DOON UNIVERSITY, DEHRADUN

UTTARAKHAND (INDIA)

(Established by Uttarakhand Government Act No. 18 of 2005)

USER MANUAL

(Examination Portal As per NEP2020)

Student – Faculty – Department

Mothorowala Road, Doon University Campus, Kedarpur, Dehradun, Uttarakhand, India - 248001

10/11/2022

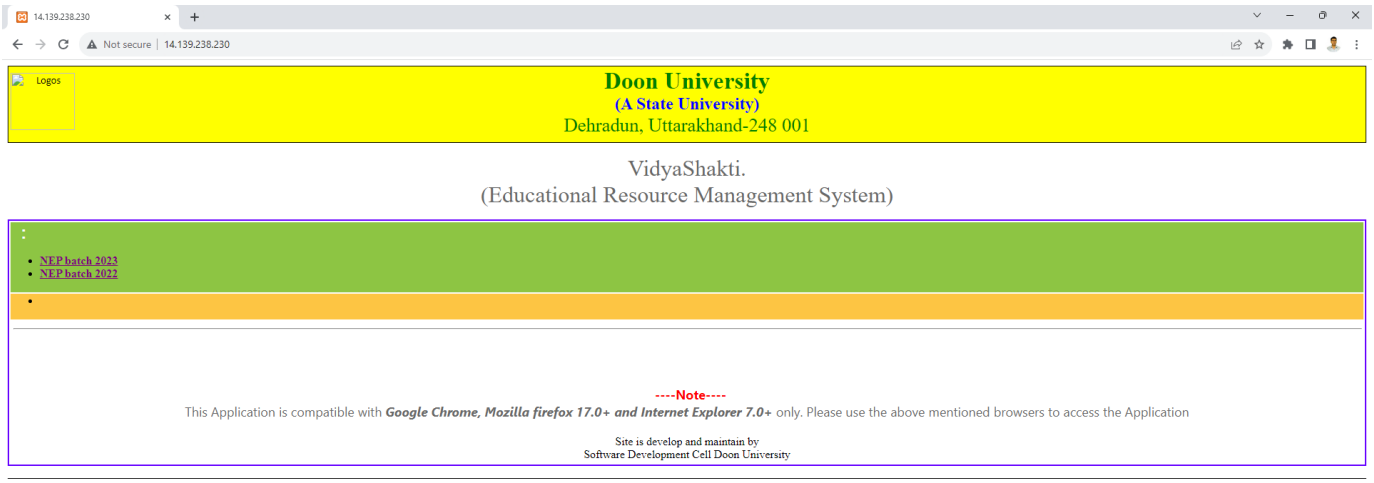
Controller of Examinations
Doon University, Dehradun.

User Manual for Student Examination Form

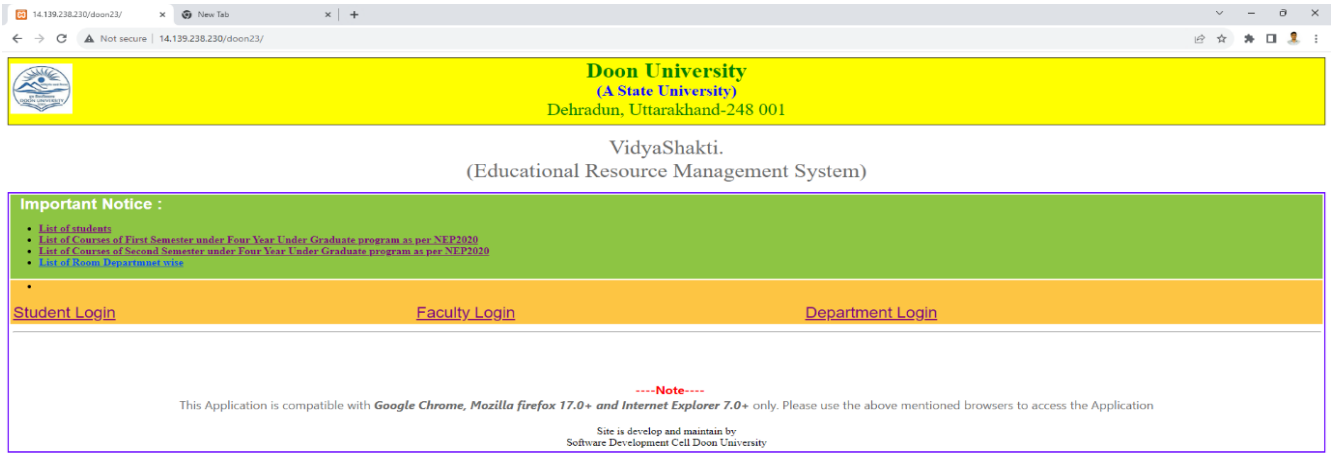
Open URL – http://14.139.238.230/ (If Internet is working)

