

સરદાર પટેલ યુનિવર્સિટી

યુનિવર્સિટી રોડ પોસ્ટ બોક્સ નંબર: ૧૦ વલ્લભ વિદ્યાનગર - ૩૮૮૧૨૦ (ગુજરાત) નેક એક્રેડિશન ગ્રેડ "એ" ફોન : ૦૨૬૯૨-૨૨૬૮૦૮/૮૫ ફેક્સ: ૦૨૬૯૨-૨૩૬૪૭૫ ઈમેલ:exam_spu@spuvvn.edu વેબસાઇટ:www.spuvvn.edu

નક અકાડશન ગડ "બ (૧૦-૦૧-૨૦૨૩ થી ૦૯-૦૧-૨૦૨૮)

પરીક્ષા વિભાગ

અગત્યનો પરિપત્ર

વિષય: અનુસ્નાતક કક્ષાના પ્રથમ સેમેસ્ટરનાં (એકેડેમિક વર્ષ – ૨૦૨૩–૨૪નાં વિદ્યાર્થીઓ) પરીક્ષા ફોર્મ બાબત.

સંદર્ભઃ (૧) તારીખઃ ૨૪/૦૭/૨૦૨૩ના રોજનું પરીક્ષાનું જાહેરનામા ક્રમાંકઃ ઈ–૧/૧૨૫૧

(૨) તારીખઃ ૨૮/૦૭/૨૦૨૩ના રોજ અગત્યનો પરીપત્ર ક્રમાંકઃ ઈ–૩/૧૨૯૧

આથી યુનિવર્સિટી સંલગ્ન વિભાગના વડાશ્રીઓ / કોલેજનાં આચાર્યશ્રીઓ / ાઇન્સ્ટીટ્યુટ્સના નિયામકશ્રીઓને ઉપરોક્ત વિષય તથા સંદર્ભના અનુસંધાનમાં જણાવવાનું કે અનુસ્નાતક કક્ષાના પ્રથમ સેમેસ્ટર એકેડેમિક વર્ષ-૨૦૨૩-૨૪માં પ્રવેશ લીધેલ વિદ્યાર્થીઓના પરીક્ષાના ફોર્મનીચે દર્શાવ્યા પ્રમાણે ભરવાના રહેશે. જે આપની જાણ સારૂ.

Post Graduate- Semester – 1 (Regular Students)			
1	Date of Commencement of Examination		25-10-2023
2	Last date for Departments/Colleges to submit their exam forms on the SPU Portal (For Online Students Only)		06-10-2023
3	Dates for Departments/Colleges to Submit Exam Forms and Fees to the Examination Section		07-10-2023
			То
			09-10-2023
4	Late Fee	07-10-2023 To 16-10-2023	Late Fee₹500/-
			(Total Fee = Exam Fee + ₹500/-)
		17-10-2023 To 21-10-2023	Late Fee ₹500/- + Penalty ₹1000/-
			(Total Fee =Exam Fee + ₹1500/-)
5	No form will be Accepted (22-10-2023)		3 days before to the Date of
			Examination

વધુમાં સદર બાબતની સંપૂર્ણ માર્ગદર્શિકા (Guideline) આ સાથે બિડાણથી સામેલ છે. તેમજ યુનિવર્સિટી વેબસાઈટ પર મુકવામાં આવેલ છે. જે આપને વિદિત થાય.

નંબરઃ ઈ-૩/**1696** તારીખઃ ૨૭/૦૯/૨૦૨૩

વક્ષભ વિદ્યાનગર



નકલ સવિનય રવાનાઃ

(૧) ડાયરેક્ટરશ્રી, કોમ્પ્યુટર સેન્ટર, સરદાર પટેલ યુનિવર્સિટી વક્ષભ વિદ્યાનગર.

(૨) યુનિવર્સિટી સંલગ્ન વિભાગના વડાશ્રીઓ / કોલેજનાં આચાર્યશ્રીઓ / ઇન્સ્ટીટયુટ્સના નિયામકશ્રીઓ તરફ જરૂરીજાણ સારૂ તથા યોગ્ય કાર્યવાહી સારૂ.

