom right of the form.

- Here user will enter the details and clicks on the save button.
- Please note that the mobile number and email id should be unique for the registration process. If any of them found duplicate then the registration will not be completed.
- Here, user will be able to set the user name as per their choice.



SIGN UP

- After registration , user will receive the OTP on mobile number and mail id.

Applicant Registration

Surname



NAMRATA

Verify OTP

Verify Mobile OTP

Verify E-mail OTP

Authenticate

Email*



scspl.namrata1@gmail.com

Save

- User will have to add the both OTPs and authenticate the mobile number as well as e-mail ID.
- After authentication, user will receive the login credentials on their mail / mobile.



LOGIN

- After receiving the login credentials, user needs to login to the portal. For, login user will add the username/E-mail/Mobile Number and password and then click on the sign in button.



Login To Your Account

Enter your details to login.

[Forgot Password ?](#)

Sign in

Sign Up

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Saurashtra University

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LOGIN

- After first time login, user will be asked to reset the password. User will have to set the password according to the criteria.

Change Password

Password *

Please Enter Password

Password Strength: **Very Weak**

Confirm Password *

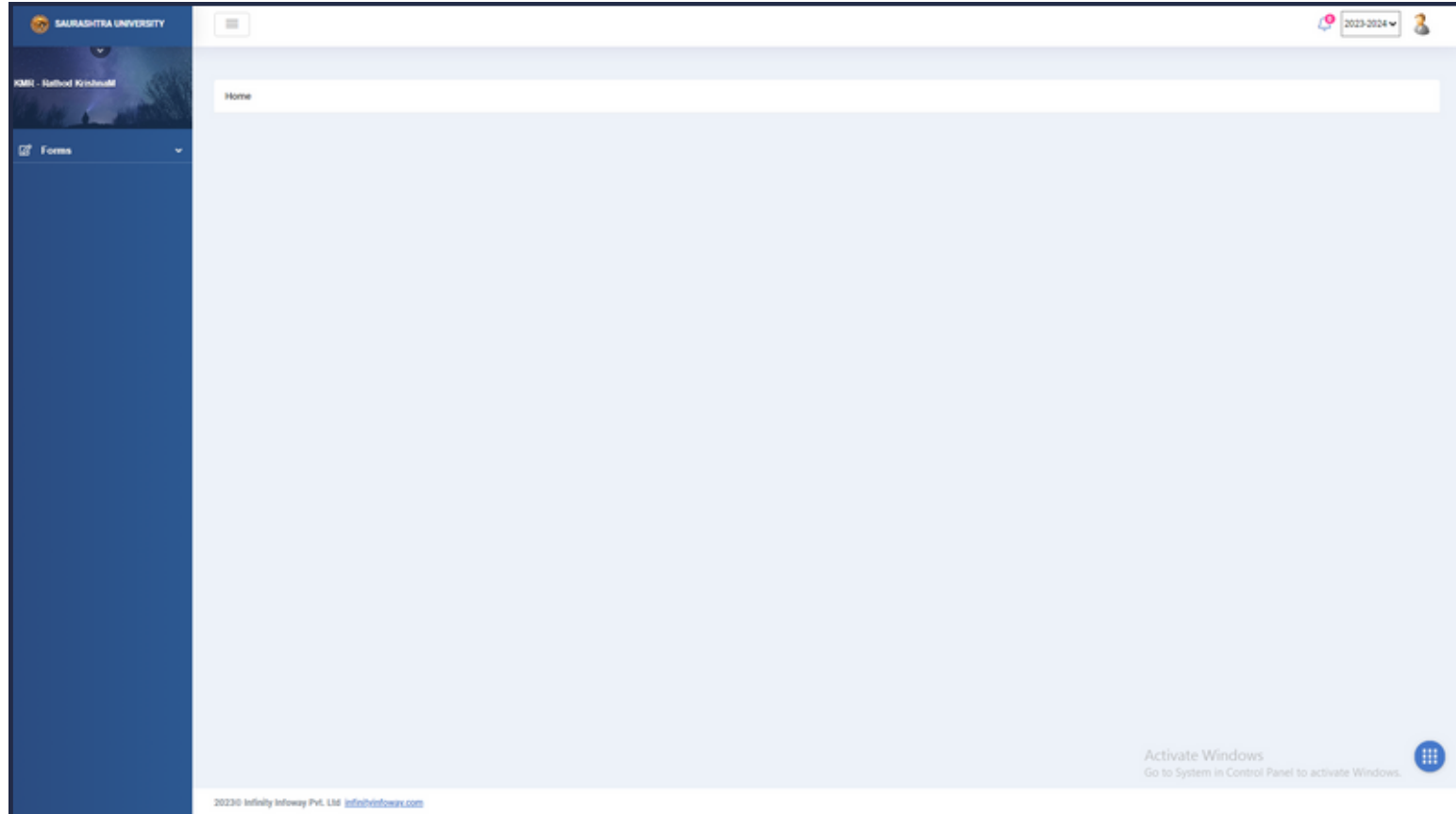
Required For Password

- ^ 1 lowercase & 1 uppercase
- ^ 1 number (0-9)
- ^ 1 Special Character (!@#\$%^&*).
- ^ Atleast 8 Character

Save



APPLICANT LOGIN



- After resetting the password , user will be redirected to the page displayed in the picture above.



- [illegible]

- Form will be opened after clicking on the Agree button.



PEC FORM

COLLEGE DETAILS

The screenshot shows the 'College Details' section of the PEC Form. At the top, there are five tabs: 'College Details' (active), 'Personal Details', 'Correspondence Address', 'Previous Exam', and 'Document'. Below the tabs, the 'Program info' section is displayed. It contains a blue instruction box that says 'Please add the details for which you want to get an admission.' Below this, there are three rows of input fields: 'Program Type*' with radio buttons for UG, PG, PHD, and DIPLOMA; 'Program*' with a dropdown menu labeled 'Select Program'; and 'Semester/Year*' with a dropdown menu labeled 'Select Semester/Year'. Below these, there is a 'College*' dropdown menu labeled 'Select College'. A blue 'NEXT' button is located at the bottom right of the form.