OR

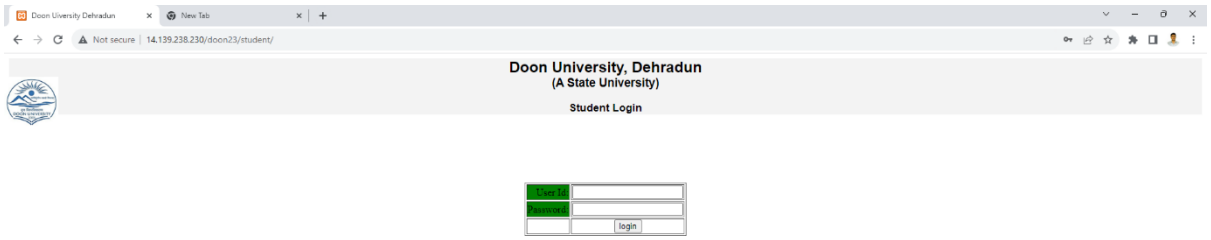
Doon University own LAN – 192.168.0.18



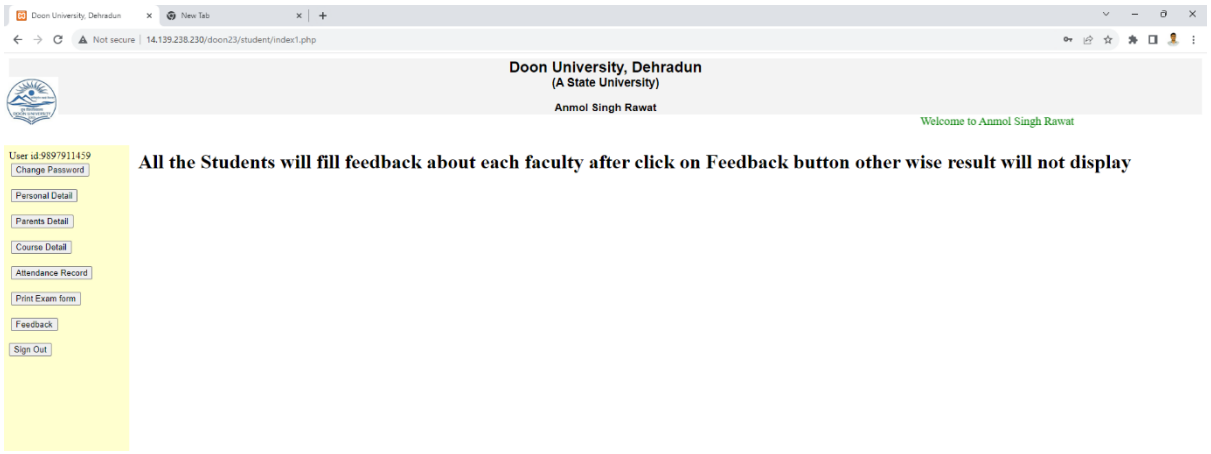
Click on the link of Your Admission Batch



