



Tribhuvan University  
**Institute of Engineering**

Application Guide for  
BE/BArch Semester Exam Online Application Form Processing  
Under  
“**Semester Exam Automation System of IOE (SETISI)**”

**Document Version 1.0**

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**Applicants/Students are advised to carefully read this document before application starts for the IOE semester examination**

**Examination Control Division, IOE**

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## 1 Background

Examination Control Division (ECD) of Institute of Engineering, Tribhuvan University is the one busiest organization within IOE. ECD conducts several examinations throughout the year. ECD conducts bi-annual semester exams for regular and back exam of bachelor of engineering students having 10 streams (Civil, Computer, Electronics, Electrical, Mechanical, Geomatics, Automobile, Agriculture, Industrial and Architecture) in its four constituent campuses and ten affiliated colleges. Similarly, ECD also conducts bi-annual exams in constituent campuses for masters of engineering programs having seven streams and 24 sub-streams.

Examination registrations of all programs, exam center management, examinees detail verifications, exam roll number and admit card generations, collections of internal, projects, survey marks and its processing/verifications, coding/decoding of the answer sheets, packaging, expert assignments, air and ground transportations and delivery of packets/questions, tracking of packets, secure result processing and result publications, question setting arrangement, re-totaling managements, error correction and verification and many more are the quite challenging events continuously to be handled by ECD of IOE requiring more human resources and time critical management of all activities to adapt with the defined calendar.

The increase of streams and examinees every year demand more on all other relevant resources making the system more complex for operation and management within the existing non-automated manual system. Hence, to consider the efficient, reliable, secure and transparent operation and management of the system, IOE has decided to transform exam operation and management into automated system. As a first phase of automation implementation, IOE has launched the online system since the year 2074 (2017) to receive application and processing of exam form for the BE/BArch examination.

This “How to Apply” document provide the step-by-step procedure on how to successfully apply via online for the declared semester exam of IOE.

## 2 Unique IOE Roll Number

- (i) With the objective to provide resources currently available and considering future benefits like to provide result, notices, mark sheets etc., to the individual inbox of student, IOE has defined the 12 character string to its bachelor students and is implementing this as Unique IOE Roll Number from the year 2074 (2017)
- (ii) Unique IOE Roll Number has the following format:

Campus Code (3 char)	Batch (3 Digits)	Stream (3 char)	Number(3 Digits)
Eg: PUL	070	BCT	502

- ◆ If a student has a campus roll number at Pulchowk campus is **070/BCT/502**, then his/her Unique IOE Roll Number is: **PUL070BCT502**
  - ◆ If a student has a college roll number at Kathmandu Engineering College is 071BCE044, then his/her Unique Roll Number is: **KAT071BCE004**
  - ◆ The existing campus/college roll number of those students of the batch up to 2073 (073 batch or before) are simply converted to Unique IOE Roll Number by prepending campus/college code. Like for example if a student of Paschimanchal Campus has campus/college roll number 072/BEX/420, he/she can just convert this number to Unique IOE roll number by putting campus/college code in the front and remove all the slashes if any.
  - ◆ For example (to convert your existing roll number into Unique IOE Roll Number): if your roll number is 072/BEX/420 (remove slashes if any) => 072BEX420 (Prepend Campus/College Code) => PAS072BEX420 (Unique IOE Roll Number)
- (iii) IOE has decided following three character campus/college code for its constituent and affiliated colleges.

**Table I: Campus/College Code**

SN	Campus/College Code	Campus/College Name
1	PUL	Pulchowk Campus
2	THA	Thapathali Campus
3	PAS	Paschimanchal Campus
4	PUR	Purwanchal Campus
5	KAT	Kathmandu Engineering College
6	ACE	Advance College of Engineering & Mgmt.
7	KAN	Kantipur Engineering College
8	KCE	Khwopa College of Engineering
9	NCE	National College of Engineering
10	HCE	Himalaya College of Engineering
11	KIC	Kathford Int'l College of Engineering & Mgmt.
12	SEC	Sagarmatha Engineering College
13	JEC	Janakpur Engineering College
14	LEC	Lalitpur Engineering College

- (iv) The stream/program code of every program under bachelor of engineering are listed in the table II below

