



Sardar Patel University, Mandi

(Established Under H.P. Legislative Assembly Act 03 of 2022)

“(Examinations Branch)”

Annexure -I

The Instructions for Filling up Online Examination Form:

Students are advised to carefully read and strictly follow the instructions given below before filling up the Online Examination Form:

1. Ensure that you are **eligible for the examination** as per University rules before proceeding to fill the form.
2. Newly registered students are required to first fill/select their course combinations on the portal as under, before filling the Examination Form:
 - **B.A. Programme:** Major and Minor Courses
 - **B.Sc. Programme:** Major, Core Course 2, and Minor Course

The Examination Form will be enabled **only after successful submission of the above course details.**

3. After successful login, click on “**Exam Form**” Tab.
4. Students are required to verify all the subjects before submitting the form.
5. Once all the details given in the form are verified and found correct, students are required to check the ‘*Have you filled the Regular and Re-Appear Subjects? Once submitted, the exam form cannot be edited*’ box and press ‘**Submit**’ button.
6. Students will be redirected to the Payment Gateway for online payment of fee through Credit / Debit Cards and Net banking.

Important Instructions Regarding Payment

1. **Do NOT make multiple payments under any circumstances.**
2. In case the payment status shows “**Pending**” / “**Failed**”, wait for at least **72 hours**.
3. Multiple or duplicate payments made by the candidate will be at their own risk.
 - a. The University will not be responsible for delays in adjustment/refund of excess payment, if any.
4. After successful payment, download and keep a copy of the confirmation page and fee receipt for future reference.

In Case of Issues

1. If the examination form is submitted but payment status is not updated, or if any technical issue arises, students must **contact the Examination Branch/Helpdesk** with relevant details (Enrollment No., Transaction ID, Date of Payment, etc.) within the stipulated time.
2. Forms with **incomplete details or unpaid/invalid payment status** shall be treated as **incomplete and will not be considered.**

In case of any query/ discrepancy in filling of the examination form, students may contact the on Tel. No. 01905-236895 or email to arexam@spumandi.ac.in

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Assistant Registrar (Examinations)

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