Guidelines to PG Departments/Colleges for Subject Mapping and Examination Form Generation

There are two Process:

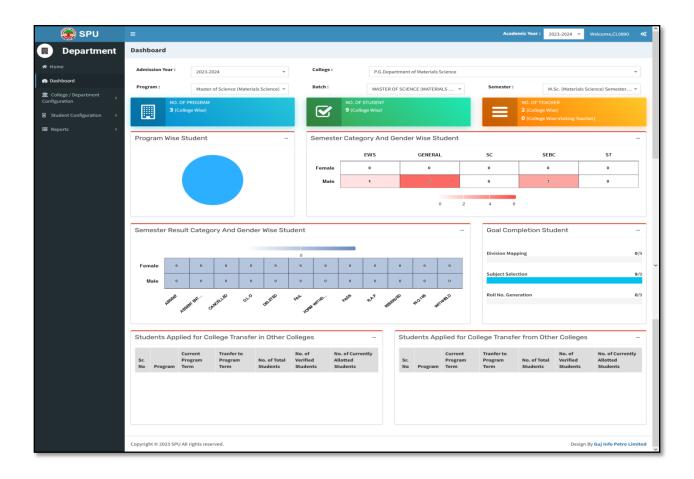
- 1 Subject Mapping
- 2 Examination Form Generation and Verification

Process 1: Subject Mapping

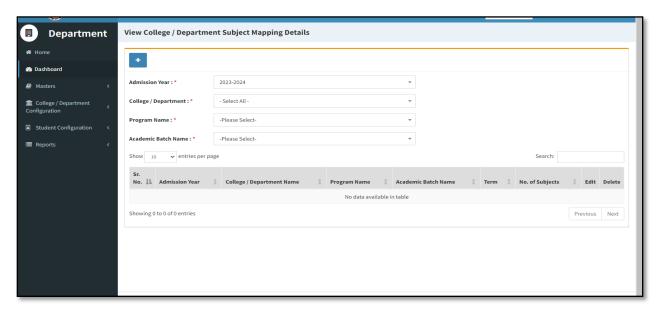
Step - 1

Login using URL: https://ums.spuportal.in

Click on 'College / Department Management' button. Following screen will be displayed.

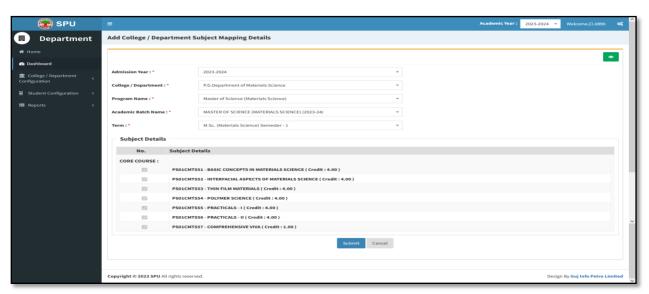


- a. From 'College/Department Configuration' menu Click on 'College / Department Subject Mapping' button. Following screen will be displayed.
- b. Click on '+' button to mapping subject.
- c. Select appropriate option according your college from following screen

