GHANAPRIYA WOMEN'S COLLEGE
DHANAMANJURI UNIVERSITY

Instructions for filling the form for B.Sc. I Semester Examination 2020 (December)

Read the following steps carefully before filling up the online Examination Form. It is recommended to prepare photographs, signatures and fee payments before filling up the forms.

Fee Structure and Payments

1. Find out the corresponding fee structure from **Annexure A**.

2. Pay the fee through the Internet Banking (RTGS/NEFT) to the College account as per the details given below :

Beneficiary Name	: **PRINCIPAL G P WOMENS COLLEGE**
Bank Name	: **State Bank of India**
Branch	**: Imphal**
Bank Address	**: M.G. Avenue, Imphal West, Manipur**
Bank Account	**: A/c No. 10383411410**
IFSC Code	: SBIN0000092
MICR Code	: 795002002.

3. During payment, use the text as remarks :

Category of Students	**Comments/Texts to be entered in Internet Banking**
For B.Sc. I (Honours)	BSc-I-Hons Given Name-AdmissionNo-fee
For B.Sc. I (General)	BSc-I-Gen Given Name-AdmissionNo-fee
For B.Sc. I (Back and Casual)	BSc-I-BC Given Name-previous Univ. Roll No-fee

   e.g. If a student (Laishram Sandhya Devi) with Admission No. of 12345 studying in B.Sc. I Hons) will have to enter the comments as

   BSc-I-Hons Sandhya-12345-fee

   If a student (Lily Haokip) with Admission No. 23456 with University Roll No. M678 appearing in B.Sc. I (Back and Casual) category, she must enter the following comments,

   BSc-I-BC Lily-M678-fee

4. Download the Receipt of the Transaction in PDF format. OR Take the Screenshot of the Internet Banking Transaction showing the Transaction ID and Comments.

5. Convert the screenshot to JPG if it is in PNG. Reduce the file size to less than 1 MB, but make it legible.

6. Rename the screenshot or PDF file in the same format as above.
   e.g. *BSc-I-Hons Sandhya-12345-fee.pdf*
   BSc-I-Hons Sandhya-12345-fee.jpg
   BSc-I-BC Lily-M678-fee.pdf
   BSc-I-BC Lily-M678-fee.jpg

Photographs and Signatures

1. ***Passport Photo*** : Take a recent passport photographs in digital format (either through mobile phone or digital camera) or scan a passport. Save the file in JPG/JPEG format. The photographs should have the following characteristics:
    a. The photograph should be in colour.
    b. It should have full face, front view, eyes open.
    c. The background should be a plain white, off-white, red or blue; There should not be any distracting shadows on the face or on the background.
    d. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
    e. The eyes must be open, level and clearly visible and must not be covered by hairs or eyeglass frames.
    f. No tinted or dark glasses.

2. ***Photograph Settings*** : Photograph should be in JPG format. The digital size of file should not exceed 1 MB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum , 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

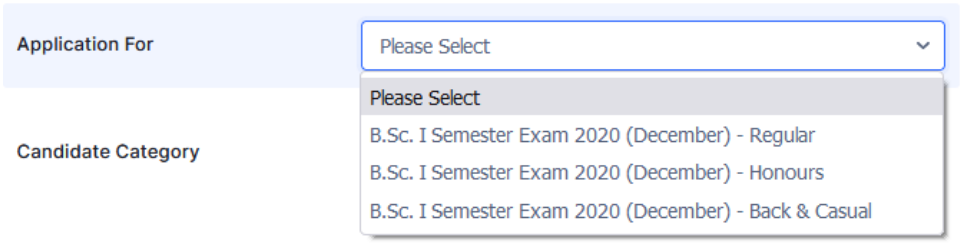
3. ***Photo file name***. Rename your photo file as Class-Name-AdmissionNo.-photo (for regular students) or Class-Name-RollNo.-photo (for the Back and Casual students)
    e.g. *BSc-I-Hons Sandhya-12345-photo*
    BSc-I-BC Lily-M678-photo

4. ***Signature*** : Student have to upload scanned signature. Take a white blank paper and put your signature Scan the signature and save in JPG/JPEG format. Size of the signature image must be between 10 kb and 500 kb. Rename your signature as Class-Name-Admission No.-sign.
    e.g. *BSc-I-Hons Sandhya-12345-sign*
    BSc-I-BC Lily-M678-sign

5. There are various mobile apps and online tools for resizing the images. Student can use any software or apps. Some of the online tools are https://resizeimage.net/, https://www.adobe.com/express/feature/image/resize, https://picresize.com/, etc.