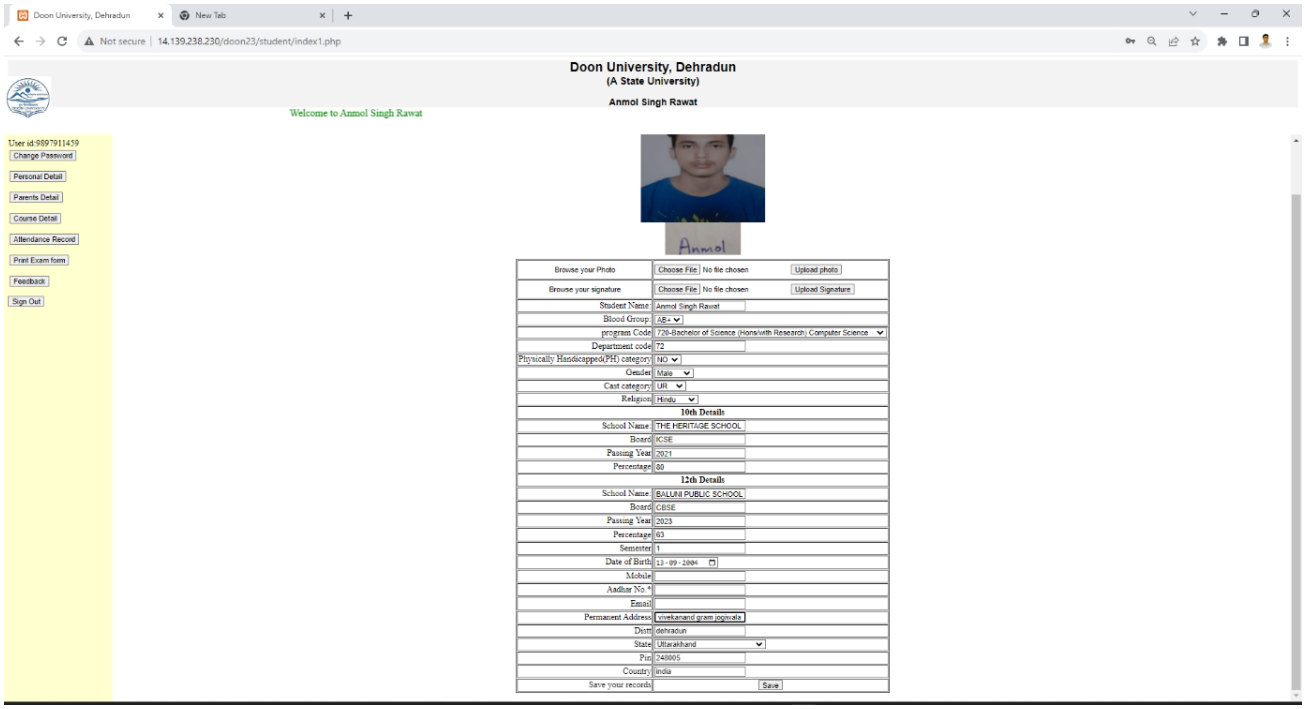
Click on the Student Login



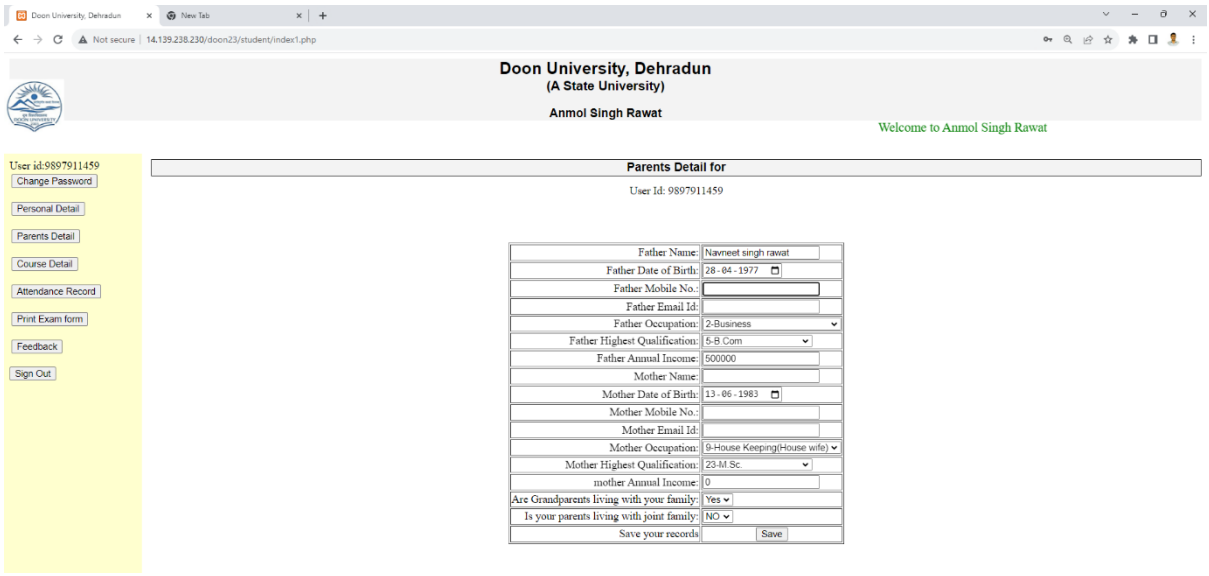
Fill the User ID and Password provided by the department, you should change your password.



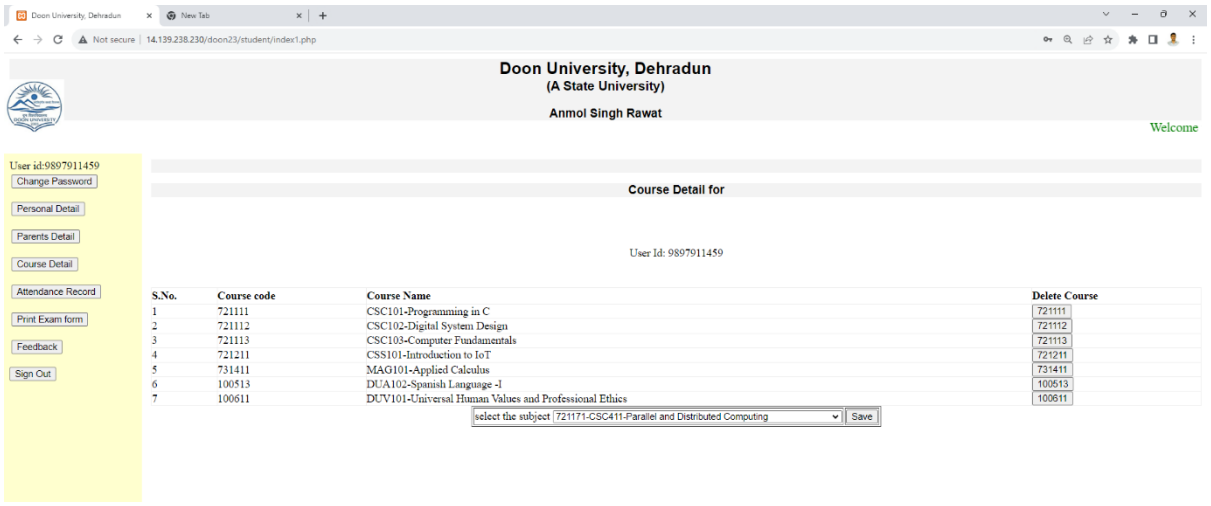
Click on Personal Detail and fill all the detail in the form also upload your photo and signature- size of photo must be on 5kb to 20kb and size of signature must be upto 2 kb to 5kb. Your photo should be clear and in jpeg format other format of image will not be allowed. All the details in the form must be correct.



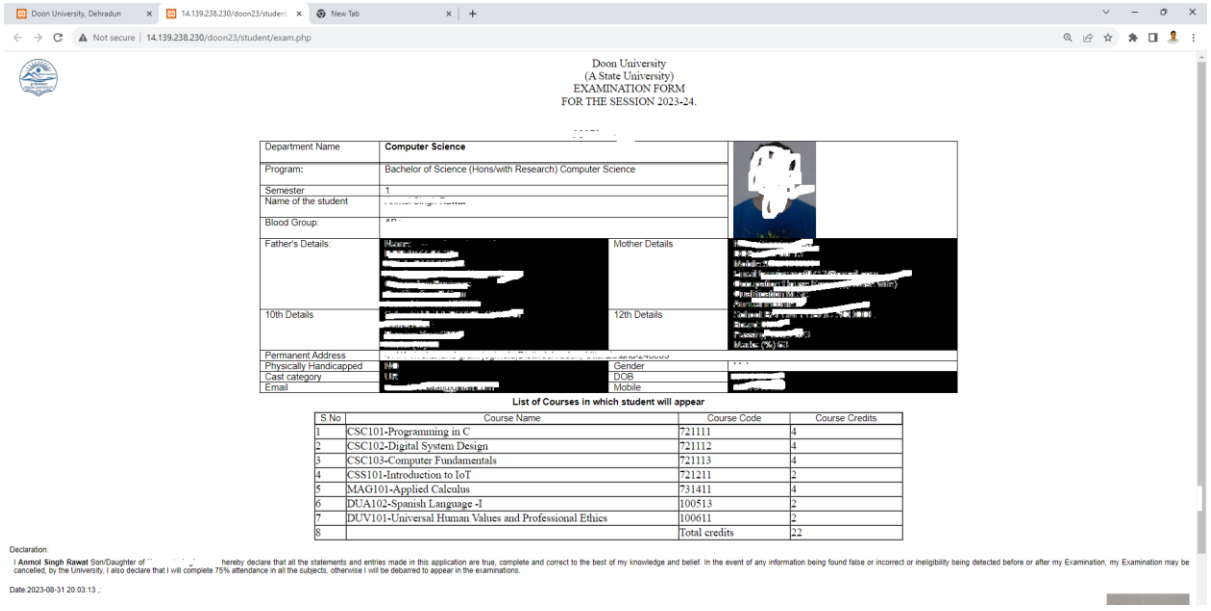
Click on Parents Detail- fill all the detail of parents in the form



Click on the Course Detail button and select your course in which you will appeared in the exam.



