NOTICE – EXAMINATION

Online Registration for Carryover Examination
(Session 2023-24_Even Semester)

Attn: All the students with Carryover Papers in Even Sem (All Years)

1. As apprised through notice vide no. SRMU/EC/Est/N.E/1006/2022-23/10 dated Oct 10, 2022; <u>Special Summer Examination will not be conducted for other than final year students' w.e.f. session 2022-23. Hence, 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 promotion in next year.</u>

2. All the students with Carryover Papers in Even Semester (F Grade in any subject of Even Semester) are directed to fill the Online Form for Carryover Examination during Feb 21, 2024 – March 05, 2024 and pay requisite fee as per backlogs/COPs online through an online payment gateway or through Challan. Students are required to clear their pending dues beforehand (if any) in the Accounts Office.

3. All the eligible students are directed to follow below mentioned steps for filling the Online Carryover Examination Form for clearing their backlogs/COPs <u>of only Even Semester</u>.

   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 (2302), **Examination Type (Carryover Examination) etc** from the drop down. Term 2331 is to be selected for D.Pharm.
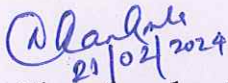
   Step 5: On selection of Examination Type, all the Carryover subjects' of Even Semester along with subject codes and credits will be reflected. **Please select all your backlogs (only even semester) one by one and click on the submit button. In order to clear your backlogs, you are directed to appear in all your 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.

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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 will 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.**

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. **The time, schedule and other details regarding Carryover Examination will be disseminated separately. Please visit website and your departmental notice boards regularly for the updates.**

21/02/2024

Dr. Akankssha Nigam
Controller of Examinations

<u>**Distribution**</u>:

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