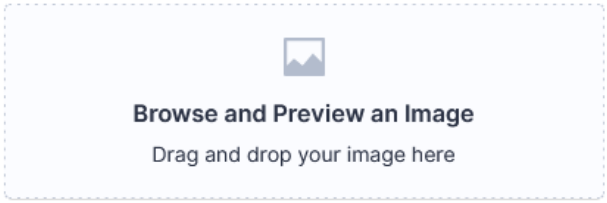
How to fill up the Online Form *(Read this section carefully before attempting online)*

1. Application For : Select the Drop Down Menu and Click on the appropriate list.



2. Admission Number : Fill in your corresponding Admission No./Class Roll No.

3. Upload your recent passport here : Click on the Browse and select your passport photo. (File size should not 1 MB).



4. DMU Registration No. and Year : Fill up your DMU Registration No. and Year. If you are not getting the registration number, leave it blank.
e.g.

If your registration no. is 12345 of 2021

	Registration Number	Year
No.&Year	**12345**	**2021**

5. Roll Number : Roll Number will be class Roll Number. Back and Casual Students must fill up their University Roll Number.

6. Name in full : Write your full name in CAPITAL LETTERS.

7. Father/Guardian's Name : Write father/guardian's name in CAPITAL LETTERS.

8. Address : Write permanent address, with village name, town, pin code, etc.

9. Email address : Write working email address for future communication

10. Phone number : Write a working phone number for future communication.

11. Programme Code : Write the programme code. **(Programme Code for BSc Regular is BSG and BSc Honours is BSH respectively. For the Back papers, fill in BSG)**

12. Semester : Write your current Semester, e.g. I Semester, II Semester, III Semester, etc.

13. Gender : Click on the appropriate button.

14. Category : Click on the appropriate button. : G for General, ST for Scheduled Tribe; SC for Scheduled Caste; PH – physically handicapped, OBC (M) – OBC Meitei/Meetei; OBC (MP) for OBC Meitei/Meetei Pangal

15. Subject/Papers to appear : Write the subject in the subject code and paper code as follows : **(Refer to Annexure B for Subject Code)**

If the paper is CHE 103G, then write

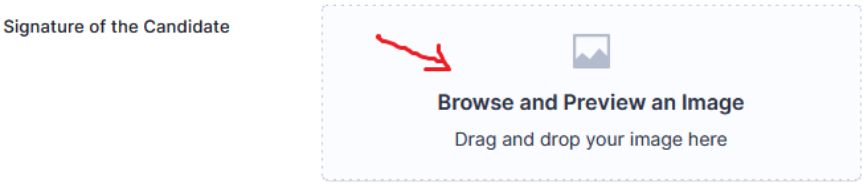
	Paper Code (ABC...)	Paper No. (1/2/3...)
a	**CHE**	**103G**
b		
c		
e		
f		

16. Fill up the particulars of Examination passed.

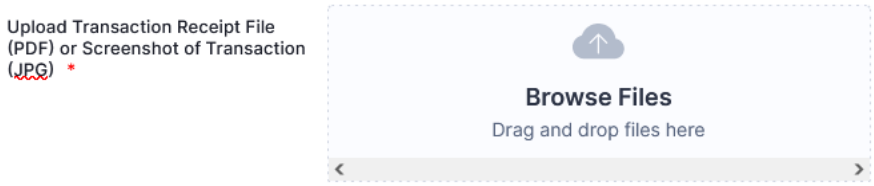
17. Debarred from previous Examination: If you have been debarred from previous examination, fill up these information. **If not, leave it blank**.

