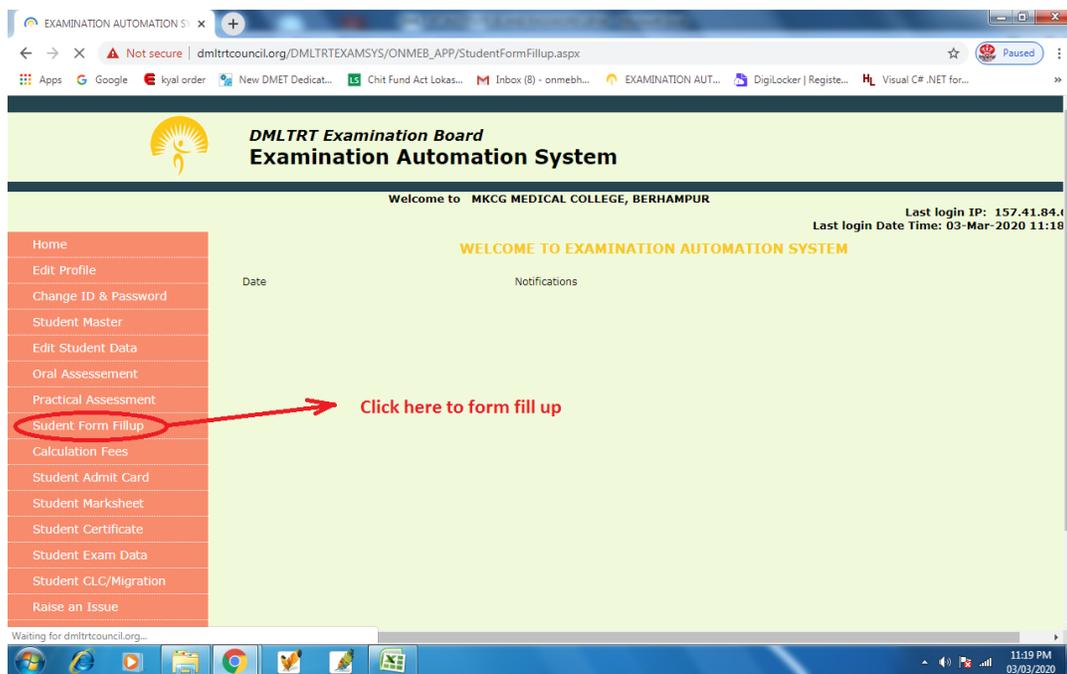


INSTRUCTION MANUAL FOR ONLINE FORM FILL UP OF STUDENTS

By this time, All the Institutions must have completed filling up of all the preliminary information like Completing the Student Master data along with Student Photograph and Signature upload. Still it is found that, some of the Institutions are seating idle and doing the work very slowly which may create problem in the last moment for form fill up. So to avoid the last minute rush , they are again advised to complete all the pre formalities like Completing the student master data. As already the schedule for Online Form fill up has started. **If any Institution, still lags behind in doing these pre formalities and will face any problem due to last time rush, then Board will not held responsible for this. And no excuses for extension of time will be allowed. It is a gentle reminder to all the Institutions that, they should complete all the pre formalities as soon as possible to fill up the forms of their students in due course of time , also to avoid submission of forms with late Fees.**

Also, it is again clarified that, without completion of pre formalities, if any Institution fills up the forms for examination of students online, then automatically the system will withheld the results of that Institution mentioning "IN SUFFICIENT DATA" and in that cases, post submission of data will not be accepted in the system and the concerned Institutions may suffer due to their negligence and Board will not held responsible for that. Just like old days, intentional delays and mistakes can not be treated as their privileged and non adherence to the rules and instructions will not be treated as excuses and no requests will be entertained at Board office. If this kind of unpleasant situation occurs, then the concerned Institutions will held responsible for this.

So, before filling up the online examination forms , pre formalities data as mentioned above (Completion of Student Master data, with Photograph and Signature) should be completed. Else, if it is yet to complete, it has to be completed first and then start filling the forms online, failing which, No photo and Signature will come in the Admit Card.



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/ Compartmental / Back or Special paper the candidate / candidates is / are going to appear. If any individual candidate / some candidates are going to appear Back paper or like this, then separate form fill ups should be done for them in addition to their regular form fill ups.

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, Don't fill Back paper or Compartmental as it will create confusion while publication of result. Always keep in mind that, in which session the candidate is appearing the examination. Not what kind of examination like back paper et will be.

DMLTRT Examination Board Examination Automation System

Welcome to **MKCG MEDICAL COLLEGE, BERHAMPUR**

Last login IP: 157.41.84.4
Last login Date Time: 03-Mar-2020 11:22

Select Course: DMLT
Select Year of Admission: 2017
Select Academic Year (Presently Continuing)/Exam to appear: PART I
Select Year of Examination (Will Appear): 2020
Select Type of Examination (Will Appear): Annual

FORM FILLUP OF STUDENTS - DMLT PART I

Student ID	Candidate Name	<input type="checkbox"/> Select All Papers	Part-I Paper-I	Part-I Paper-II
17101761	NABIN KUMAR CHOUDHURY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101762	RAJESH KUMAR SETHY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101763	RAUT SMRUTIMADHURI MOCHIRAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101764	BALARAM SAHOO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101765	BISWAJIT MISHRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101766	JYOTI RANJAN SAHU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101767	PRIYANKA GOUDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Roll No.	Name	Subject 1	Subject 2	Subject 3
17101822	TAPAS MAJHI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101823	ABINASH NAYAK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101824	SEFALI BADHEI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101825	PURNIMA SUTAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101826	HEMALIN NAYAK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101827	SUBHASHMITA MOHANTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101828	DEBASHIS PANIGRAHI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101829	BIKASH RANJAN PATRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101830	SWATISIKHA PATTANAİK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101831	SASWAT KUMAR BEHERA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101832	ANIL MAHANTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101833	SOUMYA RANJAN MALLICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101834	JYOTSNARANI TRIYA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101835	MADHABI NAK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101836	SHUVAM PATEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101837	JAYOTSHNA RANI HEMBRAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101838	CHANDRAKANTI MAJHI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101839	SURIYAKANTA SASMAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17101840	SAUDAMINI GURULIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 examination calendar.

N.B:- Instructions to submit the hard copies and other documents and the mode of payments and other essential information will be updated in this section in this manual very soon after finalization of modus operandi. For the time being keep this Form fill up print outs ready for your ready reference for submission at Board office and keep downloading the same instruction manual again after 1-2 days for any updation.

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 email to- dmltrthelpline@gmail.com or can call- **07873040400** or if No body receives the call can **Whatsapp in 07873040400** (for a request to call back)