USER MANUAL FOR EXAMINATION FORM FILL–UP
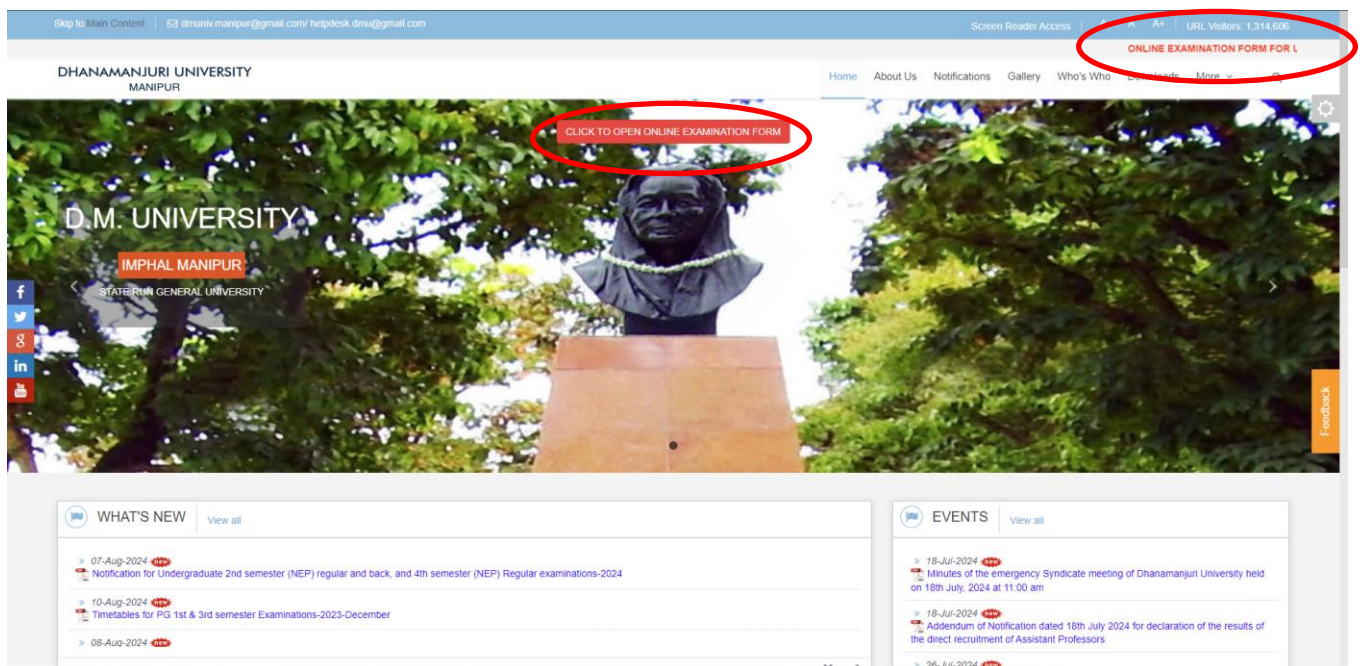
A.   Required documents for filling application Online

    1. Scanned Photograph in jpg or png Format (Photo size should be below 500KB)

    2. Scanned signature (Signature should be below 500KB).

    3. IDP Certificate for Internally Displaced Person

B.   Go to the following link:

    http://www.dmu.ac.in

C.   Click on the link/tab as shown below

D. Click on "**Accept**" to get yourself register first if already register click on "**Go To Login Page**"

DHANAMANJURI UNIVERSITY
MANIPUR

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION
FORM FOR B.A/B.Sc./B.P.E.S./L.L.B./B.Com/B.B.A. 2nd semester (NEP) regular and back and 4th semester (NEP) regular Examinations-2024 (June)

CLICK HERE TO VIEW NOTIFICATION DATED 07.08.2024 REGARDING SCHEDULE OF SUBMISSION OF EXAMINATION FORM (pdf)
Last date to Apply Online for B.A/B.Sc./B.P.E.S./L.L.B./B.Com/B.B.A. 2nd semester (NEP) regular and back and 4th semester (NEP) regular Examinations-2024 (June) is 14-August-2024 11:59 PM without Late fee and 16-August-2024 11.59 PM with Late fee.