18. Details of Lectures delivered/ Attendance : Leave it blank. It will be fill up by the Department concerned.

19. Upload scanned signature here.



20. Upload PDF file of the Transaction Receipt or Screenshot of the NetBanking. You can choose any of the two options.



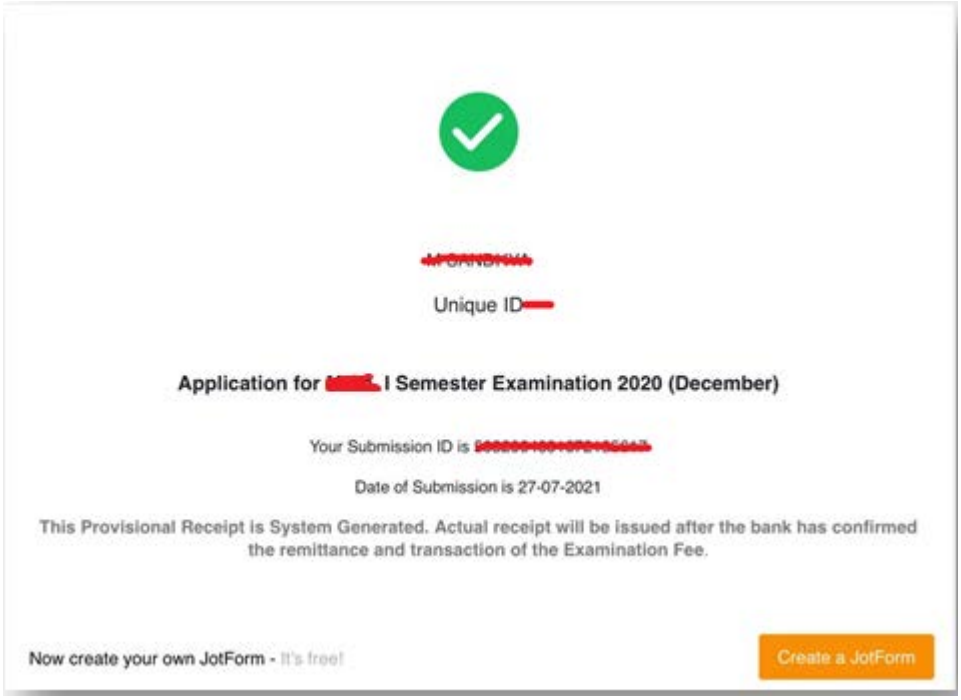
21. Fill up the corresponding section of Net Banking.
    (a) Amount : Fee to be paid by the candidate.
    (b) Bank Name : Bank from which amount is transacted.
    (c) From : Name of the Bank Account Holder
    (d) Date : Date of Transaction (It should not be later than the last date of form submission)
    (e) Transaction ID – Transaction ID for Net Banking.

22. Enter the corresponding values shown in the captcha (Show that You are a Human).

23. Now you can Save and Review the Answers. Review is best for checking whether the information is correct or not.

24. When you are satisfied with your result, you can take printout and submit the form.

25. A Transaction ID (for form submission) will be generated. Save that transaction information by taking screenshot. System Generated Online System are provisional in nature. Actual receipt will be provided to you when the bank transaction records are verified by the college office. Actual receipt will be issued in offline mode.



Annexure A

FEE STRUCTURE

B.Sc. (Regular Students)

Examination Fee	Rs. 400/- (for all streams)
Mark Sheet Fee	Rs. 200/-
Practical Fee	Rs. 200/-
Processing Fee	Rs. 100/-
Late Fine	Rs. 200/-

Total fee to be paid before Last Date – Rs. 900/-
Total fee to be paid after last date (with fine) – Rs. 1100/-

B.Sc. (Back and Casual Students)

Examination Fee	Rs. 200/- per paper
Mark Sheet Fee	Rs. 200/-
Processing Fee	Rs. 100/-
Late Fine	Rs. 200/-

Example fee structure is shown below.