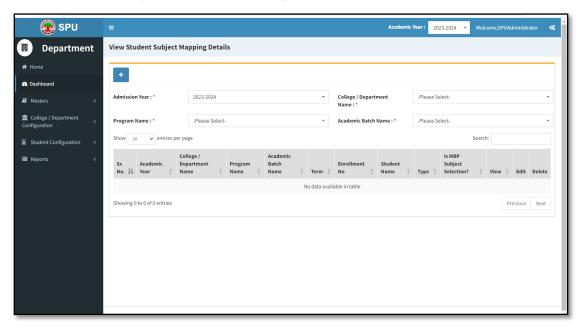


Step - 3

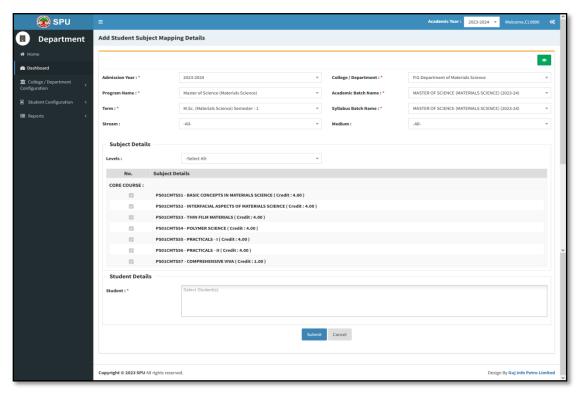
- a. Following screen will be displayed.
- b. All compulsory subjects are already selected. You have to select only Elective Subjects which are your college offered.
- c. Then, press submit button.



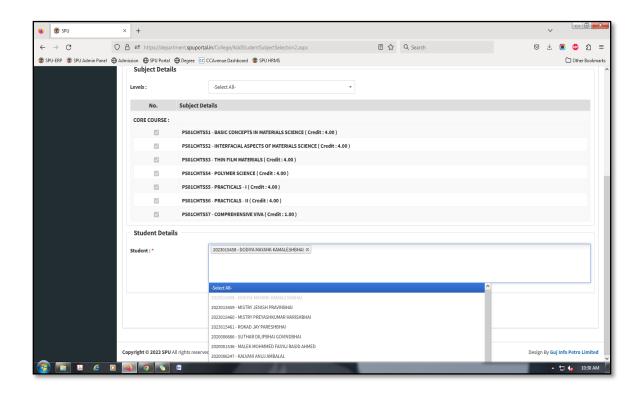
a. From 'Student Configuration' menu Click on 'Student Subject Mapping' button. Following screen will be displayed.



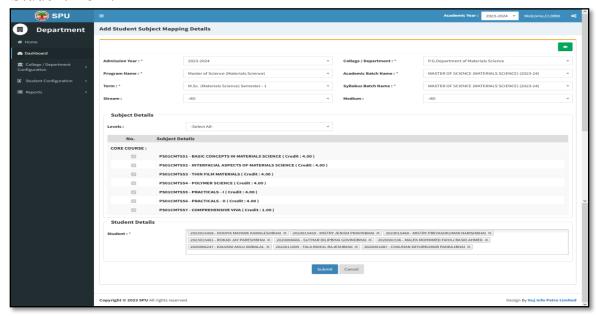
- b. Click on '+' button to mapping subject to students.
- c. Select appropriate option according your college from the screen which will be displayed.



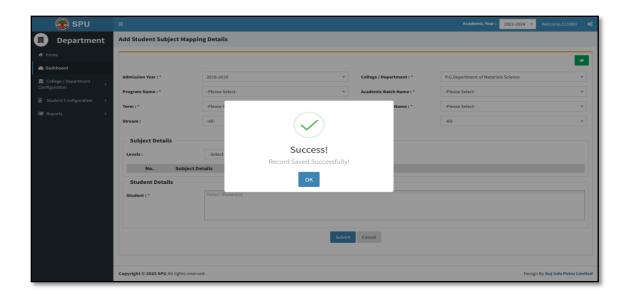
- d. After selection, list of subject will be displayed.
- e. Select group of elective subject.
- f. From 'Student' box, you can either select 'Select All' option if all the students have same subject or select individual student or multiple students at a time.



g. Following screen will be displayed. All selected students are displayed on 'Student Box'.



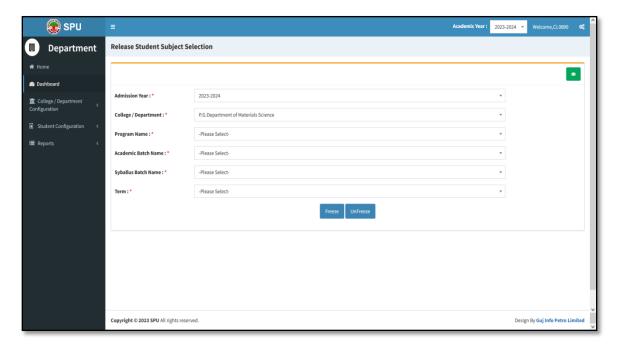
- h. Press 'Submit' button.
- i. Save record by press 'Save button.