**Table II: Stream/Program Code**

SN	Program Code	Campus/College Name
1	BCE	Bachelor of Civil Engineering
2	BCT	Bachelor of Computer Engineering
3	BEX	Bachelor of Electronics & Communication Engg.
4	BEL	Bachelor of Electrical Engineering
5	BME	Bachelor of Mechanical Engineering
6	BAM	Bachelor of Automobile Engineering
7	BIE	Bachelor of Industrial Engineering
8	BGE	Bachelor of Geomatics Engineering
9	BAG	Bachelor of Agriculture Engineering
10	BAR	Bachelor of Architecture

- (v) For the students of batch 2074 (074) and beyond, unique IOE roll number for all students of constituent campuses and affiliated colleges are centrally generated from IOE central admission portal. Students of 074 batch and beyond shall verify their admission records and view the unique IOE roll number from the central admission portal <https://admission.ioe.edu.np>.
- (vi) Campus/college generates the identity cards and maintains the attendance records of their students based on Unique IOE roll number generated from the central admission portal since the year 2074 (2017).
- (vii) Every year, student's admission records with Unique IOE roll number are automatically transferred to Exam Database for exam form application and result processing. Hence, this roll number is the important one for every student to access the resources online within IOE.

### 3 Semester Examination Types and Schedule

According to published calendar of IOE, the semester exam of BE/BArch examinations happens five times a year. The examination types and their tentative date of examination are listed in the Table-III below

**Table III: Exam Types and Tentative Schedule**

SN	Exam Type	Exam Name	Exam Starts Date	Remarks
1	Regular (Odd)	Chaitra exam Eg: 2074 Chaitra Regular Exam	1 <sup>st</sup> of Chaitra every year (eg: 2074-12-01)	It is an all year 1 <sup>st</sup> part or odd (I, III, V, VII, IX) semester regular exam.
2	Regular (Even)	Bhadra exam Eg: 2075 Bhadra Regular Exam	1 <sup>st</sup> of Bhadra every year (eg: 2075-05-01)	It is an all year 2 <sup>nd</sup> part or Even (II, IV, VI, VIII,X) semester regular exam.
3	Back (Even)	Magh Exam eg: 2074 Magh Back Exam	2 <sup>nd</sup> of Magh every year (eg: 2074-10-02)	This exam applies only to 8 <sup>th</sup> & 10 <sup>th</sup> Semester Back students.
4	Back (Even)	Baisakh Exam eg: 2075 Baisakh Back Exam	2 <sup>nd</sup> of Baisakh every year (eg: 2075-01-02)	This exam applies only to 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> year second part (even) Semester Back students.
5	Back (odd)	Ashwin Exam Eg: 2075 Ashwin Back Exam	2 <sup>nd</sup> of Ashiwn every year	This exam applies to all year 1 <sup>st</sup> part (odd) semester back students

The valid students and the old students are allowed to apply to their consequent exams based on the notices publishes by ECD-IOE.

## 4 Student Category

IOE has categorized its students according to the scholarship schemes provided. The major categories are:

- ◆ **Regular Students:** Those students who are granted scholarship from IOE constituent campuses for their whole study period are categorized as Regular Students.
- ◆ **Full Fee Pay Students:** Those students who are admitted under the full Fee pay scheme are recognized as full fee pay students. Students admitted to affiliated colleges and not belonging to 10% IOE scholarship are also categorized as full fee pay students.

## 5 Examination Fee and Bank Deposit Process

### 5.1 Exam Fee Scheme

- (i) Students are requested to contact their own Campus/College regarding total amount to be paid as the exam fee.

### 5.2 Payment Process

- (i) Campus/College or ECD do not receive examination fee by cash. Students should deposit the examination fee according to the scheme mentioned on 5.1 above and submit the copy of voucher with application payment confirmation slip to their own campus/colleges. Application Payment Confirmation Slip is available from all campus/college administration or account section.
- (ii) Students should follow the instructions given by their own campus/colleges regarding their exam fee deposit process.
- (iii) The exam fee should be deposited and submitted to campus/colleges within the allowed period as per the notice published by ECD, IOE. Students are encouraged to deposit the fee and submit the application confirmation slip as early as possible at least two days before the deadline.
- (iv) Students themselves are responsible for rejection of application due to last hour submission processing and the consequences raised if any. If the voucher and application payment confirmation slip is not submitted within the prescribed period then the application will automatically be removed from the system and subject to rejection.

