



Ref. No. CoE/RIMTU/2022/13

Date: 12/09/2022

Subject: Schedule and instructions for filling examination form for December - 2022 End Term Examination

1. Regular Examination

The regular examination form for December-2022 End Term Examination will be filled online on <http://rimt.ac.in/student-erp/>

The students of Odd Semester (3rd, 5th, 7th and 9th) of all courses must fill the examination form for regular courses to appear in End Semester Examination December-2022. The schedule for filling examination form is as follows:

| Sr. No. | Description | Date | |
|---------|----------------------------|------------|------------|
| | | From | To |
| 1 | Without Late Fees | 13-09-2022 | 26-09-2022 |
| 2 | With Late Fees of Rs. 1000 | 27-09-2022 | 30-09-2022 |

After 30-09-2022, the online portal for filling regular examination form will be closed.

2. Reappear Examination

The Students of all courses must fill the Examination form for reappear subjects of Odd Semesters (1st, 3rd, 5th, 7th and 9th) to appear in End Semester Examination December-2022.

Manual Examination form will be filled for Reappear Examination (Copy Attached)

The reappear examination fees is Rs. 800/- per semester for one subject and Rs. 1000/- per semester for more than one subject. The students must fill Separate examination form for each semester

The schedule for filling reappear examination form of all courses is as follows

| Sr. No. | Description | Date | |
|---------|----------------------------|------------|------------|
| | | From | To |
| 1 | Without Late Fees | 13-09-2022 | 10-10-2022 |
| 2 | With Late Fees of Rs. 1000 | 11-10-2022 | 21-10-2022 |

After 21-10-2022, No reappear examination form will be accepted

NOTE: Schedule for filling examination form for regular courses of first semester will be notified later on.


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Instructions for filling of examination forms:

1. Login at <http://rimt.ac.in/student-erp/>
2. User Ids and password are already provided to students. If any students forget the password, He/she can contact IT department of university. (WhatsApp at 9781297599)
3. Click on Examination form and choose semester.
4. Before submitting examination form student must have complete list of all subjects registered by him in current semester. Student can contact HOD/Class coordinator to get complete list of subjects.
5. Student must ensure that all subjects (theory as well as practical) are available in his account. If any subject is missing, He/ She must contact concerned HOD/class coordinator.
6. Tick all the subjects in which students want to appear in the examination.
7. Tick the internal and external column carefully.
8. Click on the 'submit' button.
9. Download Examination Form/admit card and take printout.
10. Make sure that examination session at the top should be December-2022
11. Submit the signed copy of examination form/admit card to Head of Department.
12. **Manual Examination form will be filled Reappear Examination (Copy Attached)**
13. HOD will forward the examination forms of all the courses of the department to the examination branch before 25-10-2022.

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