Click on Print Exam Form and take the printout of it and submit in the department for verification.



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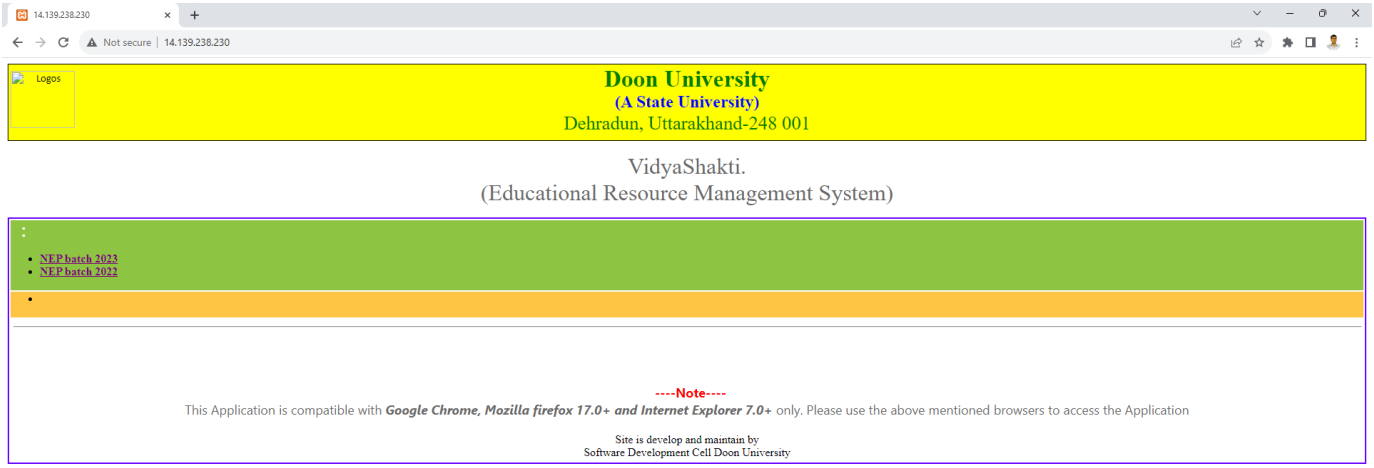
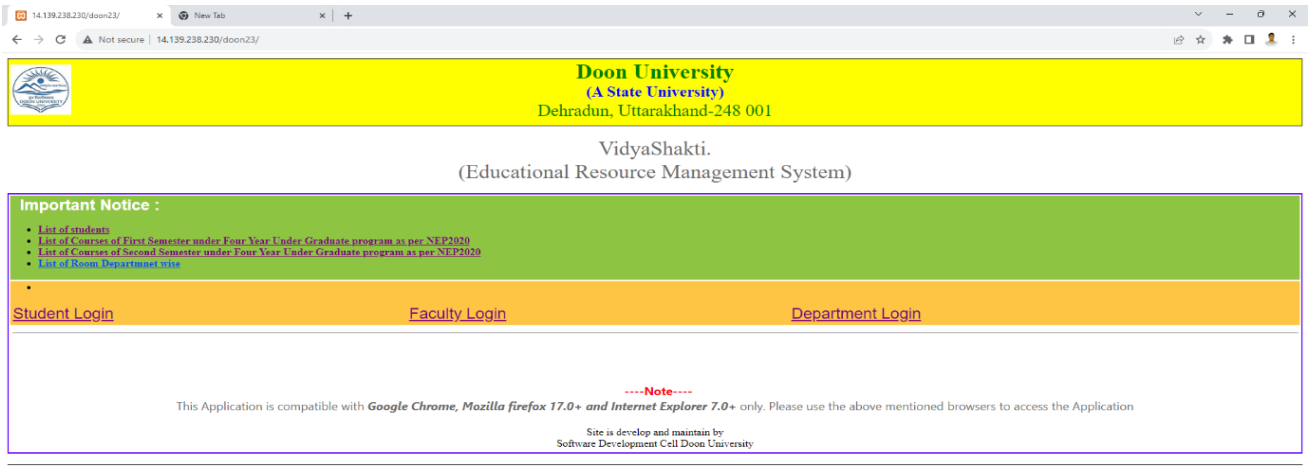
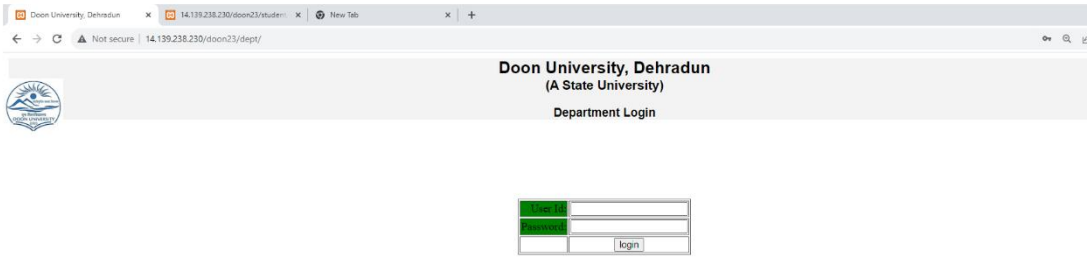


