

Procedure & Instructions to fill in Online Examination Form by Regular/Reappear Students

Very Important

Due to COVID-19, All the students are requested not to leave their living place/home/residence to the fill in the Online Examination Form and must try to fill it from their places. The last date to fill in the examination form without late Fees is extended up to 20th May 2020. **This date will be extended keeping in view the COVID-19 lock down conditions.**

For any issue related to examination form, Payment of Fees or Registration process, Send email to doshptu@gmail.com as mentioned in the instruction below.

Procedure to fill online Examination Form on HPTU Portal

To fill in examination form Registration is very important this time.

- Regular Students whose registration form has been verified by the concerned institution:-**
 - They will use his/her Registration credentials same as filled in registration form by them.
 - They will use the same Registration credentials for any Reappear subjects to be filled in by them.
- The regular students who have not filled the Registration form or his/her registration form has not been verified by the concerned institution:**
 - They should first fill the online registration form which is available on HPTU Portal under the button “Registration” and its link is also available University official website www.himtu.ac.in.
 - This filled in the registration form has to be verified by the concerned college authority and thereafter the credential of the registration application form as approved by concerned institution are to be used in for filling online examination form.
 - Student can access their portal HPTU credential through registered email on submission of information required through “Get Credential” link available on HPTU Portal.
 - After login in HPTU portal if you are getting the link “Fill application Form” for filling regular examination, request your college to verify the registration form record from your college authority. Without verification of regular student record in the particular semester, you not be able to fill examination form.**
- The Reappear students who have already left the institution after completing course period will also fill his/her online registration form available on HPTU portal.**
 - For registration the link of registration application is available on the official website under the link “Registration form for passed out students”.
 - While **Reappear students who have already left the institution** enter his her Roll No in the registration page, his/her name, father’s name, course, branch, college etc. will appear automatically and rest of the fields are to be filled in by the student.
 - These students can choose any semester during filling of single time registration application.
 - The record of ex-students will be auto-verified by the system.
 - The credential created during the registration application will be used for filling the examination form on HPTU Portal.
 - During filling of reappear examinations for new syllabus, if your particular reappear examination’s paper code(s) and title(s) are not being displayed for selection in which you want to appear in the examination(s).** Send the detail of such papers in the specified format on the email ID: doshptu@gmail.com and wait for atleast two working days for uploading it on HPTU portal.

Roll No	Name of candidate	Course	Sem	Branch	Scheme	Subject Code	Title

- After login in HPTU Portal,**
 - The system will display the information of the registration application.
 - The regular students must select “**Fill Application Form**” Tab.

- Select “End Semester Examination June-2020” from the dropdown “**Choose Application**” **Menu**.
- Regular students must select regular semester examination, Scheme, College etc. The Course, Branch, compulsory (theory/practical) examination’s paper codes and titles etc. will be displayed automatically.
- Regular Students who has been migrated to any other institution and your migrated college is not appearing or wrong college is appearing, send the scanned copy of migration certificate through email.
- The regular students are required to select optional paper(s) of theory/practical examinations. If any additional auto-selected practical/ theory is being displayed in the dropdown intimate it through email by mentioning his/her Course, Sem, Scheme, paper code and title.
- At the bottom of regular theory/practical compulsory/optional papers, there is option to fill the re-appear examination. If the student wants to fill the reappear examinations, select the option “Yes” from the radio button “Do you want to fill Re-appear examination”. The list of all regular semester examination will be displayed for your selection. Select only these paper(s) (theory/practical) in which you have re-appeared. If the student opt the passed/UMC/Debar/RLF/RLE paper(practical/theory) etc. University will cancel these papers and fee will not be refunded in any such cases. Select the paper(s) in which you want to appear in the examination and select “Save Detail” similarly the students can add/fill other semester(s) reappear examinations.
- After filling all semester Regular/Reappear examination select “No” from a radio button “Do you want to fill Re-appear examination” and click on the button “Save Detail” Button to save all the information.
- The students can fill the regular/reappear examination in single slot or in different slots.

