

SRMU/COE OFFICE/CIR/EXAM FEE/DEC/33/2023

Date: 28.12.2023

**CIRCULAR**

This is to inform you that the examination application forms for **ODD/EVEN** Semester University Examinations – **FEBRUARY- 2024** can be downloaded from student portal.

The examination fees should be paid only by ONLINE through SRM Feekart Portal. For online payment procedure, please visit our website [www.srmist.edu.in](http://www.srmist.edu.in).

**Faculty** : **Directorate of Distance Education**  
**Program & Semester** : **Diploma, UG & PG (1<sup>st</sup> to 6<sup>th</sup> Semester and PO)**  
**Date of uploading of Application in student portal:** **28.12.2023**

**Last date for the submission of Application form**

**Without Late Fee** : **22.01.2024**  
**With Late Fee (₹500)** : **24.01.2024**

The students are advised to check the total number of courses/Name/DOB etc. If there is/are any correction(s), it has to be duly attested by the concern staff coordinator/Head of the Department and a copy of the necessary proof should be attached along with Examination application form.

The Student's after following the payment procedure, are advised to take a copy of the fee paid receipt for any further reference. **STUDENT'S NEED NOT SUBMIT THE EXAMINATION APPLICATION FORM.**

For any clarification in the examination application form, the students can contact the office of the Controller of Examinations along with the print out of the examination application form.

**◆ ON ANY ACCOUNT, THE EXAMINATION APPLICATION FORM WILL NOT BE ACCEPTED BEYOND THE STIPULATED DATE.**

  
**CONTROLLER OF EXAMINATIONS**

Copy to:

**The Director, Directorate of Distance Education (with a request to circulate to all the concerned)**

The Director, International Relations, for favour of kind information

The Assistant Registrar (A), Registrar office for favour of kind information.

The Deputy Controller of Examinations, Technical Manager, DO, Assistant, SO, Concerned Staff.

All Notice Board- College and Hostel.

Copy submitted to:

The Vice Chancellor for favour of kind information

The Registrar for favour of kind information



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Date: 28.12.2023

**CIRCULAR**

This is to inform that the examination application forms for the **ODD/EVEN** Semester University Examinations – **FEBRUARY- 2024** is readily available in the e-varsity for uploading, necessary fee due be raised at your end before the same is transferred to the student portal.

The examination fees should be paid only by ONLINE through SRM Feekart Portal. For online payment procedure, please visit our website [www.srmist.edu.in](http://www.srmist.edu.in).

Degree and Branch	Semester	Date of uploading from COE office	Date of upload in student portal from concerned college	Without Late Fee	With Late Fee (₹500)
Diploma, UG, PG	1 <sup>st</sup> to 6 <sup>th</sup> Semester and PO	28.12.2023	29.12.2023	22.01.2024	24.01.2024

However, concerned college office should take the printout of the individual student's application form (**DULY ATTESTED BY THE CONCERNED HEAD OF THE INSTITUTION**) and forward the same to the office of the Controller of Examinations for further process, on or before **the due date as mentioned below:**

Particulars	Date 1	Date 2	Date 3
Last date for forwarding the duly filled in examinations application to the office of COE	24.01.2024	26.01.2024	28.01.2024

In the event of non-submission of application forms by the concerned institution on or before the due date as mentioned above, the same will not be accepted on any account even if the students has paid their examinations fees before the last date and they will not be permitted to appear for the End semester examinations on any account.

For any clarification in the examination application form, the students can contact the office of the Controller of Examinations.

  
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**Encl:** Fees Details List and Nominal Roll

