

INDERPRASTHA ENGINEERING COLLEGE, GHAZIABAD

IMPORTANT NOTICE

Ref: IPEC/RO/2017/018

Date: 15-09-2017

From : Registrar (Through : Director)	To: All 3rd yr, 4th yr & Passed out Students
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Sub: Online submission of Examination Forms (Regular & Carry Over)

This is to inform all the students of 3rd, 4th & passed out students that you will have to now apply directly on university's portal for submitting your examination forms for Regular as well as Carry Over Examinations.

The option for online submission of Regular / Carry Over Examination form is now available on AKTU Student Dashboard. The process of submission of Regular & Carry Over Paper Exam Form is as under :-

1. Go to students Dash Board
2. Click the link <Fill Examination Form>
3. Will appear Link for <Quick Registration Students>
4. Fill →Roll Number → Aadhar Number → Mobile Number →Email ID
5. Click <NEXT>
6. Generate OTP
7. Verify OTP
8. After verifying the OTP You will get the option <Fill Examination Form>
9. Click <GO>
10. Fill the Exam Form
11. Check all the fields in EXAM FORM. Check all entries like, your Hindi Name, MAILING ADDRESS & Permanent Address, Mobile Number, E-mail ID, Father/Mother's Name, etc, very carefully. This will be used for all further communications from university.
 - Please fill the mailing address very accurately. The mark sheet and degree will be sent to your mailing address by university. So you have to be very care full while writing the mailing address.
12. Add subjects -
 - (1) For filling subjects of Regular Examination, Students should check the regular subject codes with name of subject (Theory / Practical subjects/Elective subjects) before entering the same on Exam Form. College will not be responsible for any complaint regarding wrong subject codes in the exam form or in the admit card.

- (2) For filling carry over subjects, recommended to view your result on One view before filling the form.
- (3) **IMPORTANT** - While filling the Regular/Carry Over Exam Form, if you find any Error in subject /code OR any Subject /Code is missing OR not showing, in the link, you should stop filling the examination form and immediately contact registrar office. This is important because once the Exam Form is submitted, it can not be changed.
13. **PRINT EXAM FORM** - Take print out of the examination form and submit the same to Coordinator concerned.
14. **PAYMENT OPTION** (*Applicable only for Carry Over Paper*) → Pay Now (student to make online payment) → Fee once paid will not be refunded by university in any case.
15. After payment, Generate a PASS CODE. Take print out of the Pass Code in which you should write your Name, Roll Number, Year & Branch. You have to submit this copy to your Coordinator.
16. Once the Registrar Office receive the Pass Code copy from the Coordinator, then your PASS CODE will be entered in ERP and after that you will receive your USER ID and PASS WORD to access other facilities from university .
17. In case of any difficulty related to filling of Examination form, please email to studentHelp@aktu.ac.in. with subject **EXAMINATION FORM ISSUE** or Visit Registrar Office in person.

Last date of filling the Regular/Carry Over Exam Form - as per university's portal is 20th September 2017 and if there is any change, registrar office will intimate the same.

Note : For 2nd year students there is no intimation regarding Filling of online Examination Form from University. As soon as the intimation is received, 2nd year students will be informed accordingly.

M Bansal
(Registrar)

Cc to : Dean Academic, All HODs (Acad)
P.A. to Director - for uploading on college portal
NMD - for uploading on college website
All Notice Boards

*- for all
Bansal*