

NOTICE – EXAMINATION

Procedure of filling Online Form for Special Summer Examination/Improvement Examination

ATTN: FOR PASSED OUT BATCHES & FINAL YEAR STUDENTS ONLY

1. In view of COVID 19, this year Special Summer Examination/Improvement Examination shall only be conducted for final year students and passed out batches. Eligibility is as under:
 - a) Those students of final year or passed out batches who were previously absent or were unable to appear in the End Semester Examination due to any reason are required to fill the online form or
 - b) Those students of final year and passed out batches who are having 'F' grades in Theory/Practical subjects or
 - c) Those final year students who would like to improve their grades and have 'P' or 'C' grades in Theory/Practical subjects in the current session (For ex. B. Tech Final Year i.e. improvement may be filled only for VII & VIII Sem subjects)
- d) In this continuation, eligible students are directed to fill the Online Form for Special Summer Examination/Improvement Examination during Aug 24-31, 2020 and pay requisite fee. Eligible students are directed to follow below mentioned steps for filling the Online Special Summer Examination/Improvement Examination Form.

Step1: Login your Student Portal through website URL: srmu.ac.in. by clicking 'Student' under Login Panel or Login to Campus portal through URL campus.srmu.local:81/

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

Step3: Go to Main Menu, then Self Service, then Repeat Examination Form and Click on the **Add Value**.

Step4: Verify your details such as Name, Roll No., Course, term (1902) etc properly.

Step5: Select 'Improvement Examination' or 'Summer/Carryover Examination' as per your requirement from Examination Dropdown.

Step6: On selection of Examination Type, all the subjects' alongwith subject codes and credits will be reflected. Click on check box which is mentioned against the Subject Code. **Please select all your backlogs (odd & even both) one by one or improvement subjects and click on the submit button.**

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Step7: After pressing submit button, press Click **'YES'** to proceed for further submission.

Step8: Your request will be self approved and will be forwarded to your respective HODs/Deans/Directors/Principal for further approval. Please contact your HODs/Deans/Directors/Principal to speed up the process.

Step9: After their approval, pay requisite fee via Challan or Online. For Online, click on Confirm & Pay Now button to start the payment process using Credit Card, Debit Card, Rupay Debit Card, UPI etc.

In case of offline payment, please 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.

Step10: 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.

Step11: After approval from the ACOE end, you can generate Admit Card by clicking on Generate Admit Card button

- e) After filling Special Summer Examination Form/Improvement Examination Form, it will be forwarded to your respective HODs/Deans/Directors/Principal/Accounts Office and Exam Cell for further processing and approval; **hence only desired Final Year Students and Passed out Batches are required to fill the online form immediately without waiting for last date.**
- f) **In view of COVID 19 pandemic, existing students other than final year are not required to fill Special Summer Examination/Improvement Examination Form in this semester.**
- g) **Although, this examination will be 'OPEN BOOK EXAMINATION (OBE)' which will be conducted in ONLINE MODE.**

However, if any student face any difficulty/challenge in ONLINE examination, he/she is required to indicate for OFFLINE MODE on email at coe@srmu.ac.in at the time of online form filling process; failing which his/her request will not be entertained. OFF LINE MODE Examination will be conducted AT UNIVERSITY CAMPUS THROUGH PEN PAPER (TRADITIONAL EXAMINATION)

Akanksha
24/08/2020

Dr. Akanksha Nigam
Controller of Examinations

Distribution:

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