### 5.3 Late Application & Voucher Submission

- (i) The voucher submission deadline is categorized into two sections: normal submission deadline and late submission deadline (Late Fee). ECD clearly mentions the application form submission deadline with voucher submission deadline.
- (ii) If any student is not able to submit the voucher with application confirmation slip as per normal submission period mentioned by ECD, student shall submit

the voucher on the second allowed slot as late submission. For this applicants have to deposit additional (fine) amount as per ECD rules.

- (iii) **Any student failing to submit the voucher with application confirmation slip within late submission deadline, then his/her application will automatically be rejected and such students are not allowed to appear in the semester exam.**

## 6 Brief Application Procedure

Students should follow the following steps strictly to successfully apply for semester regular and/or back paper examinations

- (i) View the application notice.
- (ii) Go to bank and deposit the exam fee, get the deposit voucher for each semester exam.
- (iii) Login the exam website, go to declared regular or back exam, and submit the application form by selecting necessary subjects. Record the application token number after submission. You have to submit this token number to campus/college with bank voucher slip.
- (iv) Contact the campus/college admission/account and fill up the application confirmation payment slip for every semester exam.
- (v) Once your application confirmation payment slip with a copy of bank voucher is received by campus/college then application from your side is completed and campus/college will process your application approval.
- (vi) You can view your application approval status any time from your exam website login inbox.
- (vii) Once your application is approved by your campus/college, then again visit your own campus/college and the ECD (university) to get the admit card. You need separate admit card for your every semester exam.
- (viii) Your exam roll number and center details with exam rules and regulations will be provided on your admit card.

## 7 Detail Application Procedure (How to Apply?)

- (i) When ECD publishes the semester exam application notice, students can see the declared application notice from the website: <https://exam.ioe.edu.np>. The declared exam will be blinked on the main page like shown figure 1 => (1) below. Student can go to apply by clicking on this panel or directly by clicking on the student login panel => (2). Panel 3 (3) lists all the notices published from ECD.

S.No	Notice	Notice Date	Actions
1	Re-Exam Notice of Rural Road Engineering - Elective (CE76514)	Friday, September 8, 2017	
2	Revised Second Routine : BE Second year First part 2074 Ashwin back exam	Thursday, September 7, 2017	

Fig. 1: ECD Website Notice Page

- (ii) Students can submit the application only from their login inbox. They have to supply the necessary credentials to login their own inbox as shown in the figure below. The Unique IOE Roll Number (eg: PUL070BCT542) should be supplied => (4). Please refer to section 2 about your Unique IOE Roll Number. Last Name (family name) should be supplied => (5) and the Date of Birth in Bikram Sambat in Year-Month-Day (YYYY-MM-DD) format (Eg; 2052-08-23) => (6). Any problem with login, students are requested to immediately contact campus/college administration and fix the problem. There might be login problem if any one of your roll no, last name or DOB is incorrect.

Fig. 2: Student Login Panel for Online Application

- (iii) Once the correct credentials are supplied, student will be successfully logged into the system dashboard. Student's personal details, campus/college details, faculty details with other details are displayed on this student's dashboard.



Please refer to figure 3 to handle the login dashboard. The student's roll number will be displayed on the top right corner of the dashboard => (7). Based on the type of examinations, student has to proceed either regular exam => (8) or back exam => (9). Student should upload recent six months pp size photo => (10). Similarly details of students displayed on the dashboard.