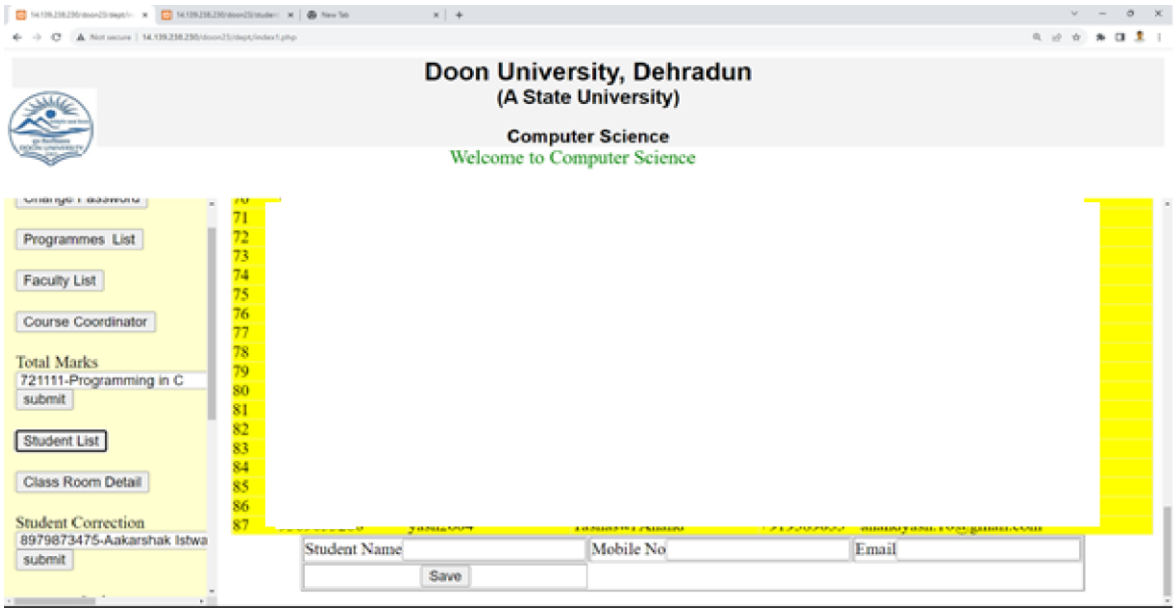
Click on the link Admission Batch of the Student



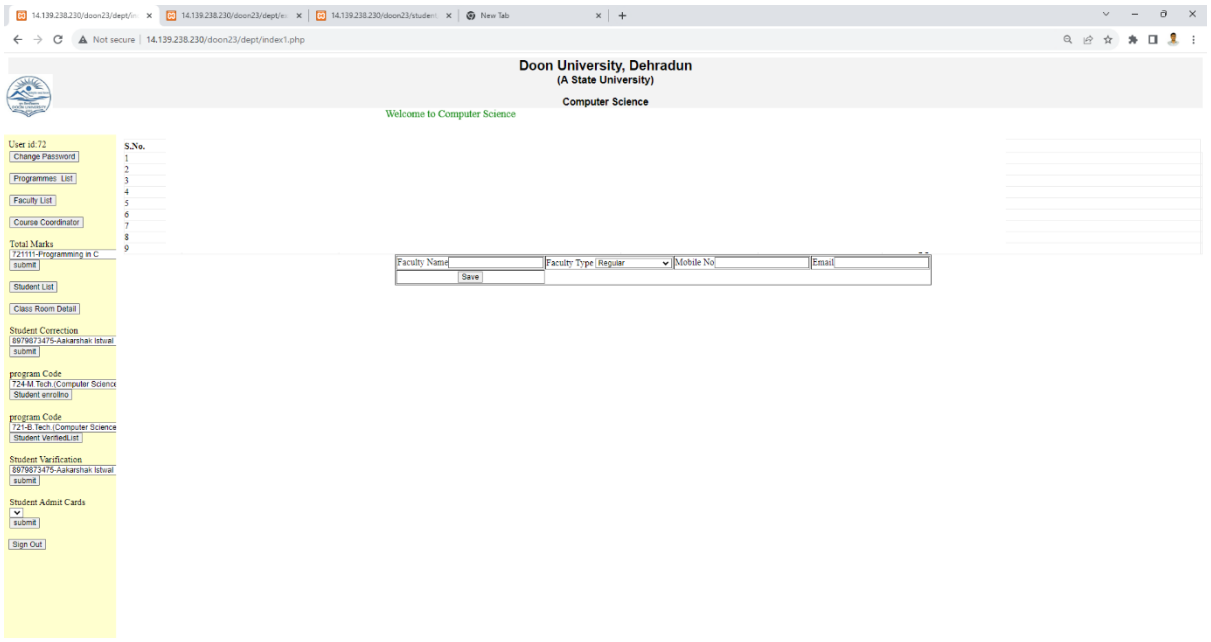
Click on the Department Login and Fill the User ID and Password provided by the ICT cell, you should change your password.



