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**INDERPRASTHA ENGINEERING COLLEGE, GHAZIABAD**  
**NOTICE**

Ref: IPEC/RO/2018/074

Date: 11-04-2018

<b>From: Registrar</b> <b>(Through : Director)</b>	<b>To: All Students</b>
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**Sub: Submission of online Exam Form for Regular & Carry Over Exam**  
**(Even Semester 2017-18 May/June 2018)**

All the Regular, Ex-students & carry over (regular & passed out) Students are advised to submit online exam form for Even Semester Examination May/June 2018 through Student Dashboard <fill examination form> link. The link will be active for filling forms from 11 April '18 to 20<sup>th</sup> April'18. Students are advised to fill the form carefully and check thoroughly before making final submission.

Students are also advised NOT TO USE MOBILE PHONES for filling exam form or making payment. Use DESK TOP for filling exam form and making payment for carry over papers. The process of submission of online examination form submission is as under :-

1. Go to student dash board
2. Click <fill exam form>
3. Login ERP link using your Roll Number as USER ID and then use your Password.
4. If password is forgotten, then click <FORGET PASSWORD> and recover the Password.
5. Click <examination> and then <Examination Dashboard>
6. Go to page <Fill Examination Form> fill all the required fields <choose elective subjects and then click add subjects> If there is any carry over subjects then choose semester and subject(s) then click <add subjects> then <submit exam form>

**(Note: Students who have filled carry over paper are required to make online payment from 19-04-18 to 24-04-18. When making online payment, if status is shown as "FAILED" / ERROR / PENDING, etc, please do not attempt to make further payment. You have to wait and check double verification or contact registrar office.**

**ONLINE PAYMENT IS NOT REQUIRED FOR FILLING REGULAR EXAM FORM.**

7. After successful submission of Examination Form take print out of the same and submit a copy to concerned class coordinator.

If you still face any problem in uploading the online Exam Form, contact Mr.Ravi Rawat & Mr. Deepak Raj Bhatt at the Registrar Office.

*M Bansal*  
(Registrar)

- cc to:
1. Director / Dean-Academic - for information please.
  2. All HODs-Acad - Coordinators may be asked to inform students
  3. P.A. to Director - for uploading on college portal
  4. NMD - for uploading on college website
  5. Notice Boards in campus.

*- for all*  
*Deepak*