



Sardar Patel University, Mandi
(A State Government University)
Examination Branch



E-mail ID: coc@spumandi.ac.in

No. SPU- Mandi/Exam./OP/28/2023 - 3648-55

Dated: 25th Feb, 2024

NOTIFICATION

It is hereby notified for information of all concerned that the **Examination Portal for the filling of Online Examination Forms** for the upcoming **Annual Examinations (Regular/Supplementary), Mar-April 2025**, will be made live/available from **26.02.2025** onwards.

Further, in reference to the Office Memorandum D.O. No. F.1-1/2022(ABC), dated 22/09/2022, issued by the University Grants Commission (UGC), it is necessary for all students to register for an APAAR/ABC ID and thereafter this office letter no. Ref.No. SPU/NAD-Cell/2024/03-12 dated 26th October 2024, all students are requested through College Authorities (copy enclosed) to get themselves registered for an APAAR/ABC ID & also informed that **"Students without an APAAR/ABC ID will not be able to register for University Examinations, and their digital results will not be processed or declared"**.

Therefore, students without APAAR/ABC IDs are requested to first complete the process of creation of APAAR/ABC ID and thereafter initiate the process of filling the online examination form since filling of Examination form requires APAAR/ABC ID. The Step-by-Step User Guide is available at the following link to assist in the registration process:

https://www.abc.gov.in/assets/resources/Step_by_Step_Guide_ABCID_Students.pdf

The procedure for filling the Examination Form is annexed as **Annexure - I**

The last date for submitting the Examination form is 14.03.2025 till 11:59 PM.


Assistant Registrar (Examinations)

Endst. No. as above even number and dated 25.02.2025.

Copy for information to:

1. The Controller of Examinations, SPU Mandi.
2. The Finance Officer, SPU Mandi.
3. The Dean Academic Affairs, SPU, Mandi.
4. All Principal of affiliated colleges with a request to disseminate this information to the concerned students.
5. The Coordinator Examinations, SPU Mandi.
6. The PRO, SPU Mandi for wider publicity of this notification.
7. The Nodal Officer (Website) for uploading of this notification on the University website.
8. The PS to Hon'ble VC/ Pro-VC/ Registrar, SPU, Mandi.
9. Guard File.


Assistant Registrar (Examinations)



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Annexure -I

The procedure for filling the Examination Form is given below:

1. To access their Examination Form, students are required to login to their University Account using Registration No. & Password as Date of Birth.
2. After successful login, click on "**Exam Form**" Tab.
3. Students are required to check all the details [subjects (compulsory, electives, optional, generic, etc) and activity] before submitting the form. In case of any omission / correction / query related to the above fields, they are required to contact the College Authorities/ Examination Branch at the University office or send the same through email on arexam@spumandi.ac.in.
4. 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/Supplementary Subjects? Once submitted, the exam form cannot be edited' box and press '**Submit**' button.
5. Students will be redirected to the Payment Gateway for online payment of fee through Credit / Debit Cards and Net banking. Once the students have made the payment, they should stay on the screen till; they are redirected to Main Page which will display their 'Submitted form' and 'Transaction Receipt'.

Note: If payment has been deducted from your bank account and the receipt is not generated and message has been received to you via email or SMS "Your payment for Easebuzz ID — successfully completed.", It means your payment is received successfully. Payment will be updated within 72 hours and no need to make payment again.

6. After filling the examination form, student may keep the printout of the filled forms for further communication, if any.

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)