



# Sardar Patel University, Mandi

[www.spumandi.ac.in](http://www.spumandi.ac.in)

"R. M. E. Branch (Examinations Wing)"



No. SPU-Mandi/Registration Portal/34/2023-3294-3301

Date: 25-Oct-2024

## Notification

The **online registration form** for the newly admitted students in First Semester/Year of Colleges affiliated to S.P.U. Mandi (*Distt. Mandi, Kullu and Lahaul-Spiti*) for Academic Session 2024-25 is made available online on the exam portal (<https://spumandiexam.in>) of the University website.

The last date for submitting the online registration form is **16<sup>th</sup> November 2024** up to 11:59 P.M. (IST). The procedure for registration is attached along with as annexure.

In case of any query/ discrepancy in filling of the registration form, the students may contact the examinations branch on Tel. No. 01905-236895 or email id. [rme@spumandi.ac.in](mailto:rme@spumandi.ac.in)

Asst. Registrar (Exams)

Endst. No. : Even Dated :Mandi - 175001, the 25<sup>th</sup> Oct., 2024

Copy for information to: -

1. The Controller of Examinations, S.P.U. Mandi.
2. Dean Academic Affairs, S.P.U. Mandi.
3. The Principals, Colleges affiliated to SPU Mandi, with a request to disseminate this information to all concerned.
4. Nodal Officer (Website) S.P.U. Mandi for uploading of this notification on the University website.
5. In charge, Gajanan Enterprises, Camp Office, S.P.U. Mandi.
6. P.S. to Hon'ble Vice-Chancellor, S.P.U. Mandi.
7. P.S. to Pro Vice-Chancellor, S.P.U. Mandi.
8. P.S. to Registrar, SPU Mandi.

Asst. Registrar (Exams)





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Annexure

## Procedure for registration through the SPU Exam Portal:-

### STEP – I: Account Creation

- I. Click on "**SPU Exam Portal (SPUEP)**" link on the University website (i.e [www.spumandi.ac.in](http://www.spumandi.ac.in)).
- II. Click on the link "**Click here for registration (for the Admission Session 2024-25)**".
- III. Select **New User** and provide your personal e-mail id. & mobile number.
- IV. Enter the Captcha code displayed on the screen & then click on "**send OTP**".
- V. An OTP will be sent on the provided mobile no. and e-mail id.
- VI. Enter the OTP received on mobile no. as well as that on the email id.
- VII. Complete the account creation by clicking on "**Register**" button.
- VIII. On successful account creation, password will be sent on registered E-mail id/ Mobile Number.

### STEP – II: Registration Form Submission

- I. Click on the link "**Click here for registration (for the Admission Session 2024-25)**".
- II. Login by entering either registered email id/Mobile Number and the password provided in STEP – I.
- III. Fill all the required details (i.e Admission Details, Personal Details, Pre-Admission Details & Education Details) in the **Student Registration Application Form**.
- IV. Upload all the supporting documents (i.e. Photograph, Signature, 10th Mark sheet, 12<sup>th</sup>/ Last Exam Mark sheet & Bonafide Certificate) as per required sizes/formats.
- V. Complete your **Registration Application by paying the requisite registration fees by clicking on Pay button**.
- VI. Applicant will be redirected to Payment Gateway for online payment of fee through Credit/ Debit Cards, UPI 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, but message has been received to you via email or SMS i.e. "**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.*

- VII. After successful fees payment, student may go to Print Application tab and keep the printout of the submitted **Student Registration Application form** for future references or records.

In case of any query/ discrepancy in filling of the registration form, the students may contact the examinations branch on Tel. No. 01905-236895 or email id. [rme@spumandi.ac.in](mailto:rme@spumandi.ac.in)

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Asst. Registrar (Exams)

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