- The details will be asked section wise in the PEC Form.
- The section named college details is the first section. In this section user will select the details in which user needs to get an admission.
- In this section , only those programs will display for those PEC Form schedule is going on.
- After selecting the details , user will have to click on the next button.

PERSONAL DETAILS

The screenshot shows the 'Personal Details' section of the PEC Form. At the top, there are five tabs: 'College Details', 'Personal Details' (active), 'Correspondence Address', 'Previous Exam', and 'Document'. Below the tabs, the 'Please Add Personal Details' section is displayed. It contains a blue instruction box that says 'Please add name as per the marksheet.' Below this, there are three rows of input fields: 'Surname' (Rathod), 'Name*' (Krishna), and 'Father's/Husband's Name' (M). Below these, there are three rows of input fields: 'Mother Name', 'Gender*' (radio buttons for Male, Female, Transgender), and 'Category*' (dropdown menu labeled 'Select Category'). Below these, there are three rows of input fields: 'Sub Category' (dropdown menu labeled 'Select Sub Category'), 'Email*' (scspt.krishnar@gmail.com), and 'Contact No.*' (9313921687). Below these, there are three rows of input fields: 'Aadhar Number*', 'Birthdate*', and 'ABC ID*'. At the bottom left, there is a checkbox for 'NRI' labeled 'IS NRI?'. A blue 'Previous' button and a blue 'Next' button are located at the bottom right of the form.

- In this section, user will add the personal details.
- The mail id and mobile number will be fetched from the registration details and the both will be disabled. User will not be able to change the mail id or mobile number.
- ABC ID:- This means Academic Bank of Credit (ABC) ID. Those who don't have the ABC Id are require to register themselves to the official website :- abc.gov.in and generate the ABC ID.



PEC FORM

CORRESPONDENCE ADDRESS

College Details

Personal Details

Correspondence Address

Previous Exam

Document

Please Add Your Address Details

Country*

Select Country

State*

Select State

District*

Select District

Taluka*

Select Taluka

City/Village *

Address Line 1 *

Flat/House Number

Address Line 2

Street/Road

Address Line 3

Sector/Area Name/Landmark

Pincode *

Previous

Next

- This section for the address. User will add the details for the address.
- Here if user unable to find the state/district/taluka in the drop down , then user will select other option and by selecting other option, user will be asked to enter the value for the same.