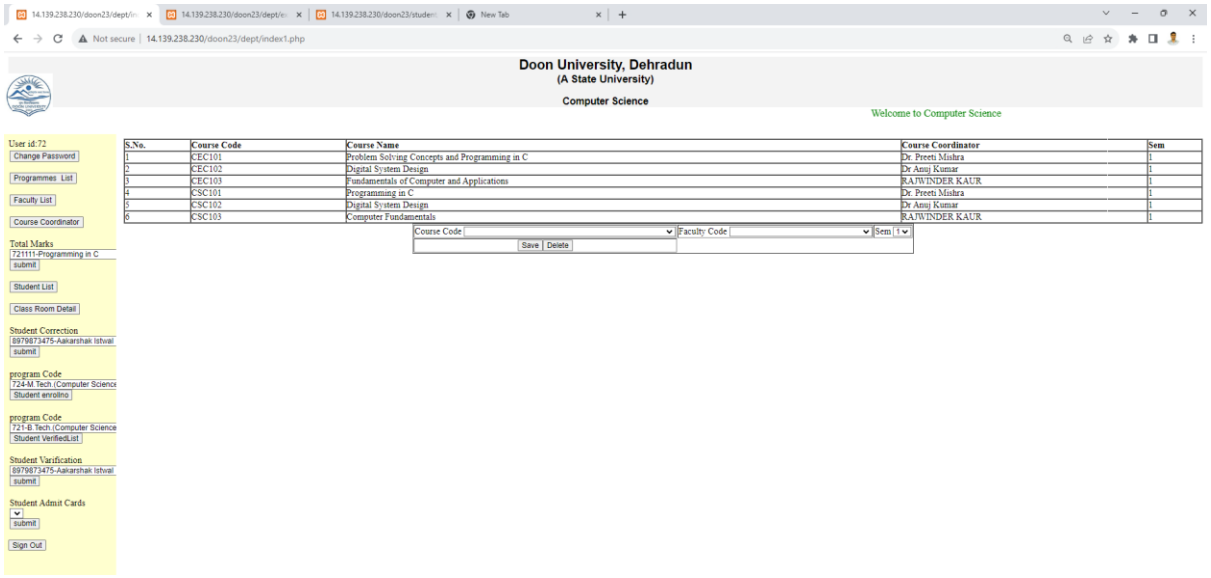
Click on the Student List and add the students name, mobile number etc in the list. Mobile number will be the user Id and default password of the student. Inform all the students about the User Id and default password, so that they can fill there examination form.



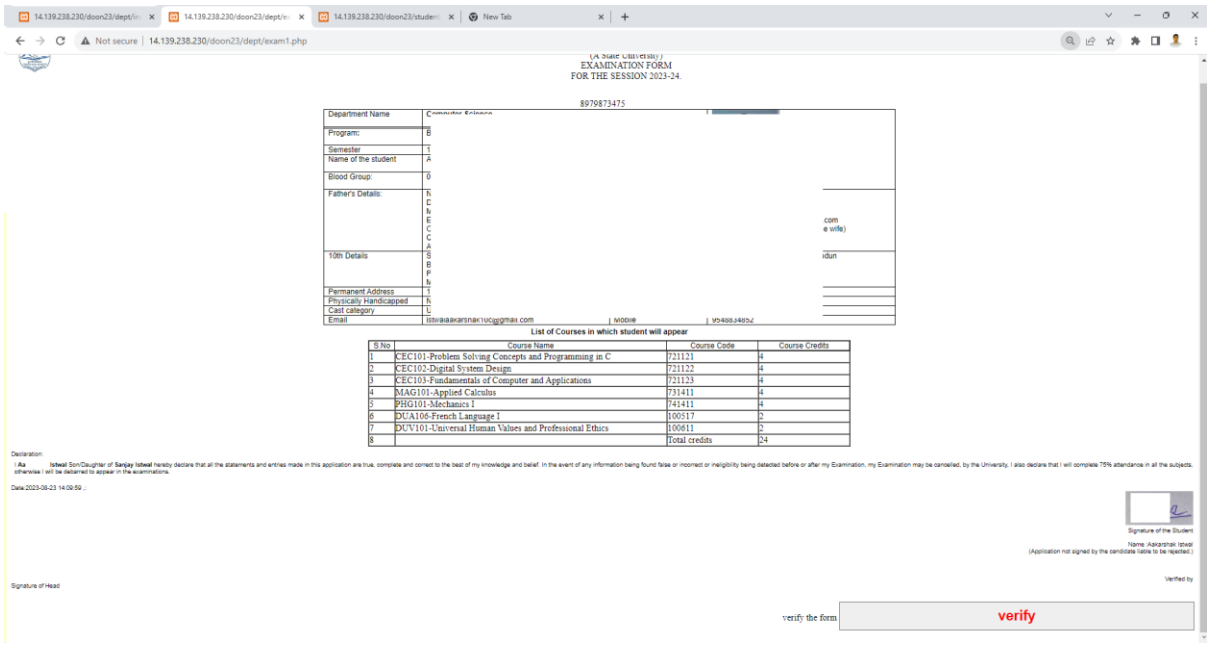
Click on the Faculty List and add the faculty name, mobile number etc in the list. Mobile number will be the user Id and default password of the faculty. Inform all the faculty about the User Id and default password, so that they can fill there details and can change password.