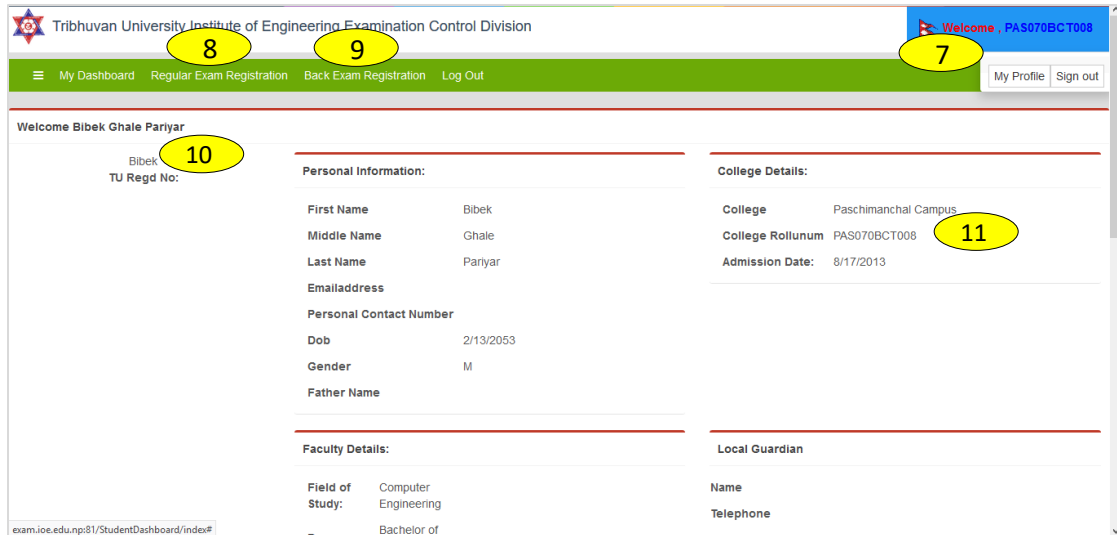


Fig. 3: Student's Login Inbox (Dashboard) for Application Processing

- (iv) Once clicking to the exam registration panel, the list of declared exam shall be displayed => (12). Student shall start the registration by clicking the register button => (13). Details of application shall be displayed from the "view details" panel only if student has already applied to the declared exam. Student shall see his/her application details anytime from this view details page.

Declared Exam							
Exam name	Even Odd Semester	Exam Month	Exam Year	Registration Start Date	Registration End Date	Exam Type	Action
2074 magh(p)	Even	Magh	2074	12-16-2017	12-24-2017	Back	View Details Register

Fig. 4: List of Declared Exams and Registration Panel

- (v) If the students applying for the regular semester exam, the course list will automatically loaded and there won't be optional choice provided. However student has to select the proper elective subjects by themselves.
- (vi) For the back exam only students, based on the program/stream, the list of subjects will be available on the application form from where student has to

select the subjects on which he/she want to appear in the back examination. Figure 5 and 6 is the sample of application form for back paper application. Current up to date photo should be uploaded before application submission =>(14). Students can select the subject of specified year/part by clicking on the SearchCourse menu and tick the number of subjects to be applied =>(15),(16).

Fig. 5: Application Form Submission Page

S.N.	Code No	Subject	Theory	Practical
1	CE752	Engineering Professional Practice	<input type="checkbox"/>	<input type="checkbox"/>
2	CT751	Information Systems	<input type="checkbox"/>	<input type="checkbox"/>
3	CT753	Simulation and Modeling	<input type="checkbox"/>	<input type="checkbox"/>
4	CT754	Internet and Intranet	<input type="checkbox"/>	<input type="checkbox"/>
5	CT755	Project-II	<input type="checkbox"/>	<input type="checkbox"/>

Elective-I				
S.N.	Code No	Subject	Theory	Practical
1	CT7503	Networking with IPv6 (Elective-II)	<input type="checkbox"/>	<input type="checkbox"/>
2	CT7507	Big Data Technology (Elective-II)	<input type="checkbox"/>	<input type="checkbox"/>
3	EX7503	Broadcast Engineering (Elective-II)	<input type="checkbox"/>	<input type="checkbox"/>
4	CT7503	Multimedia System (Elective-III)	<input type="checkbox"/>	<input type="checkbox"/>
5	CT7504	Enterprise Applications Design and Development (Elective-III)	<input type="checkbox"/>	<input type="checkbox"/>
6	CT7507	Geographical Information System (Elective-III)	<input type="checkbox"/>	<input type="checkbox"/>
7	CT7501	Remote Sensing (Elective-III)	<input type="checkbox"/>	<input type="checkbox"/>
8	CT7505	XML: Foundations Techniques and Applications (Elective-III)	<input type="checkbox"/>	<input type="checkbox"/>
9	EX7501	Optical Fiber Communication (Elective-II)	<input type="checkbox"/>	<input type="checkbox"/>

Fig. 6: Course Selection Page for Back Paper Application.

