



Rashtrasant Tukadoji Maharaj Nagpur University
Office of the Controller of Examinations,
Pariksha Bhavan, LIT Campus, Amravati Road,
Nagpur.

NOTIFICATION

Ref. No. RTMNU/A.N./Pariksha/D-15/689

Dt.:31/07/2015Nagpur:

It is being hereby informed to all the concerned that for the year 2015-16 the enrolment process will be as follows

Enrolment of the Students for the 1st Year/1st Sem. (Regular)/Lateral.(Regular)

Students entering their details directly on the portal.

- On the portal '<http://rtmnu.digitaluniversity.ac>' Students will directly seek admission and enter their details from the link "Application for Admission" available on the portal.
- Students must enter their correct email ID and Mobile number, so that all communications that are being done via email/SMS will reach him/her.
- Colleges are expected to login to their college using their college login ID and PW. (Kindly note that the college ID/PW is the same one that they were using before) and confirm the admissions from their college logins.

Instructions to the colleges.

- In case students fails to fill the application form then college i.e. you, can login and after logging in, enter the student details admitted to the colleges.
- No admission forms will be accepted if they are not entered on the Digital University portal either from "Application for Admission" link or from college login.
- After the entry of all the students is over you are expected to take the printout of the enrolment forms.
- Ensure the enrolment forms duly signed by the student and the college authority
- Xeroxes of the certificates are attached.
- For undergraduate admissions collect last qualifying i.e. 12th mark list or equivalent Qualification.
- For PG course graduation details to be entered.

- For post-graduation admissions collect mark list of all year of the Graduate degree course.
- Address of the student to be entered and not that of the college.
- Colleges must enter their every student's correct email ID and Mobile number, so that all communications that are being done via email/SMS will reach him/her.
- A facility to print the summary sheet of the admissions of the students belonging to Maharashtra state is provided, take the print out and ensure that the head of the institution puts his seal and signature in the declaration column.
- The same i.e. summary sheet along printed enrolment forms and required DD is to be submitted at the University enrolment section along with Demand draft.

The students belonging to the other board/University

- **Prepare separate list of the students belonging to the other board/University, eligibility and migration certificate to be collected and attached.**
- Kindly note the responsibility of giving admission lies with the principal of the college and he/she is expected to ensure that all the norms and terms of granting admission to a particular course is observed.
- In such cases Colleges are requested to bring all the originals of the certificates that they have attached.
- Do not attach the original with the Xerox ones. Originals to be separately kept.
- After verification originals would be given back and the colleges are expected to ensure that they take back the originals, as originals are to be brought and shown only for verification purpose.
- Colleges are expected to attest the Xerox copies of the certificates submitted by them therefore they must also bring with them their colleges stamp and seal and authority letter as authorized signatory for the enrolment purpose.
- DD is to be prepared on the name of "Finance and Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur", payable at Nagpur.

Methodology of submission.

Colleges to ensure that

- All the corrections in names, addresses, subjects, mobile number are made before the forms are finally submitted.
- Additions and deletions of the students are done before hand.

After all the above is done take the printout of the final list, along with all the relevant documents is to be taken to the University for Submissions.

The college representative will go to the enrolment section and to the concerned clerk.

The university clerk will first check the summary list of the students belonging to Maharashtra/home board and decide about the eligibility, he will prepare or mark candidates whose eligibility is to be confirmed or given provisional eligibility or to be rejected.

The clerk will now proceed to check the summary list of students belonging to other board/University

After the eligibility, migration certificates/mark lists are checked he will decide about the enrolment of these students.

The clerk will instruct the college staff to deposit the DD at the finance section.

The finance section staff will accept the DD and issue receipt accordingly.

The college staff is expected to bring and show the receipt to enrolment section to the same enrolment section staff and who will login to the DU portal using his the ID/PW and proceed to mark the students eligible or provisional or rejected as per whatever may be the case.

The University staff will issue him a report having student details along with their enrolment status and number. Put his seal and stamp and sign on it along with the date on which the enrolment has been granted.