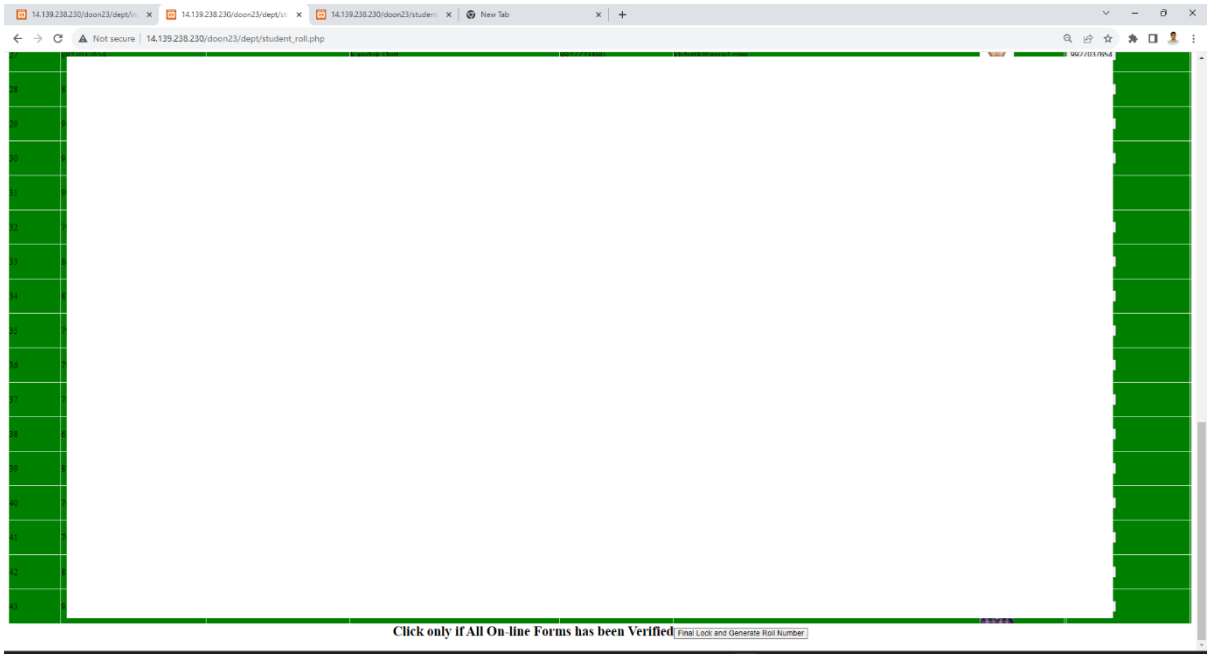
Click on the Course coordinator button and select the course and corresponding faculty and add the course coordinator in the list.



Click on the Student Verification and select the student and Verified it by click on verify button.



Click on the Verified List and if all the form are verified then click on the final lock and generate roll number button to generate the roll number of the student.



Once the admit card generated by the admin take the printout of admit card and provide it to students.

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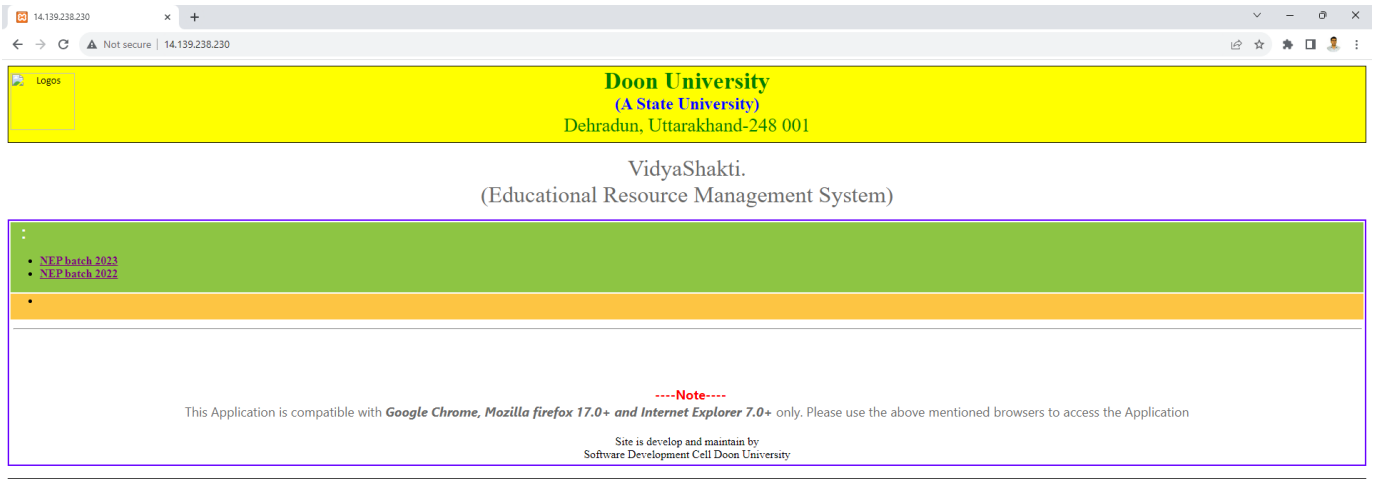

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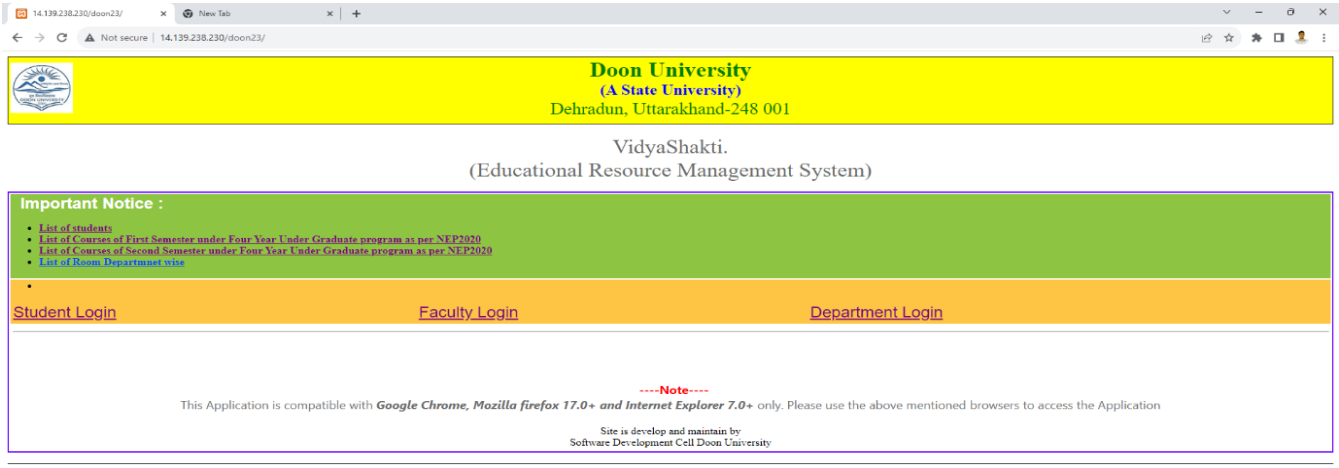