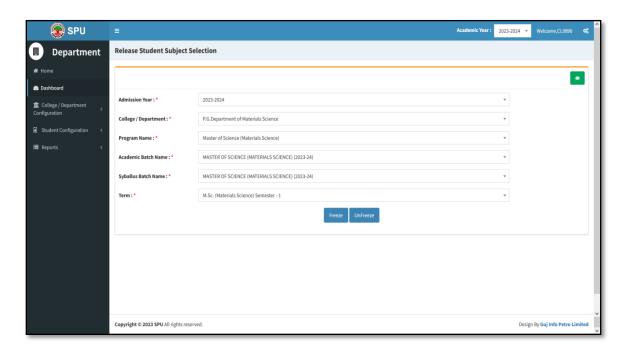
j. Do same for other groups of students also.

Step - 5

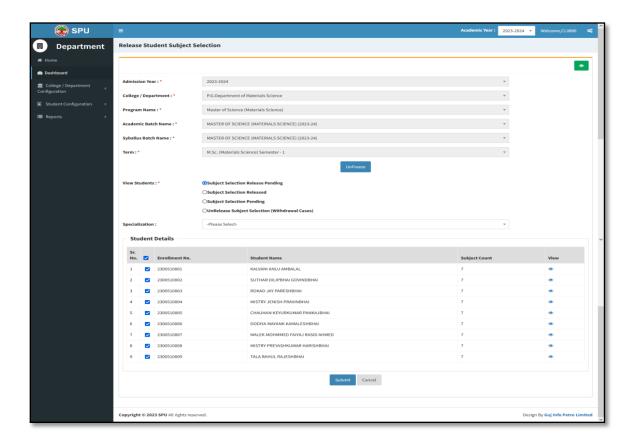
- a. After completing subject mapping to students, now go to
 Student Configuration → Release Student Subject Selection
- b. Following screen will be displayed.



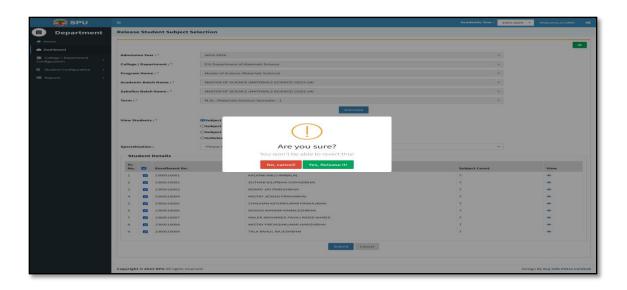
c. Select appropriate option from above screen. Screen will look like as below.



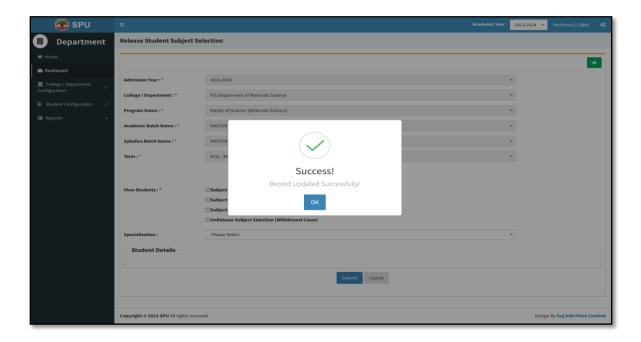
d. Press 'Freeze" button then after page will be displayed as below:



- e. Select all students from above screen and press 'Submit' button.
- f. From following screen press green button 'yes, release it'.



g. Press 'OK' button.