PREVIOUS EXAM

- In this section , user will enter the previous exam details.
- Here user will enter the details for their last attended exam.
- After adding the details user will have to click on the add exam button and then after user will click on the next button to save the details.

Provisional Eligibility Certificate (PEC)
Registration Form

College Details

Personal Details

Correspondence Address

Previous Exam

Document

Last Exam

After filling the details of exam, click on the mandatory "ADD Exam" button and then click on next.

Exam Type*

Select Exam Type

University/Board*

Select University/Board

Programme*

Select Programme

Last Semester*

Select Last Semester

Passing Month*

Select Passing Month

Passing Year*

Select Passing Year

Attempt*

Seat No.*

Enrollment No. *

Select Type*

☐ Marks ☐ Grade ☐ Both

Last School/College*

Roll Number*

School Number*

Center Code*

Admit CardID Number*

Upload Marksheet* (.jpg, .jpeg, .pdf, .png)

Choose file

Browse

Add Exam

Previous

Next



PEC FORM

CORRESPONDENCE ADDRESS

College Details

Personal Details

Correspondence Address

Previous Exam

Document

Please Add Your Address Details

Country*

Select Country

State*

Select State

District*

Select District

Taluka*

Select Taluka

City/Village *

Address Line 1 *

Flat/House Number

Address Line 2

Street/Road

Address Line 3

Sector/Area Name/Landmark

Pincode *

Previous

Next

- This section for the address. User will add the details for the address.
- Here if user unable to find the state/district/taluka in the drop down , then user will select other option and by selecting other option, user will be asked to enter the value for the same.

PREVIOUS EXAM

- In this section , use will enter the previous exam details.
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Provisional Eligibility Certificate (PEC)
Registration Form

College Details

Personal Details

Correspondence Address

Previous Exam

Document

Last Exam

After filling the details of exam, click on the mandatory "ADD Exam" button and then click on next.

Exam Type*

Select Exam Type

University/Board*

Select University/Board

Programme*

Select Programme

Last Semester*

Select Last Semester

Passing Month*

Select Passing Month

Passing Year*

Select Passing Year

Attempt*

Seat No.*

Enrollment No. *

Select Type*

☐ Marks ☐ Grade ☐ Both

Last School/College*

Roll Number*

School Number*

Center Code*

Admit CardID Number*

Upload Marksheet* (.jpg, .jpeg, .pdf, .png)

Choose file

Browse

Add Exam

Previous

Next



PEC FORM

DOCUMENTS

College Details Personal Details **Correspondence Address** Previous Exam Document

Please Add Your Address Details

Country* State* District*

Select Country Select State Select District

Taluka* City/Village* Address Line 1*

Select Taluka Flat/House Number

Address Line 2 Address Line 3 Pincode*

Street/Road Sector/Area Name/Landmark

Previous Next

- In this section user needs to upload all required documents.
- After uploading the documents, user needs to read the terms and conditions and agree for the same is mandatory.
- after the checking of the Agree button, user will click on the save button for submitting the form.
- There are 2 options, Save , Save & Pay.
 - If user selects SAVE button , then the form will be save without payment and user will be able to pay the fees as per their convenient during the scheduled time.
 - If user selects SAVE & PAY option, the form will be saved and user will be redirected to the payment gateway, for the payment for the fees.

NOTE:-

- The form will be saved section wise, if you have entered some sections and closed the form then no need to add those details again. User just need to edit the form and enter only remaining details. The details entered previously will be saved and displayed in the form as it is.
- Only one form will be added at a time for single user. If user wants to edit the form then the form will be editable till the payment is not done. After payment, form will not be editable by user.
- If user wants to delete the the form, then the form will be delete till the payment is not done. after payment user will have to contact to the university for deleting the form.
- If the payment status is showing pending/ awaiting or anything else , then no need to try the payment again. Please wait for the payment status change to success. And if the payment status is changed as failed , then user can proceed for an another payment.
- User will have to check their profile regularly for updates of their PEC form. The all updates will be given on their login only.



