

PART A: General Instructions

1. It is the sole responsibility of the student to check the rule position and ensure that s/he is eligible for registration of the particular examinations for which s/he is filling the examination form.
2. The student must ensure/check that s/he is eligible to give examinations and is in the maximum time frame of the degree as per the UGC guidelines placed on the University website i.e. (N+2; where N is the duration of the degree)
3. If the student is debarred or not eligible to give examinations, s/he should not fill the online form and approach the concerned Head of the Department/Dean of the concerned Faculty or Accounts (where dues are pending only) or the Office of the Controller of the Examinations. Such students should only apply once the permission is granted by the Competent Authority or the Office of the Controller of the Examination.
4. Students must understand that, by appearing in the EoSE/Special/Re-examinations the internal marks will not change/accepted as per different policies in vogue or implemented in the university from time to time.
5. The student, who is fail in the internals/debarred may apply for Summer/Winter Semester or wait for his/her turn under the old scheme.
6. By filling the online form, the student has to accept the terms and conditions applicable in the university from time to time.
7. Students must understand that after clicking the "Accept" button, s/he shall be directed to the payment gateway and returning shall not be feasible. Waiving of the fee once generated online is not feasible and no complaint will be accepted.
8. The student must understand that refund or adjustment of examination fee is not possible.
9. The student has to abide by the order of the competent authority of the university.

PART B: Student User manual

Step 1: Log in to the Student Portal

1. Open the Student Portal.
2. Enter your registered login credentials.
3. Log in to your student account.
4. The Student Dashboard will appear.
5. Locate the **Current Activities** section on the dashboard.
6. Find the **University Exam Registration** option.
7. Click **University Exam Registration** to open the examination application page.

Navigation: Student Dashboard → Current Activities → University Exam Registration

Step 2: Check the Examination Registration Dates

At the top of the page, three date fields will be displayed:

- **Start Date:** The date from which examination registration is available.
- **Without Late Fee:** The last date to register without a late fee.
- **With Late Fee:** The last date to register with a late fee.

Important: Check the registration dates carefully and complete your application within the applicable deadline.

Step 3: Select the Examination Subjects

The **Subjects Details** section displays the subjects available for examination registration.

1. Review the subjects listed in the table.
2. **Regular Semester:** The subject checkboxes will be selected by default.

3. **Arrear Subjects:** Use the available checkboxes to select the arrear subjects for which you wish to register. If any subject extra or duplicates are shown, by clicking you can remove these.
4. Verify the subject codes and descriptions to ensure that the correct subjects are selected.
5. Check the total number of selected subjects displayed on the page.

Important: If any subject is missing or displayed incorrectly, contact the Examination Office before generating the application.

Step 4: Verify the Examination Fees

After reviewing the selected subjects, check the fee summary displayed below the subject list.

The following details will be displayed:

- **Sub Total (Rs.):** The total examination fee for the selected subjects.
- **Application Fees (Rs.):** The application processing fee.
- **Fine (Rs.):** The applicable late fee, if any.
- **Total Fees to Be Paid (Rs.):** The final amount payable for the examination application.

Verify the fee details and ensure that the total amount is correct before proceeding.

Important: The total fee may vary depending on the subjects selected and whether a late fee is applicable.

Step 5: Enter Contact Details

Under the **Contact Details** section, provide your contact information.

1. Enter your current communication address in the **Address** field.
2. Enter your valid mobile number in the **Mobile No.** field.
3. Verify the entered information for accuracy.

Ensure that your contact details are correct before proceeding to the next step.

Step 6: Read and Accept the Declaration / Undertaking

1. Locate the declaration displayed below the Contact Details section.
2. Click “**Click Here**” to view the applicable terms and conditions.
3. Read the declaration and undertaking carefully.
4. If you agree to the stated terms and conditions, select the checkbox next to the declaration.

Important: You must accept the Declaration / Undertaking to proceed with generating the examination application. Reversal from Fee Portal is NOT possible, so check complete details before proceeding.

Step 7: Generate the Examination Application

Before generating the application, verify the following details:

- All applicable regular and arrear subjects have been selected correctly.
- Subject codes and descriptions are correct.
- The total number of selected subjects is correct.
- The examination fee and total payable amount are correct.
- The address and mobile number have been entered correctly.
- The Declaration / Undertaking checkbox has been selected.

Once all the details have been verified:

1. Click the **Generate Application** button.
2. Wait for the ERP to generate your examination application.
3. Once the application is generated successfully, proceed to pay the examination fees.
4. Complete the payment by following the instructions displayed in the ERP.
5. After completing the payment, print your examination application for future reference.

Important: Ensure that the payment is successful and retain the payment confirmation and printed examination application for your records. If any discrepancy in non-receipt of payment contact accounts branch in Administrative Block and get your fee updated, failing which your application is incomplete.