



Ref. No. EU/COE/2020/ 286

Date: 25.07.2020

## NOTICE FOR SUBMISSION OF EXAMINATION FORMS

All the students of the **Faculty of Science** who are eligible to appear for the Annual Examination/End semester examination of even semester (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> Semester) of the session 2019-20 and the final year/final semester students who have to appear for carry paper/back paper/Improvement examination are required to clear their fees dues through bank transfer and fill in and submit their examination forms online from **26<sup>th</sup> July 2020 to 01<sup>st</sup> August 2020**. The portal will be closed after 1<sup>st</sup> August 2020. The scheme of examination and/or others' details will be notified very soon. Most likely the online final year/final semester examinations will commence in the first week of August 2020. The students are required to adopt the following procedure:

**Step 1:** Pay the due fees only through **RTGS/NEFT/IMPS** only on net banking, mobile banking or bank transfer, payable to "**Era University, A/c No: 50200049053287, IFSC code: HDFC0001267, Bank: HDFC Bank, Branch: Tekari chambers, Ashok Marg, Lucknow**" and obtain the transaction I.D./UTR number for the transaction. If the amount to be paid is not known the student, may contact the Dean office or the account section on phone.

**Step 2:** Using your "**Login Password**" and "**User ID**", already issued to you, log on to the link [182.156.200.179:712](http://182.156.200.179:712) to open the student portal. The examination form will appear on the panel. In case of any difficulty you must contact the office of the Dean of the Faculty/Head of Department/Principal of the College.

**Step 3:** The students are advised to thoroughly check their personal details and update their photograph address, signature and previous examination details that appears on the Portal (including spellings etc). If any correction is needed, they must contact the office of the Dean of Faculty/Head of Department/Principal of College within two days after submission of form.

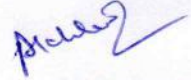
**Step 4:** Fill in other details as required in the form, including the Transaction ID/UTR number of fee payment. If the total fees (including the examination fees) has been paid at the accounts section of the university, the receipt number is to be mentioned.

**Step 5:** After the form is completely filled and entries properly checked and verified, enter "submit" to submit the form.

**Step 6:** The status of the form will be displayed on the portal after two days from the last date of submission of form.

**Step 7:** The Admit card will be available on the portal two day before the commencement of examination. The students must download and print their Admit cards before the commencement of examination as the same may be needed during online examination.

**Step 8:** In case any clarification is needed or any other difficulty, the students are advised to contact the Office of the Dean of Faculty/Head of Department/Principal of College.

  
Joint Controller of Examinations  
Era University, Lucknow

**Copy to:**

1. P.S. to Hon'ble Vice Chancellor (for information)
2. Dean/Coordinators/HOD-Faculty of Science (with request the students may be informed)
3. HID Section (with request that this notice is posted on university portal/website)
4. Account section (for necessary action)

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