Regular (Hons) Students for UG Courses

Subjects	**Examination Fee**	**Mark Sheet Fee**	**Practical Fee**	**Processing Fee**	**Total**	**Late Fine**	**Total + Late Fine**
Botany (Hons)	400	200	200	100	**900**	200	1100
Chemistry (Hons)	400	200	200	100	**900**	200	1100
Home Science (Hons)	400	200	200	100	**900**	200	1100
Mathematics (Hons)	400	200	0	100	**700**	200	900
Physics (Hons)	400	200	200	100	**900**	200	1100
Zoology (Hons)	400	200	200	100	**900**	200	1100

Regular (General) Students for UG Courses

Subjects	**Examination Fee**	**Mark Sheet Fee**	**Practical Fee**	**Processing Fee**	**Total**	**Late Fine**	**Total + Late Fine**
All science subjects	400	200	200	100	**900**	200	1100
Mathematics	400	200	0	100	**700**	200	900

Back and Casual Students (for both UG and PG Courses)

Number of Back	Examination Fee	No. of paper	Mark Sheet Fee	Processing Fee	Total	Late Fine	Total + Late Fine
One Subject	200	1	200	100	**500**	200	700
Two Subjects	200	2	200	100	**700**	200	900
Three Subjects	200	3	200	100	**900**	200	1100
Four Subjects	200	4	200	100	**1100**	200	1300

And so on.

Annexure B

SUBJECT CODE UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Here, Regular means Pass course, (not in the sense of Regular, Back and Casual)

B.Sc. (Regular) I Semester

Sl No	Subject combination	DSC1		DSC2		DSC3		AECC1
		Theory	Practical	Theory	Practical	Theory	Practical	
1	Physics, Chem, Maths	DPH-101	DPH-102	DCH-101	DCH-102	DMA-101		AEC-001
2	Chem, Zoo, Bot	DCH-101	DCH-102	DZO-101	DZO-102	DBO-101	DBO-102	AEC-001
3	Chem, Zoo, HSc	DCH-101	DCH-102	DZO-101	DZO-102	DHO-101	DHO-102	AEC-001
4	Chem, Bot, HSc	DCH-101	DCH-102	DBO-101	DBO-102	DHO-101	DHO-102	AEC-001
5	EVS, Chem, Bot	DEV-101	DEV-102	DCH-101	DCH-102	DBO-101	DBO-102	AEC-001
6	EVS, Chem, Zoo	DEV-101	DEV-102	DCH-101	DCH-102	DZO-101	DZO-102	AEC-001
7	Bot, Zoo, HSc	DBO-101	DBO-102	DZO-101	DZO-102	DHO-101	DHO-102	AEC-001

Note : Students can fill up the subjects in any sequences, e.g. Chem, Physics, Math or Math, Phy, Chem, etc.

B.Sc. (Honours) I Semester

Sl No	Subject	CC1 Theory	CC1 practical	CC2 Theory	CC2 Practical	GE1 (any one)			AECC1 (English Communication)
						Name	Theory	Practical	
1	Chemistry	CCH-101	CCH-102	CCH-103	CCH-104	Physics Mathematics Botany Zoology	GEP-001 GEM-001 GEB-001 GEZ-001	GEP-002 GEB-002 GEZ-002	AEC-001
2	Physics	CPH-101	CPH-102	CPH-103	CPH-104	Chemistry Mathematics	GEC-001 GEM-001	GEC-002	AEC-001

3	Mathematics	CMA-101		CMA-103		Physics Chemistry	GEP-001 GEC-001	GEP-002 GEC-002	AEC-001
4	Home Science	CHO-101	CHO-102	CHO-103	CHO-104	Botany Zoology Chemistry	GEB-001 GEZ-001 GEC-001	GEB-002 GEZ-002 GEC-002	AEC-001
5	Botany	CBO-101	CBO-102	CBO-103	CBO-104	Chemistry Zoology Home Science	GEC-001 GEZ-001 GHO-001	GEC-002 GEZ-002 GHO-002	AEC-001
6	Zoology	CZO-101	CZO-102	CZO-103	CZO-104	Botany Chemistry Home Science	GEB-001 GEC-001 GHO-001	GEB-002 GEC-002 GHO-002	AEC-001

Note : *Students have to select only GE1 paper*

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SUBJECT CODE UNDER SEMESTER SYSTEM (FOR BACK AND CASUAL STUDENTS)

B.SC. I SEMESTER

Sl No	Subject	Code
1	Botany	BOT-101
2	Chemistry	CHE-101
3	Environmental Science	ENV-101
4	Home Science	HSC-101
5	Mathematics	MAT-101
6	Physics	PHY-101
7	Zoology	ZOO-101