PEC FORM

DOCUMENTS

The screenshot shows a web form for adding correspondence address details. At the top, there are tabs for 'College Details', 'Personal Details', 'Correspondence Address' (which is active), 'Previous Exam', and 'Document'. The form itself is titled 'Please Add Your Address Details'. It contains several input fields: 'Country' (with a dropdown 'Select Country'), 'State' (with a dropdown 'Select State'), 'District' (with a dropdown 'Select District'), 'Taluka' (with a dropdown 'Select Taluka'), 'City/Village', 'Address Line 1' (with a sub-label 'Flat/House Number'), 'Address Line 2' (with a sub-label 'Street/Road'), 'Address Line 3' (with a sub-label 'Sector/Area Name/Landmark'), and 'Pincode'. At the bottom right of the form are 'Previous' and 'Next' buttons.

- In this section user needs to upload all required documents.
- After uploading the documents, user needs to read the terms and conditions and agree for the same is mandatory.
- after the checking of the Agree button, user will click on the save button for submitting the form.
- There are 2 options, Save , Save & Pay.
 - If user selects SAVE button , then the form will be save without payment and user will be able to pay the fees as per their convenient during the scheduled time.
 - If user selects SAVE & PAY option, the form will be saved and user will be redirected to the payment gateway, for the payment for the fees.

NOTE:-

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- If the payment status is showing pending/ awaiting or anything else , then no need to try the payment again. Please wait for the payment status change to success. And if the payment status is changed as failed , then user can proceed for an another payment.
- User will have to check their profile regularly for updates of their PEC form. The all updates will be given on their login only.



PEC FORM PAYMENT AND LISTING

List PEC

Sr No.	Registration No	College name	Program name	Semester/Year name	Student Name	Student Mobile No	Student Email	Payment	Query	PEC Certificate	PEC Certificate	PEC Print	Action
1	RP23000014	KABARIYA ARTS & VAGHASIYA COM & BHAGAT SCI COLLEGE	BACHELOR OF SCIENCE	Semester - 1	ravi s kacchadiya	7897897899	iipi.ravik@gmail.com	<button>Payment</button>					 

- There are multiple ways to pay the fees like Credit Card, Debit Card , Net Banking etc.
- User can select the option as per the convenience and the process further.
- After filling the form, the listing of the form will be displayed according to the above image.
- Here user will be able to edit or delete the form till payment is not done and the receipt will be downloaded from here in the column name PEC Print.

English

Billing Information

ravi s kacchadiya

scd

360003

ds

GUJARAT

India

7897897899

iipi.ravik@gmail.com

Notes (Optional)

ORDER DETAILS

Order #: 20230601121329130

Order Amount 1.00

Convenience Fee 0.00

Tax(18.00%) 0.00

Total Amount INR 1.00

☐ My Billing and Shipping address are different

Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :  

Card Number

Expiry Date

Month

Year

CVV

576

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1.00 (Total Amount Payable)

Make Payment

Cancel



QUERY IN PEC FORM

- If there is any queries found while verification of the PEC Form, University will raise a query for the same and user will be able to see the query from their login.
- The button named query will be displayed if the query is generated against the form.

List PEC

Sr No.	Registration No	College name	Program name	Semester/Year name	Student Name	Student Mobile No	Student Email	Payment	Query	PEC Certificate	PEC Certificate	PEC Print	Action
1	RP23000014	KABARIYA ARTS & VAGHASIYA COM & BHAGAT SAI COLLEGE	BACHELOR OF SCIENCE	Semester - 1	ravi s kacchadiya	7897897899	ipl.ravik@gmail.com		Query				

Documents

query name	Document name	Document Query	Remark	File
HSC	Cast Certificate	Cast Certificate [Query:HSC]		Choose File No fil...hosen

- By clicking on the query button, the pop up like above image will display.
- The query details will be displayed with the option of the file upload to provide the required document to University.
- User will be able to add the remarks also and the same same remarks will be displayed university side.



PEC DOWNLOAD

- The PEC will be downloaded from the login as per the given below image.
- There will be an option named PEC Certificate once the certificate is generated by an University.
- by clicking on this button, PEC will be downloaded.

List PEC													
Sr No.	Registration No	College name	Program name	Semester/Year name	Student Name	Student Mobile No	Student Email	Payment	Query	PEC Certificate	PEC Certificate	PEC Print	Action
1	RP23000009	College of Testing-IIPL	IIPL Program	SEM 1	DEVANSHU SANJAYBHAI MEHTA	6352631644	scspl.devanshmehta@gmail.com				PEC Certificate	PEC Print	

END OF THE DOCUMENT