

# **NOTICE – EXAMINATION**

## **Revised Procedure of filling Online Form for Carryover Examination**

### **ATTN: FOR PASSED OUT BATCHES & FINAL YEAR STUDENTS ONLY**

- 1. In view of COVID 19, this year Carryover Examination shall only be conducted for final year students and passed out batches with backlogs/COPs.**
- 2. In order to facilitate progression of passed out batches and current batch (final year) students for higher studies/job/ placement, Carryover Examination for all COP cases (odd and even both) of passed out batches and current batch (Final year only) shall be conducted tentatively in June for which Examination Schedule shall be published later on.**
- 3. In this continuation, Only Final Year Students and Passed out Batches with backlogs are directed to fill the Online Form for Carryover Examination during May 27-31, 2020 and pay requisite fee as per backlogs/COPs online through an online payment gateway.**
- 4. Final Year Students and Passed out Batches are directed to follow below mentioned steps for filling the Online Carryover Examination Form for clearing their backlogs/COPs.**

**Step1:** 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/

**Step2:** Enter your ERP ID (15 digit Roll No.) and password for accessing Student portal.

**Step3:** Click on the Online Registration Form available at your Dashboard

**Step4:** Please fill basic prompts values such as Name, Roll No., Course, term (1902), **Examination Type (Summer/Carryover Examination) etc** from the drop down.

**Step5:** On selection of Examination Type, all the Carryover subjects' alongwith subject codes and credits will be reflected. **Please select all your backlogs (odd & even both) one by one and click on the submit button.**

**Step6:** After pressing 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 their approval, 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 continue button for generating/downloading E-receipt. After online payment, 48 hours in reflecting of transaction at 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. Click on Generate Challan button and challan form will be generated and submit your carryover exam fee in Accounts Office and submit signed copy of challan and receipt in Exam 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

5. As after filling Carryover Examination Form, it will be forwarded to your respective HODs/Deans/Directors/Principal/Accounts Office/Exam Cell for further processing and approval; **hence Only Final Year Students and Passed out Batches with backlogs are required to fill the online form immediately without waiting for last date.**
6. **In view of COVID 19 pandemic, existing students other than final year are not required to fill Carryover Form in this semester. Their Carryover Examination will be planned/conducted later on.**
7. **To elucidate the procedure, user manual is attached herewith for easy reference.**



**Dr. Akanksha Nigam**  
Controller of Examinations

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2. Website