

	Instruction for the Students to fill the Examination form for Regular/Reappear End Sem. Exam. Nov./Dec 2019
1	Before filling in the online form for End Semester Examination Nov./Dec. 2019 the students must have his/her individual e-mail id. The students who have reappear in Practical/project must have to fill the examination form for the respective semester.
2	Click on the link "Online Examination Form for Examination, Nov./Dec. 2019" available under "Student Zone" Tab in HPTU website and two buttons "Login" and "Signup" will appear. You can make your registration on filling the information by clicking "Sign up" button.
3	Enter your unique e-mail, password, re-enter password as the student wants for his/her account. After reading the general instructions provided in the box, tick on check box "I have read and fully understood the above general information" and click on "Signup" button.
4	Student must retain the login credentials of his/her account for future reference.
5	On clicking signup button, you will get web message "Signup Successful. Account verification link has been sent to your email account. Please verify your account to login". login into your email id and click on the link provided in your e-mail. After verification, you will get the message "Your email account is verified. You can login into your account now"
	You can login in the Examination Form by entering your credentials. Basic details page will open where you have to fill the information in all the mandatory fields. Kindly fill the information carefully in the Basic Form detail as you cannot edit the basic detail form information after submission of basic detail page and you can fill the Reappear/Reappear Special Chance examinations forms of different semesters on clicking on the menu "Fill Application Forms". Size of photo and signature must not be more than 50kb and 30 kb respectively and it must be in (*.JPEG/*.JPG).
6	Reappear candidates (College out) who have changed their examination centre permanently with fee payment of Rs 1000/- earlier cannot change their centre changed. The other reappear candidates(college out) who wants to change exam. center permanently will select the college from where they have completed his/her regular study during filing of exam form and send the written request on genuine reason to the Controller of Exam. for change of exam centre along with copy of PDF examination form(s), proof of fee submitted of Rs.1000/- through NEFT/or any electronic mode in A/c No – 65105867438 IFSC– SBIN0050123 or in the form of Bank Demand Draft in favour of "Finance Officer HPTU Hamirpur" payable at Gandhi Chowk Hamirpur (H.P.) well before the last date of filling online examination form(reappear). The entry of changed examination centre will appear in the Admit Card and Cutlists.
7	Basic Form detail will be filled for one time and you can fill multiple forms on clicking the menu "Fill Application Forms" and choose the application from dropdown menu e.g. "End Semester Examination Nov./Dec. 2019" and select the Course, Semester, Scheme, Branch, Exam Type and other information prompted in the "Fill Application Form" page and click on save details button. Three buttons "view", "Edit" and "Delete" will appear against each filled application form. By clicking on "View" button in "Action" tab student can finally submit his/her application form.
8	In case of Regular Examination, on clicking of "Final Submit" button, webpage message "Application Final Submitted Successfully !! Now Please submit the Form along with the Form Fee in your College well in time" will appear. After clicking the close button, print icon will appear in the "Action" tab. You can take print of his/her application form and submit the hard copy of form along with fee well in time in your college for verification and further submission of forms in the University.
9	In case of re-appear examination, on clicking the "Final Submit" button, you will get the web message "Application Final Submitted Successfully!! Now Please Pay Form Fee to complete your Application." On click of close button, you will get the pay fee icon in "Action" tab. On clicking of "Pay Fee" icon "Payment Details" page will appear from where student can pay his/her application fee either by online or offline mode. In case of offline mode, challan page will be remained displayed until the transaction is updated by the university. You have to wait for atleast two working days after deposit of examination fee in the PNB to enter challan transaction number in the "Payment Detail Page" and for generation of PDF(Examination form). Don't send the hardcopy of Reappear Examination Form(s) to the University, retain the copy of form with them for future reference.

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If the examination fee has been debited from your account and you are not able to get the PDF, please pay again to get the PDF or contact at HPTU online form helpline number 01972-224159 for the confirmation of fee and generation of PDF instead of calling at the customer care of the concerned bank. 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: finofficerhimtu@gmail.com to refund the excess fee. Wait for at least one month for the refund process.