

NOTICE – EXAMINATION

Procedure of filling Online Form for End Semester Examination/Assessment (Session 2019-20)

1. In order to digitize the exam related activities, Online Form for End Semester Examination/Assessment (2019-20) has been created by ERP Cell for all the existing students (Regular).
2. **It is mandatory to fill the Online Form for End Semester Examination/ Assessment (2019-20) during May 16-26, 2020 by all the students. In case of any pending fee of session 2019-20, students should submit their fee through an online payment gateway before filling the Online Form of End Semester Examination.**
3. As after filling prescribed online form for End Semester Exam/Assessment, it will be forwarded to your respective HODs/Deans/Directors/Principal for further processing i.e approval/deny/push back; hence you are required to fill the online form immediately without waiting for last date.
4. **Please follow the steps (as mentioned below) for filling the Online Form for End Semester Examination/Assessment (2019-20).**

Step1: 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/

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

Step3: Click on the Online Registration Form available at your Dashboard

Step4: Please fill basic prompts values such as Name, Roll No., Course, term (1902), Examination Type (Regular) etc

Step5: On selection of Examination Type, all the subjects alongwith 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.

Step6: 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/Assessment (2019-20)

5. To elucidate the entire process of form filling, a YouTube video has been created which is available at the link <https://youtu.be/z-yXnRk4YQM> and shared alongwith the Notice.


15/05/2020

Dr. Akanksha Nigam

Controller of Examinations

Distribution:

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