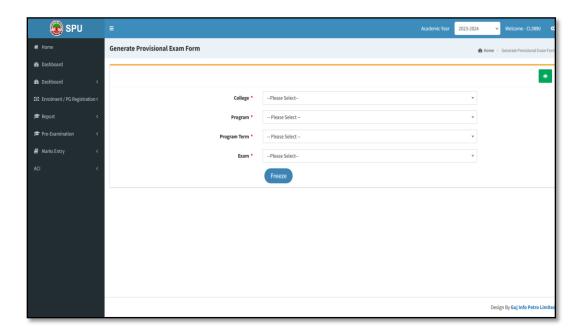


h. From "report menu-> Student Subject Mapping Details Report", you can see mapping of subject to the students.

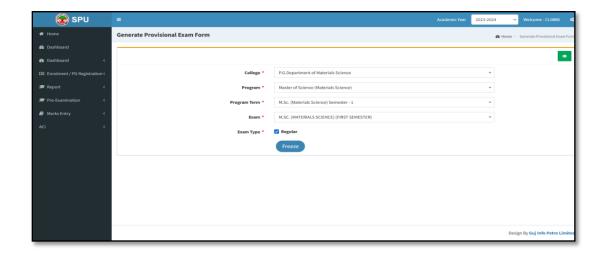
Process 2: Examination form generation and Verification

Step - 1

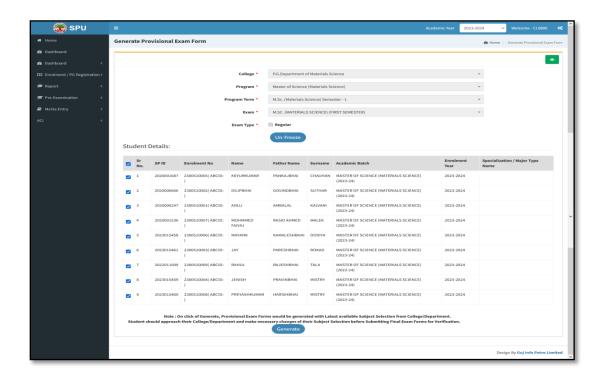
- a. Click on "Home button"
- b. Click on 'UMS' button from Dashboard.
- c. From "Pre-Examination" Menu, Select 'Generate Provisional Exam Form" option. Following screen will be displayed.



d. Select appropriate option. Following screen will be displayed.

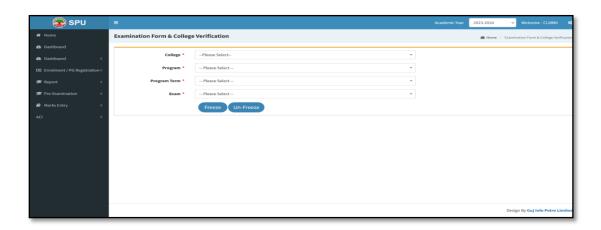


- e. Select 'Exam type'.
- f. Press 'Freeze' Button. Following screen will be displayed.

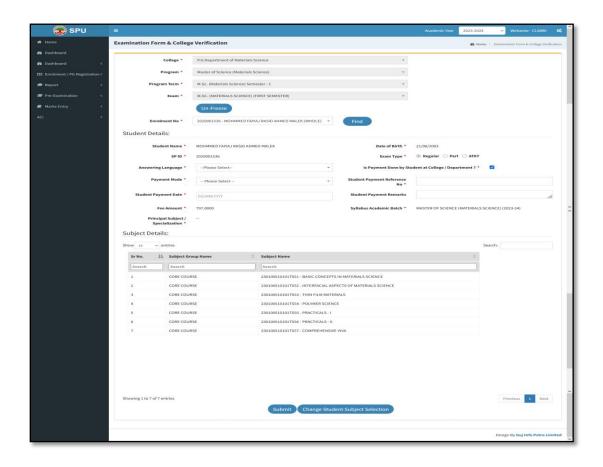


- g. From above screen select all students and press 'Generate' button.
- h. Then, press 'OK' button.

