

Ref.No. IIMTU/COE/2024/005

Date: 04/04/2024

Office of Controller of Examinations Notification

Carryover form filling-up

All concerned students of B.Sc. Nursing are hereby informed that for the odd-semester and evensemester carryover form filling-up will be completely processed through ERP.

Students can fill out the carryover forms from 04/04/2024 onwards through ERP portal. Requisite examination fees may be deposited through a payment gateway available in the student ERP account.

Note:

- 1. In any case forms will not be accepted in offline mode.
- 2. Examinees are directed to fill-up their examination forms within the stipulated time.
- 3. Only semester system students are eligible to fill the carryover form.
- 4. While applying the form, if you see subjects which you have already passed, then do not click on those subjects otherwise the fee will be generated.

फॉर्म भरते समय यदि आपको वह भी सब्जेक्ट दिखाई दे रहे हैं जो पहले ही आप पास कर चुके हैं तो उन सब्जेक्ट पर क्लिक न करें, अन्यथा फीस जनरेट हो जाएगी।

5. To resolve the difficulties faced while filling the form, register a complaint in grievance section (through ERP) or email (<u>examsection@iimtindia.net</u>) or 0121-2793714 (9:30 AM to 6:00 PM)

Last date of carryover form filling :10/04/2024

Copy to:-

(Controller of Examinations)

- 1. Hon'ble Vice Chancellor For kind information
- 2. Registrar For kind information
- 3. HOD Nursing
- 4. On ERP (Circular section)



Help file for the Students

Steps to fill the examination caryyover form are as follow:

1. Go to https://iimt.icloudems.com/corecampus/index.php

Enter Login id & Password





Click on Exam Form Fillup

🗈 Exam Form Fillup	
📩 Course Registration	
Term Promotion	

3. Select Academic Year : 2023-2024

4. Exam Session: Backlog Examination Fall 2023-2024 MSN



~	Exam form not finalized
~	

Click on the semester link for which semester backlog subjects you want to apply

My Exam Registarion	
All Courses	
2022-2023 (Sem 3)	
2022-2023 (Sem 4)	

Verify all backlog paper are appearing

While applying the form, if you see subjects which you have already passed, then do not click on those subjects otherwise the fee will be generated.

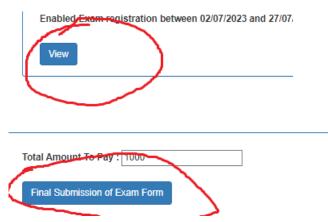
फॉर्म भरते समय यदि आपको वह भी सब्जेक्ट दिखाई दे रहे हैं जो पहले ही आप पास कर चुके हैं तो उन सब्जेक्ट पर क्लिक न करें, अन्यथा फीस जनरेट हो जाएगी।

Click on Apply button (Click only on those subjects which you have not cleared yet)



Course Code : MICR-201			
Title : Applied Microbiolo	gy and Infection Control including Sa	ifety	
Credit : 3.00		Type :PP	
	Result : Fail		
Semester : Sem 3	Status : Backlog		
	Apply		

Click on View Button



Click on Final Submission of Exam Form

Fee submission Process

Academic	Academic Miscellaneous	Hostel	Hostel Miscellaneous Trans		Transport	Transport Miscellaneous		Total Outstanding Amount		
0	1000	0		0		0	0		1000	
			All Fees (Include Misc)	Academic Fees	Hostel Fe	es Transport Fees	Miscellaneous Fees			
Note : For pay Academic-Note! Transport Feat, please club on related table.										
Sr.No.		Head Name					Amount Check			
1	FINE FEE Status: Paid							4600 Paid: 4600.00		8
2	2 MISC. FEE Status: Pending						1000			
	Total Applicable Fee (Miscellaneous) :						1000			\smile
	Amount To Pay (Hiscellaneous - For selected heads)									
Pay fee Chine										



Click on Check then Click on Pay Fee online

In case of facing the problem in form filling raise Grievance Complaint from your ERP login.

Process of Raise Grievance Complaint (If any)

Click on Grievance Complaint (in student login)



Select following

Grievance Category: Examination SectionGrievance Subject : Backlog Form Filling relatedEnter Description : Describe your problem in detailAttach File: Attach supporting document (If any)

Register Comple	int					
Grievance Cate	ory sction [Grievance] -	Grievance Subject Backlog form filling related p	Ŧ	Enter Description Enter Orlevance Description	G	Attoch File Choose File No file chosen
			Subr	nit.		



Press submit button