

## **Steps for filling online application form for Marks Verification, Photocopy and Challenge to Valuation**

1. Login to your account at <https://www.kcesmje.in/Account/Login> using valid user id and password.
2. After login, click on redressal button tab from menu icon.
3. Click on add new button.
4. Select the type of redressal.
5. Select the paper you want to redress (except online paper, project and practical).
6. Pay the redressal fees online.
7. Click on save button and print the form.
8. For Photocopy maximum two paper code are allowed. (If you are applying for photocopy no need to apply for verification for same code).
9. Only Photocopy taken subject are allowed for challenge to valuation.
10. Print the form and verify on counter no. 04 of Main Office.
11. Do the final submission of the form and enclose marksheet along with paid Challan to Counter No 04.
12. For incorrect and/or incomplete information student will be solely responsible.

Sd/-

Controller of Examinations  
M. J. College (Autonomous), Jalgaon.