

Date: 20-3-2017

NOTICE REGARDING FILLING OF EXAMINATION FORMS, APRIL 2017

This is for the information of all Undergraduate and Postgraduate students of Semesters II, IV, VI and VIII that the Examination Forms for the Semester End Examinations, April 2017, will be made available **ONLINE on the Meta campus account of Regular & Due students**. The procedure for filling the Examination Form is given below:

- 1- To access their Examination Form, students are required to login to their Meta Campus Account. In case they have not activated their Meta Campus Account, they are required to follow the following steps to activate it and fill in the Examination Form:
 - i. Open University website (www.iisuniv.ac.in) and click on "Resources For" Tab.
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 - ii. Click on "Students" Link.
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 - iii. Click on "Register here".
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 - iv. Enter your Enrollment Number, Birth date and e-mail id where your Meta campus Id and password will be sent immediately.
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 - v. Again Click on "Students" link at "Resource for" Tab.
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 - vi. Click on Login link
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 - vii. Enter your ID and password sent to you at the mail id given by you.
- 2- After successful login, click on "Examination Form" Tab.
- 3- Students are required to check all details [personal, subject (elective, foundation, add-on) and activity] before submitting the form. In case of any omission / correction / query related to the above fields, they are required to contact Dr. Nisha Yadav, Controller of Examinations or Dr. Deepa Pareek, Deputy Controller of Examinations in the Examination Cell, with a print out of the form.
- 4- It is strongly suggested that the parents / guardians of the students should also check the forms thoroughly before submitting the same. It will be assumed that the forms have been submitted with the consent of the parents / guardians of the students.
- 5- Once all the details given in the form are verified and found correct, students are required to check the '**I Agree**' box and press '**Continue to Payment**' button.



- 6- Students will be redirected to the Payment Gateway for **online payment** of fee through Credit / Debit Cards. **Once the students have made the payment, they should stay on the screen till, they are redirected to Meta campus which will display their 'Submitted form' and 'Transaction Receipt'. STUDENTS SHOULD NOT PRESS 'REFRESH' OR 'BACK' BUTTON UNDER ANY CIRCUMSTANCES. IF THEY DO SO, THEIR STATUS OF FORM WILL REMAIN "NOT SUBMITTED" EVEN IF THE PAYMENT IS SUCCESSFUL AND THE MONEY WILL BE DEDUCTED FROM THEIR ACCOUNT.**
- 7- The Examination fee for regular U.G. Programmes is ` **1,500/-**.
Fee for Due Papers (if any) is ` **400/-** per paper (considering C.A. & S.E. as separate papers) with a ceiling of ` **5,000/-** for due papers only.
- 8- The Examination fee for regular P.G. Programmes is ` **2,000/-**.
Fee for Due Papers (if any) is ` **500/-** per paper (considering C.A. & S.E. as separate papers) with a ceiling of ` **5,000/-** for due papers only.
- 9- Students are required to calculate the total amount payable towards examination fee (Regular & Due) and accordingly pay through their Debit / Credit Cards.
- 10- In case the transaction is successful, students will view the status of their Form ('Submitted') and the payment details on the screen. (A copy of the transaction details will also be sent to the student's official e-mail id.)
- 11- **The students are required to submit the hard copy of Examination Form to their respective "Tutor Guardian" whose names have been mentioned below the forms. Students are required to note that submitting of hard copy of examination form to their Tutor Guardian is mandatory. Online submission of exam forms will not be considered valid. Subsequently they will not be permitted to take the exams.**
- 12- In case of problems related to payment, students may contact Mr.Mukesh Agarwal at the college office.



THE IIS UNIVERSITY JAIPUR

INSPIRATION INNOVATION SYNERGY
deemed to be a university under Section 3 of UGC Act, 1956

- 13- For problems/queries regarding activation of Meta Campus account, students may contact the following staff members:

Names	Venue
Ms. Priyanka Mathur Ms. Shveta Parnami Ms. Geetika Vyas	Lab A
Mr. Utsav Malpani Ms. Neha Tiwari Mr. Jitendra Sharma	Lab B
Mr. Suresh Kumawat Ms. Deepshika Bhatia Ms. Angana Dutta	Lab D
Mr. Peeyush Pareek Ms. Harshita Bhargava Mr. Rajneesh Chaturvedi	Web Office ("A" Block basement)

- 14- For submitting the hard Copy of the Forms to the Mentor Guardian, students are required to note the respective venue displayed on the notice Boards & University Website.

- 15- The forms can be submitted to the Mentor Guardians on the following dates.

Time	Date
12.00 to 1.00 pm	28-3-2017
12.00 to 1.00 pm	29-3-2017
12.00 to 1.00 pm	1-4-2017

- 16- **The last date for submitting the Examination forms is March 27, 2017. After 27th March, the fee for examination will be doubled.**

Dr. Ashok Gupta
Vice Chancellor