

Date: 8-10-2025

NOTICE REGARDING FILLING OF EXAMINATION FORMS, NOVEMBER 2025

This is for the information of all Undergraduate and Postgraduate students of Semesters I, III, V and VII that the Examination Forms for the Semester End Examinations, November 2025, are available ONLINE on <https://icfia.org/iisu/ExaminationForm>.

- 1) The procedure for filling the Examination Form is given below
 - i. Students are required to open the website <https://icfia.org/iisu/ExaminationForm>
 - ii. They should enter their University Admission No.
 - iii. After filling the relevant entries, they should click on “Submit”; after which the students will be able to see their examination form
- 2) Students are required to check all details given in the examination form (Name, Mother’s name, Father’s name, Class, Semester, Admission No., Subjects- Elective, Foundation and Extra Curricular Activity) before submitting the form. They should thoroughly check the details of their regular and due papers. In case of any omission/correction/query related to the above fields, they are required to contact Dr. Nisha Yadav, Controller of Examinations in the examination cell on 0141-2400747 or mail the query at examination@iisuniv.ac.in.
- 3) 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
- 4) Once all the details given in the form are verified and found correct, students are required to press “Pay “button.

FOR STUDENTS NOT HAVING DUE PAPERS:

- 5) If a student does not have any due paper, she will be redirected to the receipt page showing payment as ‘SUCCESSFUL’ with “Rs.0/-” as payment amount

FOR STUDENTS HAVING DUE PAPERS:

- 6) If students have due papers, they will be redirected to payment gateway:
 - i) The Examination fee for Due papers is Rs. 500/- (per paper) for UG programmes and Rs. 600/- (per paper) for PG programmes
 - ii) The fee for Due paper(s) will be reflected just below the examination form once the student presses the ‘Submit’ button. Students are required to verify the total amount payable towards examination fee for Due Papers

- iii) Students are required to press 'PAY' to continue once the amount is verified. This will redirect them to the Payment Gateway for online payment of fee through Credit/ Debit Cards, UPI or Netbanking. Once the payment is successful, students should stay on their screens till they receive 'Successful Payment' receipt on their screen. 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.

NOTE: The maximum amount to be collected for the due papers will not exceed Rs. 8000/-

- 7) In case of problems related to payment, students may send an email at iisuniversity@iisuniv.ac.in or contact Mr. Abhishek Sankhla in the University office on 0141-2400160/ 2400161
- 8) After successful submission of their examination form, the students are required to submit the hard copy of Examination Form to their respective "Mentor Guardian" whose names have been mentioned below in the examination form. **Some of the students may have been assigned new mentor guardians whose names may differ from those on their ID Cards. They are therefore instructed to submit their forms to the mentor guardian mentioned on their Examination Forms.** Students are required to note that submitting hard copy of examination forms to their Mentor Guardians is mandatory.
- 9) The forms can be submitted to the Mentor Guardians on the following dates.

Time	Date
9.30 am to 10.30 am	13.10.2025
9.30 am to 10.30 am	17.10.2025

- 10) **The last date for submitting the Examination forms is October 15, 2025.**



Dr. Raakhi Gupta
Registrar