

NOTICE – EXAMINATION

Procedure of filling Online Form for Special Summer Examination and Improvement Examination (Session 2023-24)

1. As per Examination Policy, **Special Summer Examination and Improvement Examination** shall be conducted in the University Campus during **July 02–10, 2024**. **Hence, all the eligible students are required to fill the form positively during June 07–15, 2024**. **Instructions and Schedule for Special Summer Theory Examination and Improvement Examination will be shared on July 01, 2024**.
2. Practical Examination shall be conducted **during July 02-03, 2024** at the Departmental level and schedule shall be shared by the respective Deans and Directors on the basis of approved applications.
3. Eligibility and mode of filling Improvement Examination and Special Summer Examination form is mentioned as under:

Year (as per Session 2023-24)	Eligibility for Improvement Examination	Mode of Filling Improvement Examination Form	Eligibility for Special Summer Examination	Mode of Filling Special Summer Examination Form
Other than Final Year students	Not Eligible	NA	Not Eligible	NA
Final Year Students	Only for improving 'P' or 'C' grades of only Final Year Courses	Online (not applicable for practical courses)	Only for courses with 'F' Grades (maximum 12 courses including practical)	Online
Previous Passed out Batches	Not Eligible	NA		Offline

4. As mentioned above, final year student or students of previous passed out batches can appear in maximum 12 Backlogs/Carryovers (including Theory and Practical Courses) of any year for Special Summer Examination. In case of more Backlogs/Carryovers, student will be required to clear his/her pending papers in the Carryover Examination of next session.
5. **Only eligible final Year students or students of previous passed out batches are directed to follow below mentioned steps for online filling of Special Summer Examination and 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 Home Page or Main Menu, then Self Service, and then click on the Online Registration Form.

Step4: Verify your details such as Name, Roll No., Course, **term (2302)** etc properly.

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

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Step6: On selection of Examination Type as '**Summer/Carryover Examination**', all the subjects', subject codes and credits will be reflected. **Please select all your backlogs (odd & even both) one by one or improvement subjects and click on the submit button.**

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

Step8: 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 exam fee in Accounts Office and submit signed copy of Challan and receipt in Exam Cell for verification and final approval of ACOE.

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: After approval from the ACOE end, you can generate Admit Card by clicking on Generate Admit Card button. Please ensure Admit Card downloading prior to last date as after closing the portal, it would be disabled.

6. **Only desired students are required to fill Special Summer Examination and Improvement Examination form immediately (strictly as per eligibility criteria mentioned in clause 03) without waiting for last date.**
7. **If any student fills any additional subjects (beyond the eligibility criteria), submits fee, then the form will be push back and the Examination Cell shall not be liable for any delay or non submission of form. Hence, students are directed to ensure eligibility criteria prior to filling form.**
8. **In general offline Special Summer Examination Form is only for previous passing out batches. However, in case of any issue in filling online form, please fill offline Special Summer Examination Form (attached as Annexure A) and submit it in the Examination Cell after submitting requisite fee in the Accounts Office.**

Akanksha Nigam
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Dr. Akanksha Nigam
Controller of Examination

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2. Website

