

NOTICE – EXAMINATION

Filling of Online Form for End Semester Examination Session 2024-25_Odd Semester

1. **All the students are required to fill the Online Form for End Semester Examination till Nov 20, 2024. In case of any pending course fee of session 2024-25, students should submit their fee through online or offline in the Accounts Office for filling Online Form of End Semester Examination.**

2. As after filling prescribed online form, it will be forwarded to respective HODs/Deans/Directors/Principal for further processing i.e. approval/deny /push back; hence students are required to fill the online form immediately without waiting for the last date.

3. **Please follow the steps (as mentioned below) for filling the Online Form:**

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 digit 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 (Regular) etc

Step 5: On selection of Examination Type, all the subjects along with subject codes and credits will be reflected. Please select all your subjects one by one and click on the submit button. A message will be reflected as 'You have submitted your registration request'. After that your request will be forwarded to your respective HODs/Deans/Directors/Principal for approval.

Step 6: After approval of your respective HODs/Deans/Directors/Principal, click on the button 'Generate Registration Card' for the successful completion of Online Form regarding End Semester Examination (2024-25)

Step 7: Please ensure downloading of Registration Card as it would not be available after closing of portal.

Hard copy of Admit Cards (by Registrar Office) will be issued to only those students who have completed online registration and downloaded Registration Card

4. To elucidate the entire process of form filling, tutorial YouTube video which was created previously is also available at the link <https://youtu.be/z-yXnRk4YQM>.

5. **In case of any issue related to fee/concession, please contact to the Registrar Office/Admission Cell.**

6. Please visit Departmental Notice Boards and website regularly for the updates.

(Signature)
06/11/2024

Prof. (Dr.) Akanksha Nigam

Controller of Examination

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2. Website
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