This marks the end of one college's enrolment process and now the enrolment section clerk can proceed with another/next college.

Admission of the Students to the higher classes i.e. 2nd Year/3rd year/4th year/5th year in case of annual pattern and 3rd Sem./5th Sem./7th Sem. /9th Sem. In case of semester pattern courses.

In order to ensure complete correct data of the students the following methodology is proposed.

Admission of the Students coming under following categories.

- Students seeking admission to 2nd year/3rd Sem.
- Students seeking admission to 3rd year/5th Sem.
- Students seeking admission to 4th year/7th Sem.
- Students seeking admission to 5th year/9th Sem.

All the students seeking admission to above mentioned years/semester need to fill online admission form consisting of details such as Name, Address, Reservation and Educational. They have also to choose the course, the college and the papers with medium of instruction in the process.

In addition, the second year/3rd sem. to final year/7th sem. students need to provide the result details of the last exam appeared while applying online.

The student will print the application form and submit the same to their college with necessary documents.

The online application by student will be made available in the college login and the college will approve/confirm the profile and result details given by the student online. Student will pay the fees to confirm admission at the respective colleges.

The Examination form for ex/old ex/external will be generated on the basis of the result details given by the student during application and further confirmed by the respective college. The papers for which student is 'Fail' will appear in the examination form.

Generation & Submission of exam forms.

For the 1stYear/1st Sem. Students (Regular)/Lateral (Regular).

Step wise description of the new online process is as follows.

1. On announcement of exam schedule by the exam section, the pre filled and auto generated exam forms of the students will be available on RTMNU eSuidha portal for downloading in the logins of respective colleges and the individual students.
2. Kindly note exam forms of only those students will be available who has been granted either confirmed or provisional eligibility by the competent authority.
3. Colleges are expected to download the prefilled and auto generated exam form from their logins from the RTMNU eSuidha portal. Alternately the student can also download the pre filled and auto generated exam form from his login using his/her id and password. Students can contact the colleges for their individual IDs/Passwords.
4. The college will give printout of exam forms to the student for verification and correction of the details mentioned on it to the student. If the student has downloaded the exam form from his/her login then there is no need to give him/her the printout of exam form.
5. The student is expected to go through the pre filled exam form carefully, check his/her personal details and subject details and all other relevant information on the form.
6. Students may take a photocopy of duly completed and signed examination form and retain the copy with him/her for future reference.
7. If there is no correction then the student should affix his/her signature and submit the same to the college along with the necessary fees and obtain fees paid receipt along with copy of the exam form submitted.
8. If there are any mistakes then the student is expected to make the changes on the form very clearly and legibly and bring it to the notice of the college while submitting the exam form and ensure that the college has made the necessary corrections on the RTMNU eSuidha portal through college login.
9. Student should obtain the print out of the changed/corrected exam form, and if there are no corrections further then he/she should affix his/her signature and pay the necessary fees, obtain receipt along with the printout of the exam form submitted.
10. Colleges shall accept the exam forms along with fees. In case of any corrections needed on the exam forms, college can do it from their college logins and provide copy of the corrected exam form along with receipt of the fees received to the student.
11. Student should fill the same elective as per the elective opted by the student at the time of admission and this will not be changed under any condition after the form is submitted. The same should be verified by the college principal before submission.
12. After satisfying that the information filled by the student is either correct or corrected on the portal, the college is expected to INWARD the exam form of the student.
13. Colleges should note that once exam forms are done "INWARD" then students and college can effect minor corrections such as contact details (Address, email ID, phone/cell numbers) at their level however

major corrections such as corrections in name, subjects, papers could be effected only after the online/offline request of student/college and with the approval of the university.

14. College shall complete the INWARD process of all the forms.
15. The exam form submission report is available showing the amount payable to the University by the colleges towards exam fees based on the number of students INWARD. Also a list of the students INWARDed/appearing for the exam from the college is available in the college login. Take the printout of the invoice and the report.
16. College shall make Demand Draft in favour of Finance & Accounts officer, RTM NU, Nagpur, for the total amount indicated in the submission report.
17. College will submit one summary sheet having details of the students who have submitted the exam forms and DD of required fees at the exam section of RTM NU, Nagpur. There no need to submit hard copies of the Exam form. Kindly insure that the declaration on the summary sheet is duly sign and seal by head of Institution.
18. The university exam section clerk shall scrutinize the summary sheet and confirm the acceptance of the summary sheet by affixing stamp/seal and signing on the list of the students brought by the college.