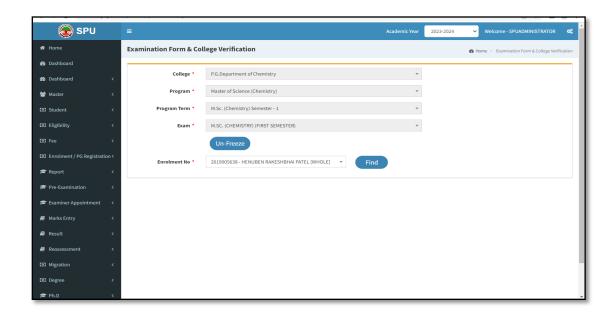
a. For college verification from "Pre-Examination" Menu, Select 'Examination Form & College Verification" option. Following screen will be displayed.



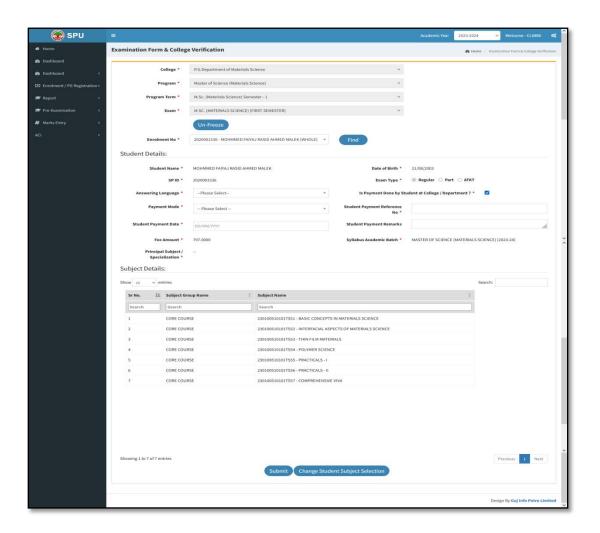
b. Select appropriate option. Following screen will be displayed.



c. Press 'Freeze' Button. Following screen will be displayed.

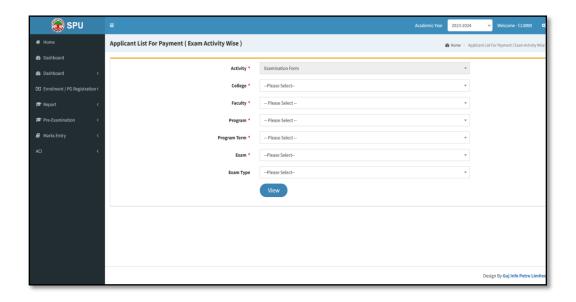


d. Select student and press 'Find button' Following screen will be displayed.

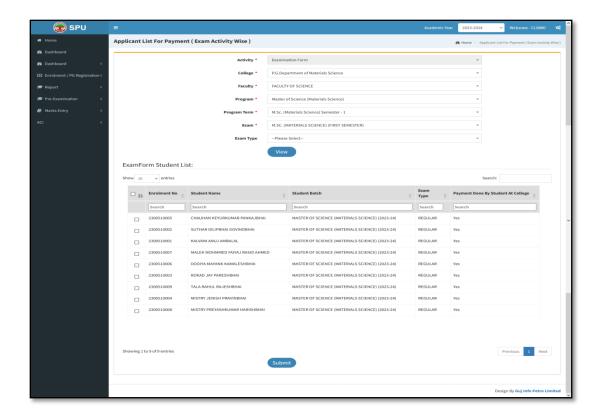


- e. Press 'Submit' button, if data is ok. If you want to change then press 'Change student subject selection'.
- f. Press 'OK' button from next screen for confirmation.
- g. Do same process for one by one for all students' examination form verification.

a. For Payment receipt from "Pre-Examination" Menu, Select 'Applicant List for Payment (Exam Activity Wise)" option. Following screen will be displayed.



b. Select appropriate option and press 'View' button. Following screen will be displayed.



c. Select all students and press 'Submit' button, then after following screen will be displayed and Examination fee receipt will be generated.

