



# ERA UNIVERSITY

Sarfarazganj, Hardoi Road, Lucknow-226003

## Office of the Controller of Examinations

Ref. No. EU/COE/2020/378

Date: 11.09.2020

### NOTICE FOR SUBMISSION OF EXAMINATION FORMS

Examination forms for Carry paper/Back paper/Improvement examinations of semester I,III and V of the Faculty of Pharmacy for session 2019-20 are to be submitted online form 12<sup>th</sup> September to 16<sup>th</sup> September 2020. The portal will be closed after this date.

Students are required to adopt the following procedure:

**Step 1 :** Get his/her "Login Password", "User ID" and "Link for the portal" from the office of the Dean of the Faculty/Head of the Department/Principal of the College.

**Step 2:** Pay the due fees only through RTGS/NEFT/IMPS 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 to the student, he/she may contact the Dean office or the account section on phone.

**Step 3:** Login the "Student Portal" of ERA University on the link provided along with the user I.D. and password as obtained in Step 1. The examination form will appear on the panel.

**Step 4:** 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 5:** 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 6:** After the form is completely filled and entries properly checked and verified, enter "submit" to submit the form.

**Step 7:** The status of the form will be displayed on the portal 18<sup>th</sup> September 2020.

**Step 8:** In case of 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  
Controller of Examinations  
Era University, Lucknow

**Copy to:**

1. P.S. to Hon'ble Vice Chancellor (For Information)
2. HID Section (with request that (i) this notice be posted on university portal/website, (ii) The portal be opened from 12<sup>th</sup> Sept. 2020 to 16<sup>th</sup> Sept. 2020 for submission of form.
3. Account Section (For necessary action)
4. Dean-Era College of Pharmacy (with request the students may informed),
5. Vice Principal-ECOP (with request the students may informed)