Office of Controller of Examinations
Notification(for Regular Students only)

Carryover form filling-up

All the concerned current students are hereby informed that for the even-semester /Annual program /Pharmacy (even &odd semester) carryover form filling-up will be completely processed through ERP.

Students can fill out the carryover forms from 06/05/2024 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, Carryover forms will not be accepted in offline mode.
2. Examinees are directed to fill-up their examination forms within the stipulated time.
3. Only current students (Regular) are eligible to fill the carryover form through ERP.
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. **First of all apply all the back papers of all semesters. After that finalize it and then deposit the fees.**
   सबसे पहले सभी सेमेस्टर की सभी बैक पेपर को अप्लाई करें। उसके बाद फाइनलाइज करें, फिर फीस जमा करें।

6. To resolve the difficulties faced while filling the form, register a complaint in grievance section (through ERP) or email (examsection@iimtindia.net).

   Last date of carryover form filling : 13/05/2024

(Controller of Examinations)

Copy to:-
1. Hon'ble Vice Chancellor – For kind information
2. Registrar – For kind information
3. On ERP (Circular section)

Help file for the Students

Steps to fill the back paper form are as follow:

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

   Enter Login id & Password

2. Go to **"College Info"** and Click on **REGISTRATION.**

Click on Exam Form Fillup

3. Select **Academic Year : 2023-2024**

4.   **Exam Session:** **Backlog June 24 Winter 2023-2024**

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

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.

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

Available courses for examination registration

Course Code : MICR-201

Title : Applied Microbiology and Infection Control including Safety

Credit : 3.00   Type :PP

Result :
Fail

Semester :   Status :
Sem 3   Backlog

Apply

Apply all the subjects in which your carryover is.

- Do not click the Finalize button until you have applied all the subjects.
- Once you have applied all the subjects and cross verified, then press the View & finalize button.

Click on View Button

Enabled Exam registration between 02/07/2023 and 27/07

View

Click on Final Submission of Exam Form

Total Amount To Pay : 1000

Final Submission of Exam Form

Fee submission Process

Academic	Academic Miscellaneous	Hostel	Hostel Miscellaneous	Transport	Transport Miscellaneous	Total Outstanding Amount
0	1000	0	0	0	0	1000

All Fees (Include Misc) | Academic Fees | Hostel Fees | Transport Fees | Miscellaneous Fees

Note : For pay Academic,Hostel,Transport fees, please click on related tabs.

Sr.No.	Head Name	Amount	Check
1	FINE FEE Status: Paid	4600 Paid: 4600.00	🖶
2	MISC. FEE Status: Pending	1000	☑
	Total Applicable Fee (Miscellaneous) :	1000	
	Amount To Pay (Miscellaneous - For selected heads)	1000	

Pay Fee Online

Click on Check then Click on Pay Fee online

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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 Section

Grievance Subject : Backlog Form Filling related

Enter Description : Describe your problem in detail

Attach File   : Attach supporting document (If any)

Register Complaint				
Grievance Category	Grievance Subject	Enter Description		Attach File
Examination section [Grievance]	Backlog form filling related p	Enter Grievance Description		Choose File No file chosen

Submit

Press submit button

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