5. **The Reappear students who have already left the institution:**

- Should select the “**Reappear Exam Form**” tab to fill the reappear examinations of different semester(s).
- Select the tab “**Fill Application Form**”.
- Select “**End Semester Examination June-2020**” from the dropdown “**Choose Application**”. The Course, Examination Centre, Scheme etc. will be displayed automatically.
- The ex-students(Reappear) who have changed their examination centre permanently with fee payment of Rs 1000/- earlier and his/her changed exam centre is not displaying must have to sent copy of fee receipt along with the following detail.

Univ. Roll No	Student’s HPTU portal User ID	Name	Course	Name of the College where studied	Name of Examination Centre

- On selection of Semester and Scheme, the list of the Reappear examination(s) paper(s) with code(s) of the concerned student will be display.
- Select “Save Detail” and select Semester, Exam Type of other Semester in which you want to appear in the examination and save the information and similarly the students can add/fill other semester(s) examinations.
- After filling all semester reappear examinations, select “No” from a radio button “Do you want to fill Re-appear examination” and click on the button “Save Detail” Button to save all the information.

6. **To view, edit or delete the filled application of different semester examinations:**

- Click on “**My application Forms**” Tab. Ensure that the filled information must be accurate.
- After the final submit of application(s), no information can be edited at student level. You may request you college authority to amend regular examinations if required at your college level. Reappear examination(s) filled by the students will not be amended at college level. Correction at University level can be made with the requisite fee.
- Click on “View” Button appearing against each record, the filled information will be displayed on the screen and at the button of displayed information. You can finally submit the form clicking “Final Submit” button.

7. Payment of Fees:

- The students who have deposited the examination fee in the concerned colleges in advance are directed to fill the amount of regular exam fee deposited in the college, in the text box during fee process and PDF of the exam fee will be generated after making payment of balance fee if any.
- The students can make all payment of examinations fee through online mode only.
- Exam. Fee of different regular/reappear semester examinations generated under single slot will be assigned a unique Form Number and fee will be processed separately.
- Copy the form number and paste it in the given text box and click on “Submit fees” button.
- Payment detail page will appear, where the students can check his/her fee detail created for the form under single slot under the single form number.
- Select the fee payment mode and click on the button “Click here to make fee payment confirm”. Page will be redirected to payment gateway page, After the successful transaction, the confirmation page of regular/reappear examination(s) will be generated.

8. Submit the soft copy of regular examination form through email of your college for verification by the concerned institution and submit the hard copy of examination form if required by respective college after the close up of lockdown COVID-19 and on reopening of concerned institution.

9. Don't send/submit the hardcopy of Reappear Examination Form(s) to the University; it may be retained with you for any future reference.

10. The students who have re-appear(s) in Practical/Project/Internal/Reappear in Assessment in respective subject(s) must have to fill the examination form for the respective semester.

11. During filling of reappear examinations, if your particular reappear examination's paper code(s) and title(s) are not being displayed.

12. If the examination fee has been debited from your account and you are not able to get the PDF: wait for at least two working days for confirmation of your fee from PayU report, If your fee is confirmed from the said report, confirmation page will be generated automatically within two working days. If confirmation page is not generated even after lapse of two working days, you may send the email on queryexamhptu@gmail.com with the following detail.

Form No	Student's HPTU portal User ID	Name of Student	Course	Transaction No	Amount	Date of Tran.

If your fee record is traced, confirmation page will be generated within two working days, otherwise message will be delivered to you through your registered email that fee has not been traced in University account.

13. On non receipt of fee in Univ. account, you may pay again to get the PDF. However, any multiple payments received by University for the same student on the same registration number will be refunded by the University at the end of the online forms process. You may send the filled refund form at email id: finofficerhmtu@gmail.com to refund the excess fee.