

NOTICE – EXAMINATION

Procedure of filling the Online Form for Carryover Examination (Even Semester) Session 2020-21

Attn: All the students with Carryover Papers in Even Sem (All Years)

- 1. All the existing students along with students of passed out batches with 'F Grade in any subject of Even Semester' are directed to fill the Online Form for Carryover Examination during May 08 – May 16, 2021 and pay the requisite fee as per backlogs/COPs online through an online payment gateway.**
- 2. Students with any pending fee are required to clear their pending dues prior to filling the Online Carryover Examination form.**
- 3. All the eligible students are directed to follow below mentioned steps for filling the Online Carryover Examination Form for clearing their backlogs/COPs of Even Semester.**

Step 1: Login your Student Portal through website URL: srmu.ac.in. by clicking 'Student' under Login Panel or Login to Campus portal either through URL campus.srmu.local:81/

Step 2: Enter your **ERP ID (15 digits Roll No.)** and **password** for accessing Student portal. In case of any problem in login (due to forget password), please reset it through Registrar Office (registrar.office@srmu.ac.in).

Step 3: Click on the Online Registration Form available at your Dashboard

Step 4: Please fill basic prompts values such as Name, Roll No., Course, **term (2002), Examination Type (Carryover Examination) etc** from the drop down.

Step5: On selection of Examination Type, all the Carryover subjects of Even Semester along with subject codes and credits will be reflected. **Please select all your backlogs (only even semester) one by one and click on the submit button. In order to clear your backlogs, you are directed to appear in all your backlogs.**

Step6: After pressing the submit button, a message will be reflected as 'Are you sure you want to submit this request'. Click on YES button for further submission.

Step7: Your request will be self approved and will be forwarded to your respective HODs/Deans/Directors/Principal for further approval.

Step8: **After simultaneous approval of respective Directors and Deans, pay requisite fee online.** Click on Confirm & Pay Now button to start the payment process using Credit Card, Debit Card, Rupay Debit Card, UPI etc.

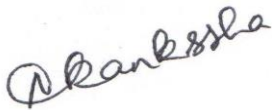
Step9: After Success, press the continue button for generating/downloading E-receipt. **After online payment, reflection of the transaction will take 48**

hours at the Receiver's end. After which, your request will be forwarded to Exam Cell for verification and final approval of ACOE.

Step10: If you want to pay exam fees offline from the Accounts office, please click on the Generate Challan button and challan form will be generated. Submit your carryover exam fee through Challan form in the Accounts Office and submit a signed copy of challan and receipt in the Examination Cell for verification and final approval of ACOE.

Step11: After approval from the ACOE end, you can generate Admit Card by clicking on Generate Admit Card button. **Please generate your Admit Card immediately, as after closing the portal it would not be possible to download Admit Card.**

4. Since after filling the Carryover Examination Form, it will be forwarded to your respective HODs/Deans/Directors/Principal/Accounts Office/Exam Cell for further processing and approval; **hence all the eligible students are required to fill the online form immediately without waiting for the last date.**
5. **The time, schedule, and other details regarding Carryover Examination will be disseminated separately. Please visit the website regularly for updates.**



Dr. Akanksha Nigam
Controller of Examinations

Distribution:

1. List 'B' to 'D' All
2. Website