# INSTRUCTIONS FOR ONLINE FILLING SEMESTER EXAMINATION FORM 2017

**Step 1:** Go to the website [www.gmuniversity.ac.in](www.gmuniversity.ac.in)

**Step 2: Go To "Notice Board"**

**Step 3:** Before clicking on "**Odd Semester Examination Form Fill-up**". Read the Instructions Carefully and then click on "**Odd Semester Examination Form Fill-up**" link.

**Step 3:** Click on the link "**Odd Semester Examination Form Fill-up**"

**Step 4:** After clicking on this "Odd Semester Examination Form Fill-up" login window will be open where you have to provide the user name and Password.

**Step 2:** User Id is your **University Roll Number** and Password is your **Date of birth** (As provided by you during Apply through Online Application)

For Example:

If your University roll number is **BA16-999** then user id will be **BA16-999 (User name All letter Will be Capital letter)**.

& for PG 2016 if roll no is **UPG16EC-001** then user id will be **PG16EC-001 (**U Must be remove**), I**f your Date of Birth is **28$^{th}$ Mar 1997** then password will be **28/Mar/1997. (Month First letter Will be Capital letter)**

**Step 3:** After entering User Id and Password , click on Login.

**Step 4:** After logging in , student basic details will be displayed along with subject details for which student has to appear in exams.

**Step 5:** Validate all the details as displayed and click on Apply if all the details are correct .In case there is any incorrect information , click on Print button and take the print out to ICT cell for verification.

**Step 6:** If all the details are correct, click on apply. A pop up will be displayed to confirm to apply for examination. Click yes if you need to apply, else click No for go back.

**Step 7:** After clicked on Apply, a successful message for applied to examination will be displayed at top.

**Step 8:** After successfully applied to examination, a new tab for Admit Card will be displayed. Click on the tab to download the Exam Admit Card**.**

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