

NOTICE – EXAMINATION

Online Registration for Carryover Examination (Session 2024-25_Odd Semester)

Attn: Students with Carryover Papers in Odd Semester (All Years)

1. All the students who have any carryover are required to clear their odd and even semester backlogs in the respective Carryover Examination of Odd and Even Semester for the promotion in next year.
2. **All the students with Carryover Papers in Odd Semester (F Grade in any subject of Odd Semester) are directed to fill the Online Form for Carryover Examination during Sep 23, 2024 – Sep 30, 2024 and pay requisite fee as per backlogs/COPs through an online payment gateway or through Challan.**
3. **Students are directed to follow below mentioned steps for filling the Online Carryover Examination Form for clearing their backlogs/COPs of only Odd 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

Step 2: Enter your **ERP ID (15 digits Roll No.)** and **password** for accessing Student portal.

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 (2401), **Examination Type (Carryover Examination) etc** from the drop down.

Step 5: On selection of Examination Type, all the Carryover subjects' of Odd Semester along with subject codes and credits will be reflected. **Please select all your backlogs (only odd semester) one by one and click on the submit button. In order to clear your backlogs, you are directed to appear in all your odd semester backlogs.**

Step 6: 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.

Step 7: Your request will be self approved and will be forwarded to your respective HODs/Deans/Directors/Principal for further approval.

Step 8: **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.

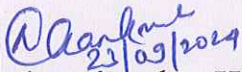
Step 9: After Success, press the continue button for generating/downloading E-receipt. **After online payment, reflection of the transaction may take 48 hours at the Receiver's end. After which, your request will be forwarded to Exam Cell for verification and final approval of ACOE.**

A. Ranjan
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Step 10: If you want to pay exam fees offline in 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.

Step 11: After approval from the ACOE end, you can generate Admit Card by clicking on Generate Admit Card button.

4. As 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. **As per PCI guidelines, students of B.Pharm (IOP & IOPS) may fill their Even Semester Carryover Papers also. In this regard, students are directed to contact Examination Cell for filling Offline Carryover Form (only for backlog in Even Semester courses). For Odd Semester courses, form will be filled in only online mode.**
6. **The time, schedule and other details regarding Carryover Examination will be disseminated later on. Please visit website and your departmental notice boards regularly for the updates.**


23/09/2024

Dr. Akanksha Nigam
Controller of Examination

Distribution:

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