



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st August, 1923 & presently a State University governed by Maharashtra Universities Act 1994)

(Office of the Controller of Examinations)

Pariksha Bhawan, L.I.T. Premises, Amravati Road, Nagpur – 440 033

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No. RTMNU/COE/1500

Dated : 7th September 2011

To

- | | | |
|---|---|---|
| 1. All Principal of Affiliated Colleges | } | Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur |
| 2. All Heads of all Post Graduate
Teaching Department/ Institution | | |
| 3. Principal/ Director of conducted Colleges | | |

**Subject : Copy of the Notification No. RTMNU/AN/Pariksha/D-12/1499,
dated 6/9/2011**

Respected Sir/Madam,

I am forwarding herewith a copy of the Notification No. RTMNU/A.N./Pariksha/D-12/1499, dated 6/9/2011 issued by the Rashtrasant Tukadoji Maharaj Nagpur University "Prescribing the process of Online generation of Examination form to issuance of hall ticket" under e-suidha project to be implemented from the academic session 2011-2012.

You are kindly requested to bring it to the notice of all the students, teachers and the staff involved in examination related work. This notification is also available on the website of the university www.nagpuruniversity.org

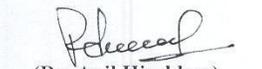
Thanking you.

Yours sincerely,


(Dr. S.P. Kane)
Controller of Examinations

Copy forwarded for information and necessary action :

1. All the Officers of Rashtrasant Tukadoji Maharaj Nagpur University
2. The Director, Board of College and University Development, R.T.M. Nagpur Uni.
3. The Finance & Accounts Officer, R.T.M. Nagpur University
4. The Deputy Registrar (Post. Exam.), Rashtrasant Tukadoji Maharaj Nagpur University
5. The Asstt. Registrar, (V.C. Office), Rashtrasant Tukadoji Maharaj Nagpur University
6. The Asstt. Registrar, Gadchiroli Sub-Centre, R.T.M. Nagpur University
Information Scientist, R.T.M. Nagpur University
7. P.A. to Registrar, Rashtrasant Tukadoji Maharaj Nagpur University
8. Co-ordinator, M.K.C.L., Nagpur Division
9. All the Staff of Examination sections involved in Exam. related work of R.T.M. Nagpur University
10. All Editors of local Newspapers, with request to publish this notification in your esteem newspaper as a news item for the information of the students and other concerned.


(Dr. Anil Hirekhan)
Dy. Registrar (Pre. Exam.)



**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-12/1499

As per the directions of the Hon. Vice Chancellor Dr. V.S. Sapkal it is being hereby informed to all the concerned that on the pattern of online enrollment registration that is being implemented from last year i.e. 2010 under eSavidha project similarly from this year onwards i.e. 2011-12, generation of exam forms to issuance of hall tickets will be done under the eSavidha project.

Kindly note that the students that are covered under this online eSavidha project are those who are admitted to RTM NU affiliated colleges for the first year (Academic session 2011-12) and to the annual pattern courses only.

Please note that for all other courses and students including ex-students/old students and external students there is no change in the process of M-CARD, exam form filling to issuance of hall tickets.

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 eSavidha 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 have been granted either confirmed or provisional admission by the competent authority.
3. Colleges are expected to download the prefilled and auto generated exam form from their logins from the RTMNU eSavidha 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. 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.
12. 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 change in name corrections, subjects, papers could be effected only after the online/offline request of student/college and with the approval of the university.
13. College shall complete the INWARD process of all the forms.
14. An invoice shall be generated by colleges only upon all exam forms are done "INWARD" using 'generate exam fee invoice' link under invoice module in colleges login. 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.
15. College shall make Demand Draft in favour of Registrar RTM NU, Nagpur, for the total amount indicated in the submission report.
16. Submit all duly signed and completed exam forms submitted by the students along with the DD at the exam section of RTM NU, Nagpur.
17. The university exam section clerk shall scrutinize the forms and confirm the acceptance of the exam form online on the RTMNU eSuidha portal and also by affixing stamp/seal and signing on the list of the students brought by the college.
18. 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 inward.

19. 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.
20. 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.
21. 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.
22. 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.
23. Please note all the above tasks have to be completed as per the schedule announced by the exam section of RTM NU, Nagpur.

Important Note:

1. Training and orientation session on the process “After Enrolment Number to Hall Ticket Generation” will be conducted by MKCL at district level for all the colleges. Separate communication will be done on this subject about the day/date and venue of the orientation programme. All the colleges are expected to attend it without fail and depute their competent staff for the orientation programme.
2. The above process document will be kept on the RTM Nagpur university website www.nagpuruniversity.org
3. Colleges can login to their college logins from <http://rtmnu.digitaluniversity.ac/> and type their login/password to enter in their college logins.
4. 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, hall tickets and other facilities.



Dr. S.P.Kane
Controller of Examination.
RTM Nagpur University.

Copy to.:

1. The Dr. V.S. Sapkal Hon. Vice Chancellor, RTM Nagpur University.
2. The Dr. Mahesh Kumar Yenkie, Registrar of RTM Nagpur University
3. All the officers of the RTM Nagpur University.
4. The HODs of the Departments of RTM Nagpur University
5. The Heads/Director of the RTM Nagpur University run colleges.
6. The Principals of the Affiliated colleges of RTM Nagpur University.
7. All the staff of Exam section and involved in Exam related work of RTM Nagpur University.
8. All the newspapers for publishing the notification in your esteemed newspaper for the information of the students and other concerned.