DHANAMANJURI UNIVERSITY : MANIPUR

INSTRUCTIONS FOR UNDERGRADUATE 1st & 5th Semester Examinations, 2023 (December)

The examinations will be **ONLINE MODE** to be appeared with the comfort of students' own respective homes.

Admit Card download:

1. For **1st Semester** Student must use **college roll no.**
2. Any Backlog Student must use **univesity roll no.**
3. Visit **www.dmuniversity.education.**
4. Click on **Download Admit Card.**
5. Select respective Course Mode, Department and Semester and enter Roll No.
6. Click on **Get Admit Card**.
7. Student must able to see details on click ok **Get Admit Card**.
8. Click on **Download Admit Card** to print admit card.
9. On printing, uncheck **Headers and footers** and check **Background graphics** under more setting on print window.

Question download:
1. Questions will be uploaded 10 minutes before the start of examination as indicated in the time table.
2. Visit www.dmuniversity.education.
3. Click Login Button.
4. Enter you University **Roll No.** as **username and password.**
5. Once Logged In, Click on Download Assignment.
6. Select respective Course Mode, Department and Semester and Subject.
7. Click on **Get Assignment.**
8. Click **Download Assignment.**

Examination:

1. Duration of examination will be indicated in the question papers and time table.

2. Write your answers on A-4 sized white paper (Typing is not allowed) using black/blue pen only at your convenient place.

Preparation for submission of answers:
1. There will be a cover page which can be downloaded from the given website or Dhnamanjuri University website (dmu.ac.in) where you should write your particulars there and attached/enclosed along with your answer script in both soft & hard copies.
2. Answer pages should be numbered in the fashion- X of Y. It means, you should write 2 of 5 i.e. 2/5 on the 2nd page if your answer pages are 5. Here, X stands for the specific page number and Y stands for total number of pages.
3. After completion of the examination, students should scan the answer scripts and convertthem into a single **pdf file with Roll No. & Paper Code as File No.**
   (For example, if Roll no. is 22001 and Paper code is ABC-507, then file name should be 22002_ABC507). ***A pdf file for each page is not allowed.***
4. Size of each file should not be more than **1 mb**.

Uploading answers:

1. Uploading answer sheet (soft copy) is allowed **only** in **pdf** format.
2. Visit www.dmuniversity.education.
3. Click Login Button.
4. Once Logged In, Click on Upload Assignment (**soft copy of answer script**).
5. Select respective **Subject code** and **choose your answer sheet.**
6. Click on **Upload Answer Sheet** button
7. Wait until success message seen on screen.
8. Care should be taken to ensure that you upload correctly. You should have a screen shot of submission for later use in case misplaced.
9. If you uploaded a wrong set of answers, you can submit the correct version with a request application on the cover of the answer scripts to replace the earlier submitted wrong answers with the newly submitted version. This is a one time opportunity, and a candidate can't request it twice.
10. Soft copy of the answer sheet must be uploaded within 30 minutes after the end of the examination. All the answer sheets submitted within the stipulated time will be manually converted into a zip file.
11. Answer sheets (soft copy) submitted after the stipulated time will not be entertained.

Mode of submission of answer:

1. *Candidates are also mandatory to submit the answer scripts offline to the respective colleges on the following dates as given below for which all the constituent Colleges will take care of receiving the hard copies.*

Sl. No.	Course	Semester	Date
1	B.P.E.S.	I	15/03/2024
2	B.A./B.Sc./B.Com./B.B.A./LL.B.	I	18/03/2024
3	BA./B.Sc./B.Com./B.B.A. (Honours)	V	11/03/2024
4	LL.B.	V	15/03/2024
5	B.Sc. (Pass Course) /B.P.E.S.	V	18/03/2024
6	B.A. (Pass Course)	V	02/04/2024

2. *Students should maintain all examination rules and instructions of Dhanamanjuri University and violation of the same will be liable for disciplinary actions.*
3. *The hard copies should be exactly the same with uploaded soft copies. If any variation in the hard & soft copy is found the answer script will be rejected and the candidate will be disqualified.*
4. *The portal will be closed automatically at the end of deadline. As these examinations are conducted as one time opportunity given to the students under the prevailing situation of the State, any attempt to submit answers after the automatic closure of answer submission link will not be entertained at any level. So, make it sure that your answers are uploaded by the specified time.*

(Dr. A. Nabachandra Singh)
Controller of Examinations

COVER PAGE

Dhanamanjuri University

_____ Examination, 2023 (December)

Subject ....

Paper Title ....

Paper Code ....

Date of Examination ....

Dhanamanjuri University

_____ Examination, 2023 (December)

Subject ....

Paper Title ....

Paper Code ....

Date of Examination ....

Examination Roll No. (in figure)

(in words)

Registration No. ....

Name (in Block letters)

....

....

Date of Examination   Signature