No. SPU-Mandi/Registration Portal/34/2023-5197 – 5206.   Date: 04-Sep-2025

Notification

Online registration for **Private Capacity PG Courses (M.A. in English, Hindi, Mathematics, History, Economics & Political Science)** for **1st Semester, Academic Session 2025–26** is now open. Eligible candidates can now fill out the **online registration form** available on the University Examination Portal: https://spumandiexam.in.

The last date for submitting the online registration form is **30th September 2025** up to 11:59 P.M. (IST). The procedure for registration is attached along with as annexure.

In case of any query/ problem in filling of the registration form, the students may contact the examinations branch on Tel. No. 01905-236895 or email id. rme@spumandi.ac.in

Asst. Registrar (Exams)

Endst. No. : Even Dated: Mandi – 175001, the 04-Sep-2025

Copy for information to: -

1. The Controller of Examinations, S.P.U. Mandi.
2. The Finance Officer, SPU Mandi.
3. The Dean Academic Affairs, S.P.U. Mandi.
4. The Principals, Colleges affiliated to SPU Mandi, with a request to disseminate this information to all concerned students of your respective Colleges.
5. The Coordinator Examinations, SPU Mandi.
6. Nodal Officer (Website) S.P.U. Mandi for uploading of this notification on the University website.
7. In charge, Gajanan Enterprises, Camp Office, S.P.U. Mandi.
8. P.S. to Hon'ble Vice-Chancellor, S.P.U. Mandi.
9. P.S. to Registrar, SPU Mandi.
10. Guard File

Asst. Registrar (Exams)

Annexure

Procedure for registration through the SPU Exam Portal:-

STEP – I: Account Creation

I. Click on *"SPU Exam Portal (SPUEP)"* link on the University website (i:e www.spumandi.ac.in).
II. Click on **Registration** tab and thereafter click on the link *"New Student Registration"*.
III. Provide your personal e-mail id. & mobile number.
IV. Then click on *"send OTP".*
V. An OTP will be sent on the provided mobile no. and e-mail id.
VI. Enter the OTP received on mobile no. as well as that on the email id.
VII. Complete the account creation by clicking on *"Register"* button.
VIII. On successful account creation, password will be sent on registered E-mail id/Mobile Number.

STEP – II: Registration Form Submission

I. Click on the link *"Fill Registration Form".*
II. Login by entering either registered email id/Mobile Number and the password provided in STEP – I.
III. Fill all the required details (i:e Admission Details, Personal Details, Pre-Admission Details & Education Details) in the **Student Registration Application Form.**
IV. Upload all the supporting documents (i.e. Photograph, Signature, 10th Mark sheet, 12th/ Last Exam Mark sheet or Qualifying Exam Mark Sheet & Bonafide Certificate) as per required sizes/formats.
V. Complete your **Registration Application by paying the requisite registration fees by clicking on Pay button.**
VI. Applicant will be redirected to Payment Gateway for online payment of fee through Credit/ Debit Cards, UPI and Net Banking. Once the students have made the payment, they should stay on the screen till; they are redirected to Main Page which will display their 'Submitted form' and 'Transaction Receipt'.

*Note: If payment has been deducted from your bank account and the receipt is not generated, but message has been received to you via email or SMSi.e.***"Your payment for Ease buzz ID-successfully completed. "***, it means your payment is received successfully. Payment will be updated within 72 hours and no need to make payment again.*

VII. After successful fees payment, student may go to Print Application tab and keep the printout of the submitted **Student Registration Application form** for future references or records.

In case of any query or problem in filling of the registration form, the students may contact the examinations branch on Tel. No. 01905-236895 or email id. rme@spumandi.ac.in

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Asst. Registrar (Exams)