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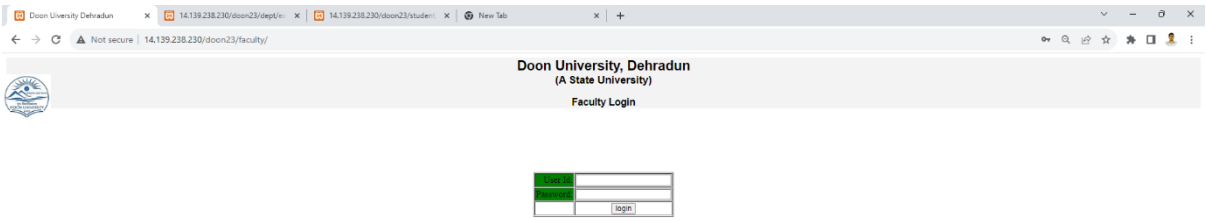

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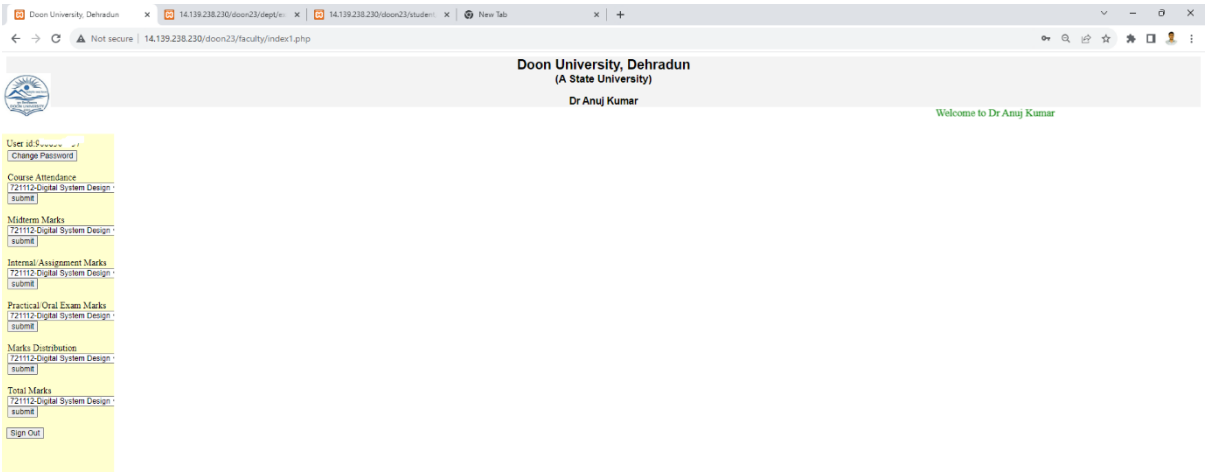
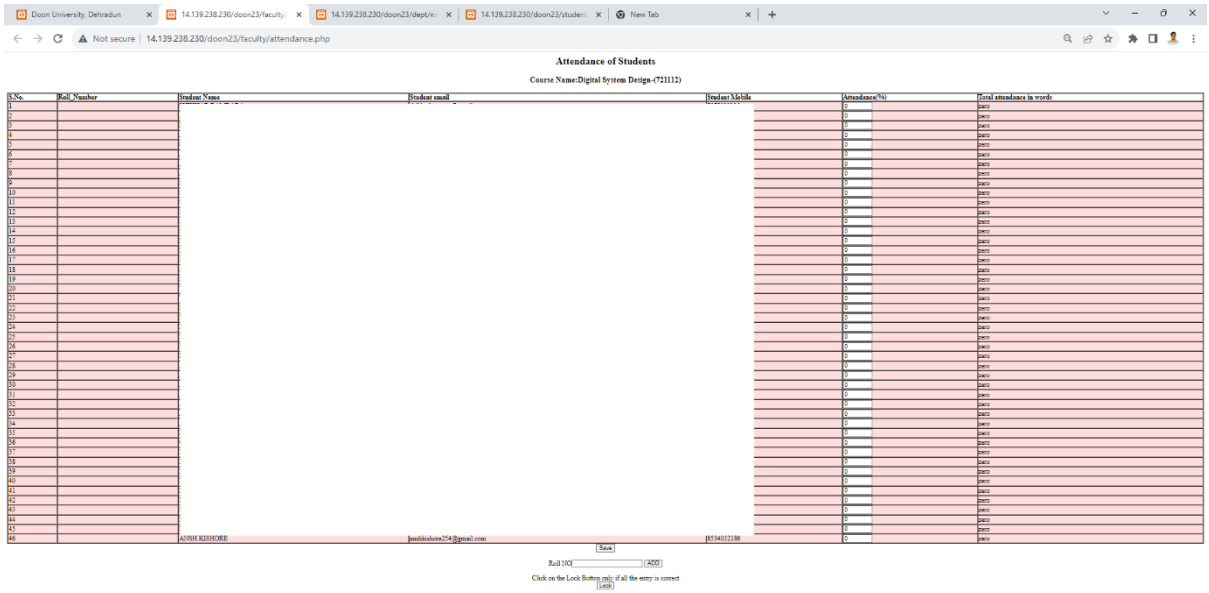


Click on the Course attendance and fill the attendance at the end of semester after filling the attendance save all the attendance if any student name is missing in the list you can add the name of by adding roll number of the student.



Similarly add the mid semester, internal, practical marks of the students, and take the printout of consolidated total marks and submit it to the department.