The B.A/B.Sc./B.P.E.S./L.L.B./B.Com/B.B.A. 2nd semester (NEP) regular and back and 4th semester (NEP) regular Examinations-2024 (June) of the University (Pen & Paper Mode) will commence from 23rd August-2024. Online link for submission of the examination form by the **eligible students for the examinations is also open along with the schedule and necessary instructions/guidelines thereof. The students may submit online examination form accordingly, by following the instructions and guidelines provided.

**For LLB students, those students who attended internal examinations are eligible for the examinations. Those who did not attend internal examinations, hence are not eligible to appear examinations must not submit examination forms. If they submitted, examination forms will be rejected and fee deposited will be forfeited. Admit cards can be downloaded after three days of submission of examination form after verification of the documents submitted.

Admit cards can be downloaded after three days of submission of examination form after verification of the documents submitted.

Fee Structure:

REGULAR:

Particulars	Honours with practical	Honours without practical	BBA	B.Com	B.P.E.S	L.L.B.
Examination Fee	₹ 600	₹ 600	₹ 1000	₹ 600	₹ 600	₹ 600
Marks Sheet Fee	₹ 200	₹ 200	₹ 200	₹ 200	₹ 200	₹ 200
Centre Fee	₹ 300	₹ 300	₹ 300	₹ 300	₹ 300	₹ 300
Practical Fee	₹ 500				₹ 800	
Processing Fee	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100
Total	₹ 1700	₹ 1200	₹ 1600	₹ 1200	₹ 2000	₹ 1200

BACK:

Particulars	Amount	Remarks
Examination Fee	₹ 200	Per back paper
Non collegiate fee	₹ 300	
Marks Sheet Fee	₹ 200	
Centre Fee	₹ 300	
Practical Fee	₹ 500	For papers with practical
Processing Fee	₹ 100	

Late fine: ₹ 200

NOTE:

1. Fees will be waived for displaced persons in relief camps upon presenting a certificate issued by the competent authorities
2. The University reserves the right to reschedule/cancel examinations/papers at any time in all the Examination Centre or in any particular Examination Centre/ State due to any exigency or any other reasons.
3. "Student should verify the course details like College Code, Programme Code, Subject/Paper to be appeared etc., before online submission. For any discrepancies, please contact the exam helpdesk for rectification."
4. Students must ensure that their entries are correct. Be sure to verify the details before final submission of forms. If wrong entries were made, students must apply for correction after the theory examinations, but within one week after the end of the theory examinations with a correction fee of ₹ 300/-.
5. "Student should mention roll number, name of the programme and name of College while writing an email to "helpdesk.dmu@gmail.com."

USER MANUAL FOR EXAMINATION FORM FILL-UP [pdf]
USER MANUAL FOR EXAMINATION FEE PAYMENT [pdf]

Declaration:
I hereby declare that I have gone through all the above instructions carefully and have followed due procedure while filling online examination form. If any of my information is found to be false in future, I will have no right to claim for appearing in examination, declaration of results and refund of examination fee. I shall abide by the rules and regulations of the University. I assure that I will not indulge myself in any Unfair activities relating to the Examination of the University in case found to be indulged in any unfair means activities at any stage, action under Dhanamanjuri University Act may be taken.

[Accept]

If Already Registered? **Go to Login Page**

For New Registration

For Already Registered Student

E.   Fill up the required Field with valid details and Click on "**Register Now**"

F.   Enter the given OTP and Click on "**Verify OTP**"

For already registered student Login with Mobile Phone Number and the Password entered in your First registration.

