

North Maharashtra University, Jalgaon

Steps Print/Download -Examination forms and Online Inward Exam forms

Eligibility Process

Visit the website – <http://nmuj.digitaluniversity.ac>

Enter College Login Name and Password

1. How to View Uploaded Student Count for a Particular college / Course
College can Verify from Login that How many students data is Uploaded on DU Portal with the Following Link
(Eligibility→Reports→Uploaded Students Statistics)
2. How to View/Print Eligibility List of a Particular college/Student
(Eligibility→Reports→View Eligibility Status Report)

How to Create Student e-Suvidha Account :

With the Help of 16 digit PRN student can activate his/her Personalised e-Suvidha Account. Click on Activate e-Suvidha Account link from DU Portal and activate the Account

How to Change Name of Student and Personal Information of Student

If there is any change in Students Name and its spelling; update the Information of Student through **Student Profile Link**--->Add Profile Correction Request-->Enter Details--->Click on Personal Details--->Make necessary changes in all fields-->Click on Update Request.

Pre Examination Process

How to Download Examination forms

1. Visit the website – <http://nmuj.digitaluniversity.ac>
2. Enter College Login Name and Password
3. Click on Pre Examination ---->Exam form Generation ---->Download Exam form --->Select Examination Event ---> Select the course for which Exam forms are to be Downloaded----> Select option Paper code Wise---.Display Student List----> --->Download Exam forms

Distribute these Printed Exam forms to the Students, asked them to verify the Personal Details such as their name and its spelling, mother's name, Subjects Opted and other details.

How to Change the Paper/Subject

Click on Pre Examination ---->Inward Exam form ---->Paper Change

Note : Paper Change can only be done before In warding of Exam forms

How to Inward Exam forms

Click on Pre Examination ---->Inward Exam form ---->Inward
(For the Examination Centre click on Not Applicable box)

(It is compulsory to Inward all the exam forms online using the above link. The admit cards were generated only for those students whose exam forms are inward.)

How to Print Inward Exam form List

Pre Examination---->Reports----->Reports for Colleges→Examination for Submission ---->Print the list of students having status “YES”

Submit this Inward Statistics Report in PDF format to University. Without this Report Exam forms shall not be accepted.

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Steps to Print/Download-Admit Cards & Various Pre Exam Reports

How to Download Admit Cards

1. Visit the website – <http://nmuj.digitaluniversity.ac>
2. Enter College Login Name and Password
3. Click on Pre Examination ---->Seat Management ---->Generate Examination Hall Ticket for Colleges →Select Details→Select Sort Order→Name→Proceed (This Request is compulsory for Generating the Hall Ticket of all Students)
4. After few Minutes Your Request is Process and Hall Tickets are available for Download.
5. Pre Exam→Reports→Reports for College-→Download Hall Ticket
6. Save the PDF file and Print the Hall ticket
7. Single Hall Ticket can be downloaded by Entering PRN of the Student. There is no need to Generate Hall Ticket if College require single Hall Ticket
8. Verify the Date & Time of Paper, Venue Name Printed on Admit Card is as Per University Circular or not.
9. Attest the Admit Card by with College Seal and Signature of Principal
10. Distribute all the Admit Cards to Students dully attested by Principal with seal of college
11. Hall Tickets are also available for Download in Students e-Suvidha Account.

How to Update student Profile Online : Correction In Name/Paper Printed on Admit Card Online

Asked student to verify his/her name , Photo and Signature Printed on Admit Card. If any discrepancy found, update the information Online.

(Click on Student Profile---->Add profile correction request --->Click on Personal Detail---->carry necessary correction--->Update the Request)

Asked student to verify Paper Name, Optional Paper name Printed on Admit Card. If any discrepancy found, update the information Online.(Click on Pre Exam--->Inward Exam Form-- -->Paper Change)

[This Link will be active before the In warding of Exam Form only. After that College have no Permission to Change the Papers through College Login. Contact Concern Faculty for more Information.]

Duplicate Admit Card

If any student request for Duplicate Admit Card, then college have to Generate the Admit Card at their own level by charging the fees from the Student but this fess should not be more than Rs. 25/-. No need to send the Student to University for this Purpose.

How to Print College wise Name List

Click on Pre-Examination---->Reports --->Reports for Colleges--->**Student List By Venue** ---->Include--→Select Option Paper code or Paper Name or Both --->Generate Report-→ Export this report to PDF --->Save and Print the file

How to Print Practical Seat Summary or Blank Marlist for Internal / External Marks

(For Practical Seat Summary colleges have to Use this Blank Mark List Report with Assessment Method & Type as Practical-UA)

Click on Pre Examination---->Reports --->Reports for Colleges/Venues--->Blank Marklist---->Select Academic Year /Event/faculty/Course/ and Other Detail--->Click on appropriate Assessment Method and Type (for ex Theory –UA,Theory-CA,Practical-CA,Practical-UA etc.) ----> Select the Paper and click on Generate Report--->Export this report to PDF --->Save and Print the file

How to Print Daily Paper List

This reports prints the list of papers with date & time of paper, no. of students appearing for the various courses at the venue. With the help of this report colleges can arrange no. of blocks for particular paper.

Click on Pre Examination---->Reports --->Reports for Venues--->Daily Paper list ---->Select Exam Event ---->Submit

How to Print Centre wise/Venue wise Seat Summary (For Seating Arrangement of Theory Exam)

(For the Colleges who were examination centers for Exam)

For ex. If JDMVP Nutan Maratha College, Jalgaon is Centre for FYBCOM April-2010 Exam then to print Theory Exam Seat Summary follow the following Steps)

Click on Pre Examination---->Reports --->Student Summary List----> Select Examination Event ---> Select the course for which Seat Summary is to be Downloaded-- -->Click on Venue Wise Option --->Select Paper wise Option--> Click on Next----> Select the Venue/Centre ----->Click on Generate PDF for List-->Save the PDF file and Print the PDF file

How to Print College wise / Paper wise Seat Summary

(This option will print the individual college seat summary for office work as well seating arrangement)

Click on Pre Examination---->Reports --->Student Summary List----> Select Examination Event ---> Select the course for which Seat Summary is to be Downloaded --- -->Click on College Wise Option --->Select Paper wise Option---> Click on Next----> Select appropriate College ----->Click on Generate PDF for List--->Save the PDF file and Print the PDF file

How to Print Attendance Report for the Examination (JSR)

(This option will print the Pre filled JSR-Junior Supervisor Report)

With the help of this Module Colleges can make the seating arrangement of a paper according to the number of block available with different seating capacity. The Seating Arrangement report includes Block no and its Location and Seat Numbers allocated in this Block.

Colleges have to display Seating Arrangement Report on the Notice Board/Black Board.

Click on Pre Examination---->Reports --->Reports for Venues--->Examination Attendance Sheet and Junior Supervisor Report---> Select Examination Event ---> Select the course for which Attendance Sheet is to be Downloaded --->Click on Select against the Paper Name -- --->Enter the number of Blocks available in college for seating arrangement for the selected paper---->Next- -->Enter the Block number/Name of Building/place/room no to be displayed on notice board for the student and enter the seating capacity of each block---Generate report-- ---> Click on Save and Print the report.

For any Query or for more information contact to University Office
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