- (vii) Once the correct course selection is done, the register button available on the bottom of the page, should be pressed => (17). A chance to review the subjects applied will be given before the final submission. Student can go back and correct the application by cancelling this form. But once “Register the Exam”=> (18) button is pressed on the confirmation page, form will be submitted successfully and a token number will be displayed on the application page.

Division

Preview of Applied Courses

**Regular Courses:**

S.N.	Code.No	Subject	Theory	Practical
2	CT751	Information Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	CT754	Internet and Intranet	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Elective Courses:**


S.N.	Code.No	Subject	Theory	Practical
6	CT78507	Geographical Information System (Elective-III)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	EX76501	Optical Fiber Communication (Elective-II)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Register the Exam Cancel

Fig. 7: Registration Confirmation Page

- (viii) Once the application is submitted from online, please note the application token number and immediately follow the process for bank voucher payment. You have to submit the application payment confirmation slip and the bank voucher to the campus/college administration/account before the voucher submission deadline as mentioned on ECD notice. The Application payment confirmation slip is depicted on figure 8. Once you fill up this confirmation slip and submit with copy of bank voucher then only your application will be processed by your campus/college.


**Tribhuvan University**  
**Institute of Engineering**  
**Examination Control Division**

Regular  Back  Exam Application Payment Confirmation Slip

**Student Name:** \_\_\_\_\_ **Unique IOE Roll No:** \_\_\_\_\_ **Category:** R / E  
*(eg: Shyam Krishna Gauli)* *(eg: PUL070BCT502)*

**Exam Name:** \_\_\_\_\_ **Number of Subjects:** \_\_\_\_\_ **Year/Part:** \_\_\_\_\_  
*(eg: 2074-Magh-Back)* *(Subjects to be appeared in the exam)* *(eg: IV/II)*

**Application Token Number:** \_\_\_\_\_ **Bank Voucher No:** \_\_\_\_\_ **Voucher Date:** \_\_\_\_\_  
*(student should generate this number form application website <https://exam.ioe.edu.np/StudentLogin>)*

-----Below area to be filled by ECD/Campus/College officials only-----

**Deposited Exam Fee:** \_\_\_\_\_ **Slip Receipt Date:** \_\_\_\_\_ **Officer's Signature:** \_\_\_\_\_

- This form should be declared for every semester exam.
- Student should submit the copy of payment voucher slip with this form to campus/college within application deadline.
- Campus/College won't approve the online form if this form is not submitted in the prescribed application deadline.

Fig. 8: Application Payment Confirmation Slip (Exam Fee)

## **8 Correction of Mistakes**

- (i) The contents displayed on the student's login box is read only. Students are not allowed to correct/modify their application once it is submitted. However, before the application submission, the system always ask with the confirmation and student shall go back and correct their application if it is wrong. But once the submission confirmation is done, then the applied form can't be corrected.
- (ii) In case of wrong subject applied and require correction, student should rectify the error by him/herself and contact the campus/college administration immediately before the application deadline. After the application deadline, correction can't be done and campus/college/ECD won't receive the correction request from applicants.
- (iii) Applicants should pay the necessary correction fee applied according to ECD rules.

## **9 Personal Inbox and Systems Security**

- (i) ECD has applied sufficient security measures in the application system and tracks the student's activities. Students are fully liable in case of security breach by themselves due to leakage of login credentials or by other illegal attempts in the system. So students should keep their login credentials secret to themselves.
- (ii) Security breach attempt is subjected to punishment will be applied as per IOE/TU rules/regulations as well as under the provision of Cyber Law Act of government of Nepal.

## **10 Contact**

Applicants shall directly contact the campus/college administration/exam section and to ECD anytime if you have confusion during application submission. An email shall also be sent to [semesterexam@ioe.edu.np](mailto:semesterexam@ioe.edu.np) for any feedback or queries regarding this online application.