G.   Click on "**New Application**"
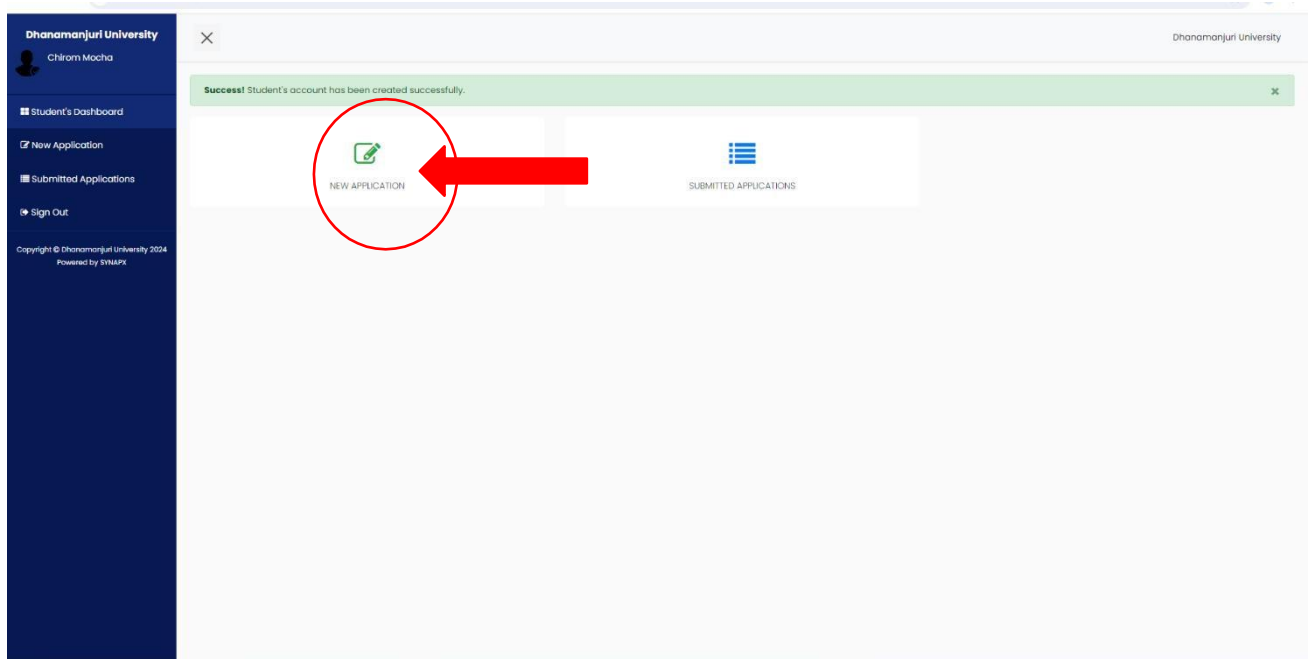
H.   Fill the details and carefully and Click "**Next**"

