

Date:-12/09/2023

Ref: Exam/W2023/ExamForms/21

## Circular

### Instructions to fill Exam Forms for Winter -2023 End Semester Examination

#### SEMESTER 3<sup>th</sup> & 5<sup>th</sup> (Regular / Remedial)

#### [Not applicable for B.Voc,B.Tech Semester 5, B.Design and D.Design]

To make the examination system more reliable, transparent and accountable and to promote the digitalization in the system, Silver Oak University (SOU) has taken a step forward for it's students through online end semester exam form filling with given link and pay their exam fees through a digital gateway.

**Instructions:**

1. For filling exam form and payment student has to visit below given link.
2. Kindly refer instruction / guideline.
3. A student has to strictly follow the exam form schedule as per Table –A.
4. For any query regarding the exam form kindly contact your HOD/Class coordinator only.
5. If student finds any mismatch in name, enrolment no, subject code, subject name and any other details, they have to immediately contact their respective HOD / Class coordinator.
6. **Link or QR Code for filling Remedial Exam Form & End Semester Exam Fees payment:-**

<https://studentportal.silveroakuni.ac.in/UMSStudents/login.aspx>



**Table – A**

Sr.No.	Description	Penalty Type	Start and End Date	Exam Fees (Rs.) Exam Fee + Penalty = Total Fees
1.	Exam Form for Semester 3 & 5 Regular	Without Penalty	16/09/2023 to 29/09/2023	2500/-
	Exam Form for Semester 3 & 5 Remedial		16/09/2023 to 29/09/2023	1000/-
2.	Exam Form for Semester 3 & 5 Regular / Remedial	Penalty Phase-I	30/09/2023 to 06/10/2023	Exam Fees + Rs 500 penalty
3.	Exam Form for Semester 3 & 5 Regular / Remedial	Penalty Phase-II	07/10/2023 to 13/10/2023	Exam Fees + Rs 1000 penalty

**Note: -**

- 1) No request will be granted to accept Late Exam Form after 13/10/2023.
- 2) Those students who have back log only in Mid (CIE -Theory), Internal (CIE – Practical) and V (ESE – Practical) component, will have to fill the exam forms without fails.

Sd/- Controller of Examination