# DEC PORTAL USER GUIDE

<u>Step 1</u>: Click the link <u>https://cdoe.spmvv.org/signin</u>

# Step 2: Click on Create Account

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#### Step 3: Enter First Name, Second Name;

Mail-Id: existing mail-ID (to activate the account), Phone No. (Active Phone No.)

**Password**: Minimum 8 Characters with one Capital Letter, one Number, one Special Character (Eg: **Spmvv@123**) and confirm the same password and click **Submit**.

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## Step 4: Open your mail-ID and activate your account





Step 5: After activate successful your account please click Sign In

<u>Step 6</u>: Enter your registered credentials and click **Sign In.** *Keep remember (or Note down) of* **Registered mail ID** and **Password** details for further all fee transactions.

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### PAYMENT OF EXAM FEE

### **DEC Examination - Exam Fee:**

- **Step-1:** After login, click DEC **Examinations**, select **DEC Examination fee** in the left side.
- **Step-2:** Displayed the screen some details first enter your H.T.No./Registration Number
- **Step-3:** Select your Course Type UG/PG/PG Diploma/Diploma
- **Step-4:** Select your Course from Given List
- **Step-5:** Select your Semester/Year
- Step-6: Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)

Inbox - sd03121981@gmail.com × Your new password to access	s 🗙 🛞 STUDENT PORTAL - SRI PADMAV 🗙 M Inbox - adm	nin.pg@spmvv.ac.in 🛛 🗙 📔 Inbox (2,221) - jxd172@	$g_{mail.co} \times   +$	-	ð ×
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**Step-7:** To be paid exam fee will be displayed and click on Payment.

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**Step-8:** Print the screenshot of receipt and attach with your exam application form.



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## PAYMENT OF EXAM FEE

## **DEC Examination - Supplemental Fee:**

**Step-1:** After login, click DEC **Examinations,** select **DEC Supplemental fee** in the left side.

Step-2: Displayed the screen some details first enter your H.T. No./Registration Number

Step-3: Select your Course Type – UG/PG/PG Diploma/Diploma

Step-4: Select your Course from Given List

Step-5: Select your Semester/Year

Step-6: Select papers (one/two/three/four/ more than four)

Step-7: Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)

**Step-8:** To be paid exam fee will be displayed and click on Payment and prose.

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Dec Suppl	emental Fee > Student Information		
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	Email Address	Date	
	sd03121981@gmail.com	15/02/2023	
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**Step-9:** Print the screenshot of receipt (or received in mail) and attach with your exam application form. **Step-10:** Click **Logout** 

#### **DEC Examination Late Fee:**

- Step-1: After login, click DEC Examinations, select DEC Late fee in the left side.
- Step-2: Displayed the screen some details first enter your H.T.No./Registration Number
- Step-3: Select your Course Type UG/PG/PG Diploma/Diploma
- Step-4: Select your Course from Given List
- Step-5: Select your Semester/Year
- Step-6: Select late fee details (for 2 days/5 days/10 days/more than 11 days)
- Step-7: Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)
- Step-8: To be paid exam fee will be displayed and click on Payment

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DEC Examination					
		Email Address	Date		
		sd03121981@gmail.com	15/02/2023		
		Courses			
		Course Type:	List of Courses	Semester No/Year	
		Please Select The Option U.G. Courses	Please Select The Option	Please Select The Option	
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		Important Note: Internet handling fees may add in	addition to exam fees		



Any technical issues, please contact the below Phone Numbers:

- 1. T.Sathish Kumar 7989197899 (WhatsApp) -
- 2. V.Sunanda 9705749531 (for course issues)
- 3. Dr.G.Sumana 9247873911