I.   Exam Passed fill are not mandatory then Click "Next"
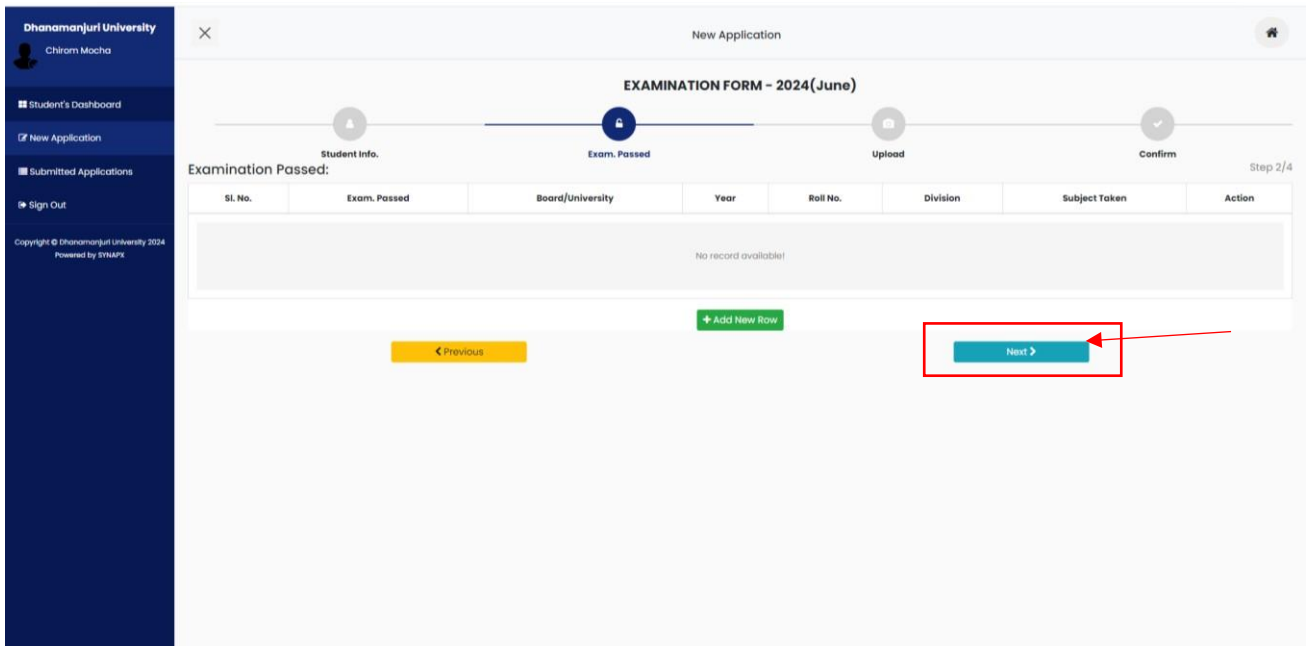
J.   Upload Photograph and Signature and file size should be less than 500kb. After uploading click preview to check the uploaded image then Click on "**Next**"
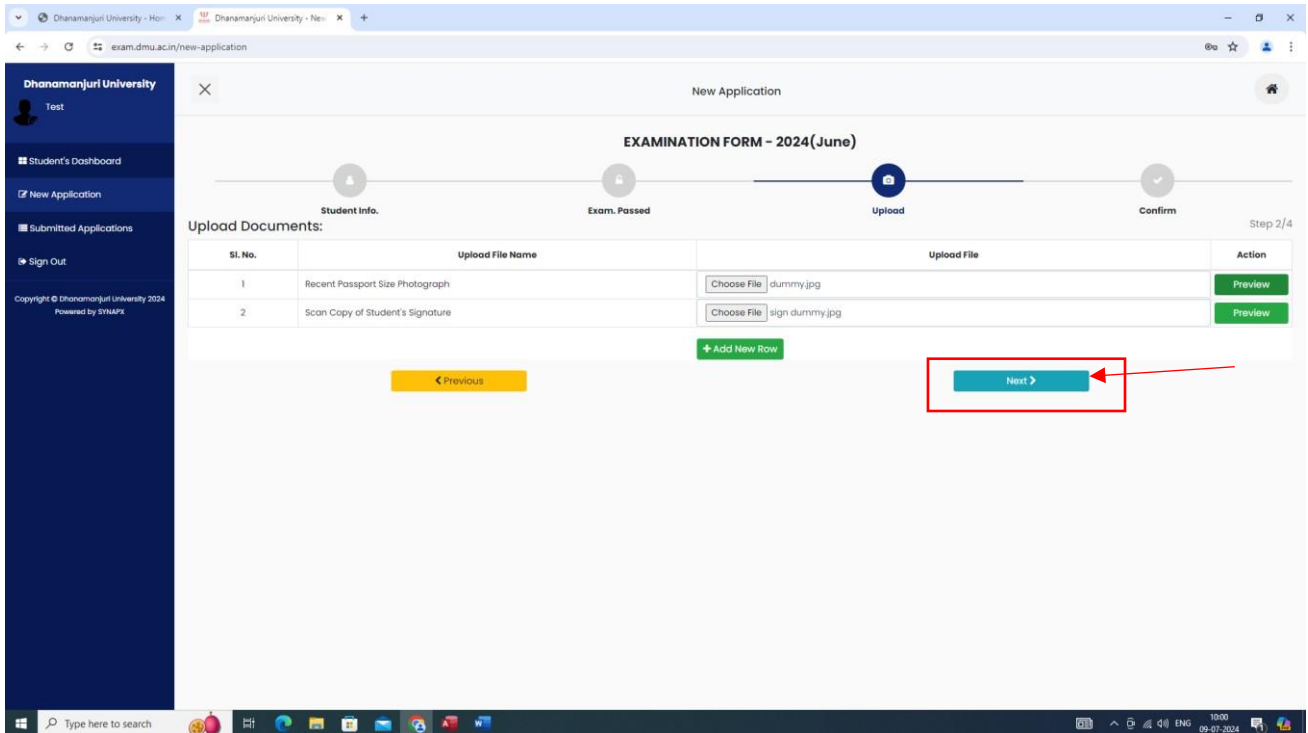
K. Click on "Yes" for student who are internally displaced and "No" for other student.

