

Instructions for the Colleges:

1. The link for the verification of students will be made available on the official website of HPTU i.e. www.himtu.ac.in under “INSTITUTE CORNER” with title “Admin Panel End Semester Regular Exam May/June-2019 for College”. The college can access, verify, edit and finally submit the regular student’s examination forms w.e.f. 12-18 April, 2019 through the admin credentials.
2. To access the login credential kindly send of official e-mail at doshptu@gmail.com well before 11th April,2019 to get the login credentials.
3. The list of examination forms as filled by the regular students will appear in the “Form List” tab. The concerned college can filter the exam forms as per their convenience. The college can view, edit, update and verify the record through the option made available against each record. Kindly ensure before submission of form, all the necessary amendment had been made. After the final submit, no form’s entry can be edited at college level. Amendment in forms at university level is chargeable.
4. The concerned college has to generate/calculate fee for each verified record before submitting the records finally from the “Verified List” tab.
5. All the verified records will appear in “Verified List” tab. The college can un-verified the record(s) if verified by mistake by clicking on “Unverified” button. After the final submission, the college cannot edit the record.
6. The lists of finally submitted records will appear under “Get Report” tab where the college authority can view and take the printout of finally submitted records. The college authority have to submit the hardcopies of verified examination forms, the lists of students generated through “Get Report Tab” alongwith consolidated fee amount in the University. The fee may be deposited through NEFT/RTGS or any other electronic mode. Consolidated fee in respect of all the regular students must be deposited in the University through Demand Draft/NEFT/RTGS in favour of the Finance Officer, H.P. Technical University, Hamirpur and detail thereof be intimated on email address: finofficerhimtu@gmail.com as per the schedule envisaged in the examination notification.
7. The regular student’s examination forms will not be accepted by the Examination Branch without verification of fee by the HPTU finance wing. For verification, the college may send the copy consolidated fee receipt alongwith the list of students generated through Admin Panel under “Get Report Tab” at email: finofficerhimtu@gmail.com. Kindly verify the regular students examination form list from HPTU finance wing at Gandhi Chowk Hamirpur before submission of Exam. Forms in HPTU Examination Branch at Govt. Polytechnic Baru Hamirpur.