# INSTRUCTION MANUAL FOR ONLINE FORM FILL UP OF STUDENTS

As per the Notification No- 8973/DMET-LT/RT-Exam-07/2021 Bhubaneswar, the 09/07/2021, for 2021, the form fill up for Annual and Supplementary examination will be held simultaneously. Institutes, those who have already filed up the Supplementary Forms for their students during the month of March 2021 and already submitted the hard copies along with payment proofs to DNMLT/RT Board (against notification No-4279/DMET-LT/RT-Board-02/2020 Bhubaneswar, the 19/03/2021) need not to fill up again for supplementary examination.

Rest of all Institutions are required to fill up both Annual and Supplementary examinations (if not filled Supplementary form fill up in the month of March -21).

Institutes please kindly take note of it that, while filling up forms, they need to fill up Annual and Supplementary forms separately. Either they can pay the form fill up fees online either combining the both fees with a covering letter and summing the both fees or by individual payment also.. as they like, but need to be mentioned in the covering letter while they will submit the copy of the form fill up data along with proof of the payment to the DMLT/RT Examination Board.
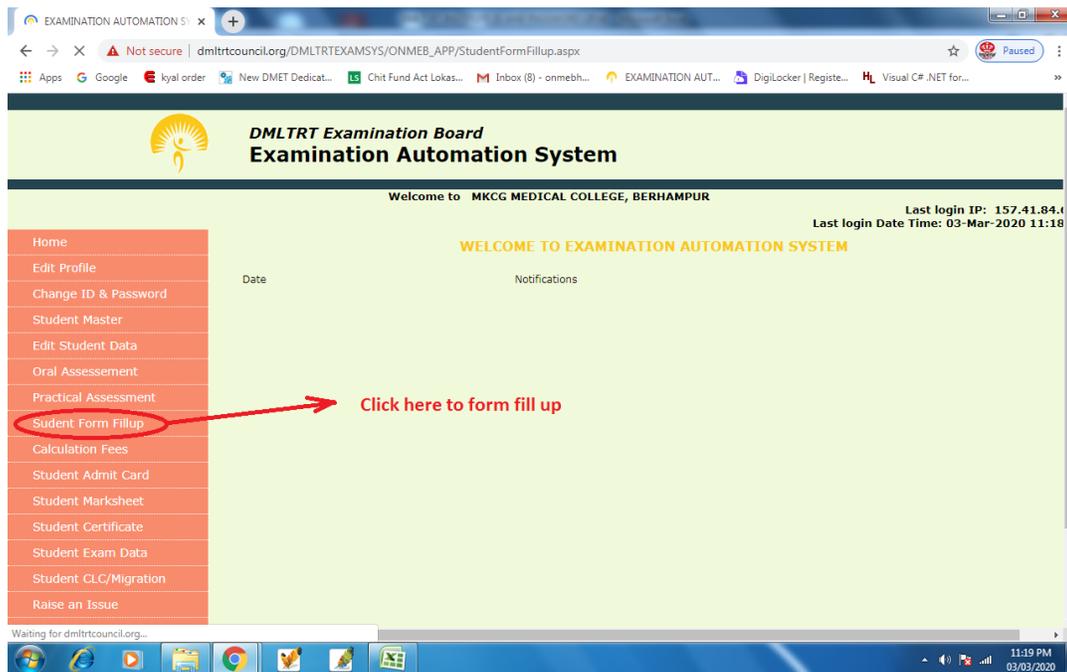
To fill up the forms online of the students, click on the link from the left side menu bar (**STUDENT FORM FILL UP**) and the below page will appear. Just like the pre formalities, this section will also display you the Drop Downs from which you have to select the Course (if your Institute is affiliated for both DMLT and DMRT course, both the course will be displayed and you have to select individual courses one by one) , Year of Admission, Academic Year like Part-I, Part-II or Part-III in which the student has undergone classes and will appear the present examination, Year of Examination which will be the current year. Then select the Examination Type Annual/ Supplementary, the candidate / candidates is / are going to appear.

If any students having back log in any part previously and want to appear examination this season, the examination type should be Annual. As presently only 2 sessions of examination is conducted that is Annual and Supplementary. Always keep in mind that, in which session the candidate is appearing the

examination is to be selected as Examination Year. And in this case, the Examination Year will be 2021. (Though the below sample may show something else...as this is for a demonstration only)

After clicking the desired options, data like shown above figure will appear in which you can find out the details of Student IDs being admitted in that admission year will appear. Here, again, a gentle reminder to all the Institutions that, if any student name is missing here from the list, put this matter immediately to the notice of Board Secretary, before filling up of the forms and after necessary corrections to the student master and filling up the preliminary data , then fill up the forms of all students of that admission year.

While you will be shown the student ID details in the left side, next to it, you will be shown the Name of the Student. Next to the Name section, there is a section **Select All Papers** and next to that, you will find the details of **Individual Papers** for that year. If all students of that admission year will have to appear all papers (it is a common condition in most of the cases that all students will appear all papers in Annual examination, except some special cases), then select All Papers present in the top row. After selecting the **Select All Papers** , you will find all the papers will be checked (means a tick mark in all boxes). Else, you can also select the Chk box against individual student IDs and in this case all individual papers against that student ID will be selected. If you want to select some particular papers of any particular student ID, then the same can be selected. But in this case, the All Paper chk box should not be selected.

If wrongly , you have selected a paper and want to cancel the selection, then again select the Tick mark, so that it will be deselected again.

Just like this way, you can go on filling up off the examination forms of each part as well as each admission year. If any students will appear any back papers , then his / her admission year to be selected and forms to be

filled up for those particular papers of that back year only and this has to be done separately but the Examination Session will be Annual One. Don't slect Back Paper any where in the application form.

Once the form fill up subjects / papers are selected, then after scrolling down, you can find a Button to Save these form fill up data and after clicking on that button you can save the form fill up data and take the print outs of the Forms. This print out of the Form fill up summary data has to be submitted to the Board along with requisite documents and fees before the last date of form fill up as mentioned in the notification.

If any Institutions are facing any doubts / confusions in the entry of the Student Master Data of their students or facing some technical problems or any errors, either they can mail details of the problem with screen shot (by pressing Print Screen button from key board and pasting (Ctrl +V) in a word file and saving it and attaching in an email to the DMLT/RT Board email ID.