If **Yes**, Click on the "**Choose File**" and Upload the Certificate issued by the competent Authority in **jpg**, **jpeg** or **pdf** and Select district from the Dropdown list. And Click on **"(Click here to preview the form)"** to verify the correctness of your examination form and Click on box for undertaking before final submission of Examination form by clicking on "**Submit**" button.
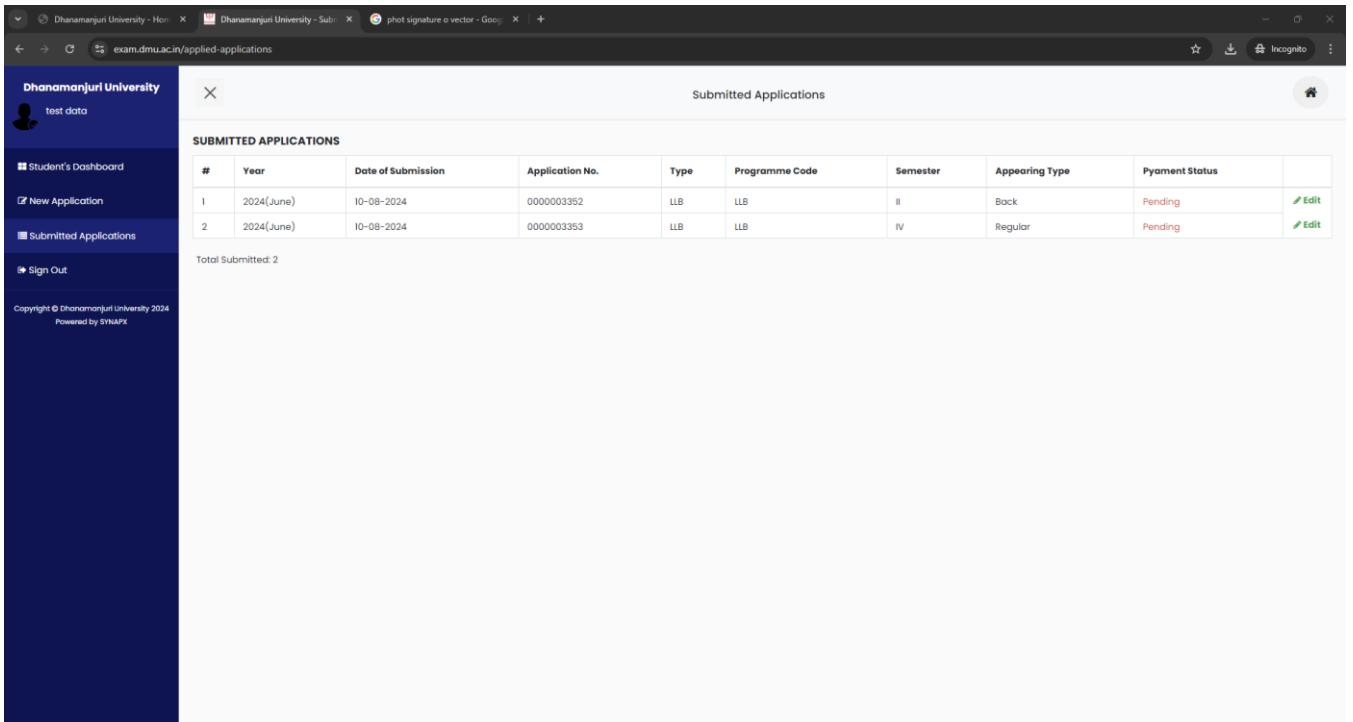
L.   Your Payment Status will be showing Pending until the University verify your payment/IDP certificate

M.   Click on "**Download**" to download the Form and Admit card after verification by the University.

N.   If "**No**" Click on the "**How to pay examination fee**" before clicking on "**Open Payment Link**" and will be redirected for fee payment page and follow the necessary instruction and download the e-receipt. Click on the tab and return to the examination Form submission Page

O.   Fill the details of the Fee Payment like Date of Payment, Examination Fee amount and Bank Transaction Reference No. and Upload the e-receipt by clicking on the "**Choose File**". And Click on "**(Click here to preview the form)**" to verify the correctness of your examination form and Click on box for undertaking before final submission of Examination form by clicking on "**Submit**" button.

P. Click on "**Download**" to download the Form and Admit card after verification by the University.

For any other issues relating to submission of Examination form mail to the "helpdesk.dmu@gmail.com"