Exam form Generation for Students coming under following categories.

- **2nd year/3rd Sem.**
- **3rd year/5th Sem.**
- **4th year/7th Sem.**
- **5th year/9th Sem.**

The Examination form for ex/old ex/external will be generated on the basis of the result details filled by the college/student during online admission application process and further confirmed by the respective college. The papers for which student is 'Fail' will appear in the examination form.

The colleges who have submitted their ex/old ex/external exam forms after 1st May 2015 are requested to

- Collect it from the university exam section.
- Based on the information filled by the colleges at the time of admission, system will generate prefilled exam forms.
- Colleges are requested to verify the system generated forms with that of these manual exam forms.
- Take the printout of the summary sheet having details of the students and submit the same along with DD to the university exam section.

Kindly note the DD amount should be as per the examination notification

Availability of Hall Tickets:

19. Only after this the university will generate Seat Number, Allot Examination Center and Generate Exam Admission Card/Hall Ticket for the students whose exam form is inwards.
20. The Exam Admission Card/Hall Tickets will be available in the logins of the colleges and colleges shall download the same, take the printout, verify, affix rubber stamp/seal of the college and signature of the authorized person (Principal) and hand it over to the relevant student.
21. In case there are any errors or mistakes or any other problem found on the hall ticket then the college should get in touch with the exam section of RTMNU and rectify the error and issue corrected hall ticket.
22. Please note that only those forms which have completed the above steps from 1 to 17 will be considered for further processing and for issuance of hall tickets.
- 23. Please note only those hall tickets having seal/stamp and signature of the authorized person of the college will be treated as valid hall ticket.**
24. Please note all the above tasks have to be completed as per the schedule announced by the exam section of RTM NU, Nagpur.

ImportantNote:

1. **Schedule: Kindly observe the Schedule as follows.**

Last Date of Admission	Last Date of Enrollment No.	Last Date of submission examinations forms
03-08-2015	16-08-2015	31-08-2015
02-09-2015	10-09-2015	10-09-2015
*25-09-2015	05-10-2015	08-10-2015
Next 5 days for submission to University all above type of Admission		

***For PG admission made by the DTE through CAP rounds .**

2. Colleges can login to their college logins from <http://rtmnu.digitaluniversity.ac/> and type their login/password to enter in their college logins.
3. Students have to first activate their eSuidha account in order to access their eSuidha account by entering their enrolment number/DU-Pin and follow the instructions mentioned on the screen thereafter on the portal <http://rtmnu.digitaluniversity.ac/> and on successful activation student will receive his ID/PWs on their cell phones if mentioned by the college while entering their admissions forms or alternately they can get the same from the college as it is available in college logins. Students shall login to their eSuidha account using this ID/PW from the same URL to access exam forms and other facilities.

Controller of Examination.

RTM Nagpur University.

Copy to.:

1. The Dr. S.P. Kane Hon. Vice Chancellor, RTM Nagpur University.
2. The Dr. Pramod Yeole, Pro Vice Chancellor, RTM Nagpur University
3. The Dr. Puran Meshram, Registrar of RTM Nagpur University.
4. The Dr. D.K. Agrawal, BCUD Director.
5. Dr. Veena Prakashe, DU Nodal Officer.
6. All the officers of the RTM Nagpur University.
7. The HODs of the Departments of RTM Nagpur University.
8. The Heads/Director of the RTM Nagpur University run colleges.
9. The Principals of the Affiliated colleges of RTM Nagpur University.
10. All the staff of Exam section and involved in Exam related work of RTM Nagpur University.
11. All the newspapers for publishing the notification in your esteemed newspaper for the information of the students and other concerned.