

Ref.No.: MRIIRS/EXAM/FEB/2025/048 DATED: 10/02/2025

NOTICE

SUBMISSION OF RE-EVALUATION FORMS DEC, 2024 EXAMINATIONS

The Re-evaluation Forms are open and the interested students can apply for re-evaluation of their answer sheets with a fee of Rs.2000/- per subject at mrei.icloudems.com followed by menu driven instructions up to February 14th, 2025 by 24:00 hrs.

Please note that the **portal will remain open till 14.02.2025**: 24:00 hrs and the forms submitted till closing time shall be accepted for evaluation.

Please carefully read and follow the steps of the "Instruction Manual" (appended below) for submission of the re-evaluation forms. The payment of re-evaluation fee is required to be made only through Online Mode at the payment gateway linked with the re-evaluation form.

Important Steps:

- 1. Go to website: mrei.icloudems.com
- 2. After 'Student login' select the EXAM REGISTRATION---Exam Form Fill up:
- 3. Select all the filters for applying as:
 - a. Apply Exam type Select "Re-evaluation Form"
 - b. Main Exam→ Select "External Exam"
 - c. Exam Session→ Select option specifying:
 MRIIRS-Re-evaluation-Dec-2024-25-1303
 - d. Follow the further steps to choose the re-evaluation courses and apply.
 - e. Pay the calculated fee through the authorized payment gateways.
- After successful payment, you will be able to download the form for your record.

5. Fee once paid shall not be refunded.

Controller of Examinations

DATED:10/02/2025

Endst.No.: MRIIRS/EXAM/FEB/2025/049

MANAY RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A++' Grade)

Administrative Headquarters: 5E/1-A, Bungalow Plot, N.I.T. Faridabad, Phone: +91-129-4198600 (30 lines)
MRIIRS Aravali Campus: Sector-43, Delhi Surajkund Road, Faridabad, Phone: +91-129-4198100 (30 lines)
E-mail: info@mriirs.edu.in URL: www.mriirs.edu.in



In case of any difficulty in filling up the form; raise your query at: examssupport@mriu.edu.in

A copy of the above is forwarded to the following for information and further necessary action:

- 1. All HoDs
- PVCs/Dean(s)/Asso.Dean/Director(s):SET/SAHS/SoD/SMEH/SCA/SLM/SOC/ SCHM/SBSS.
- 3. Sr. Manager, CAD
- 4. ERP TEAM: Mr. Vinay

CC:

- ED & Dean Academics
- Registrar
- Pro Vice-Chancellor

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PS to VC for information of the Vice-Chancellor

Controller of Examinations

Or. Anita Khosla
Controller of Examination
Manay Rachna International
Institute of Research & Studies
(Deemed to be University)
Delhi - Surajkund Road,
Sector - 43, Faridabad

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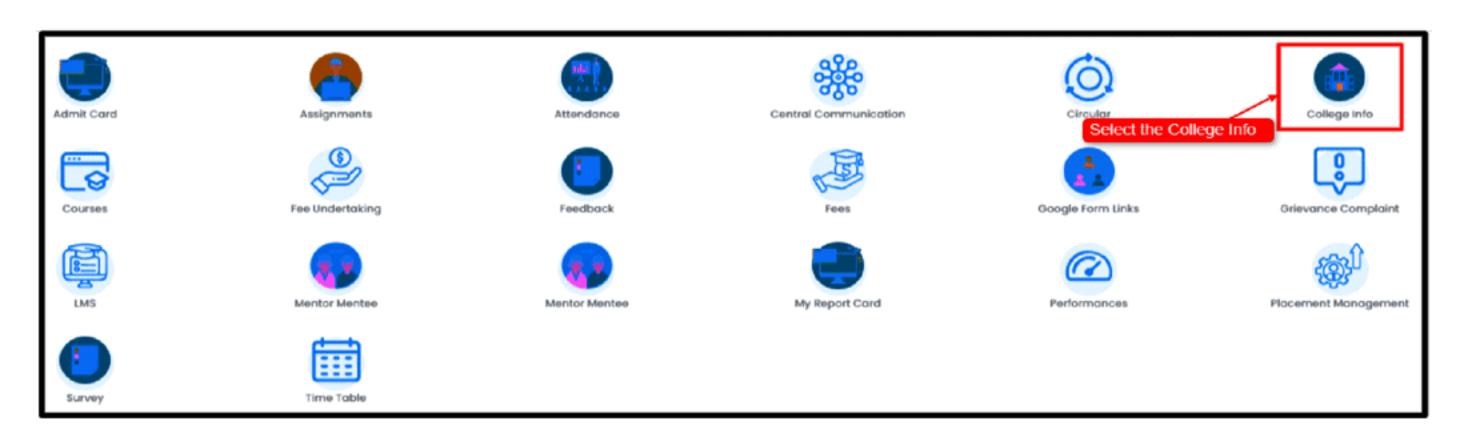
E-mail: info@mriirs.edu.in URL: www.mriirs.edu.in



Instruction Manual (Re-evaluation)

Dec 2024 Examinations

Student login page:

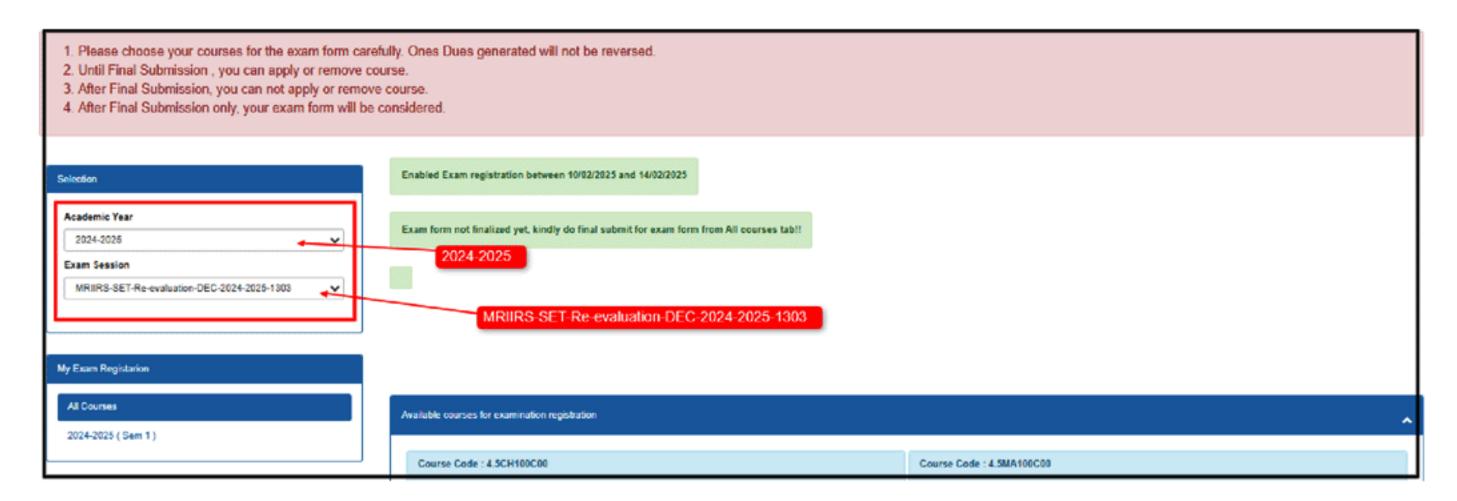


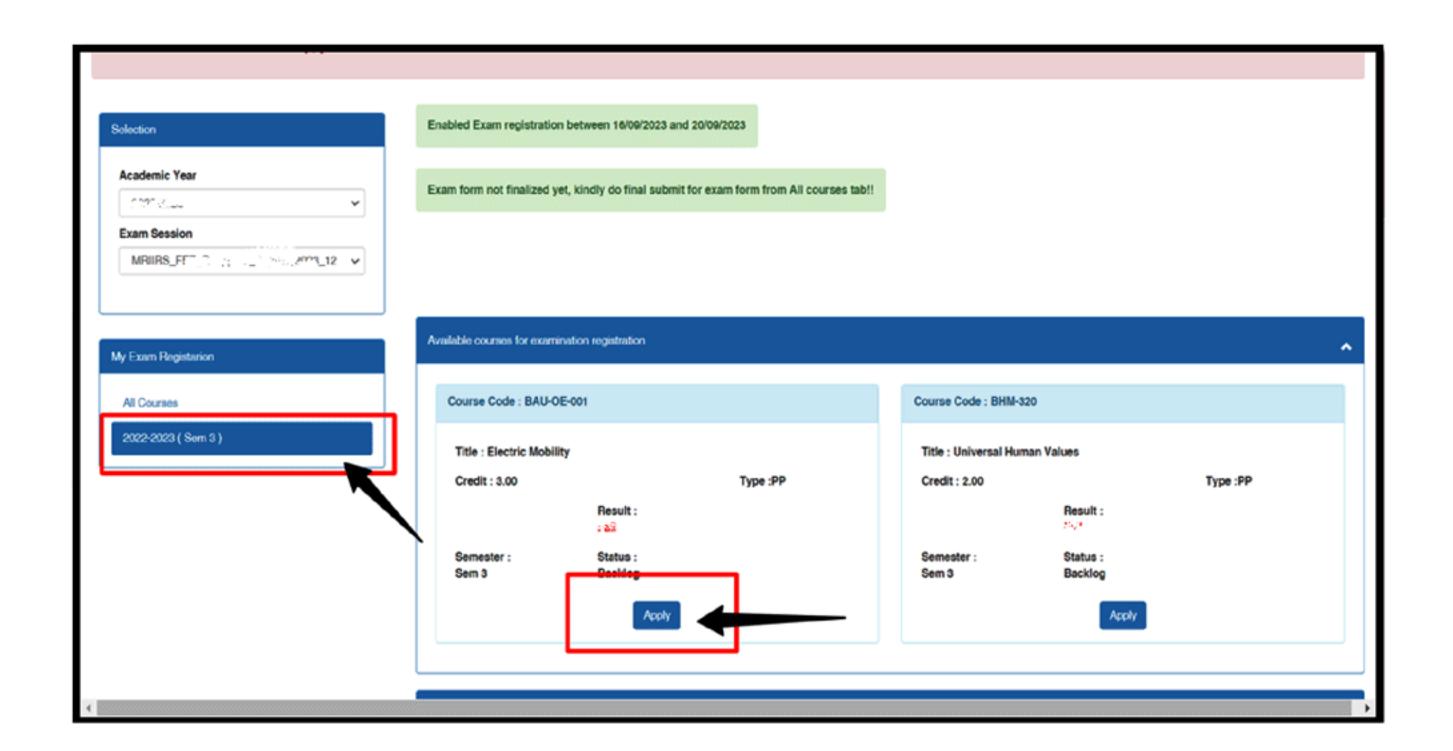




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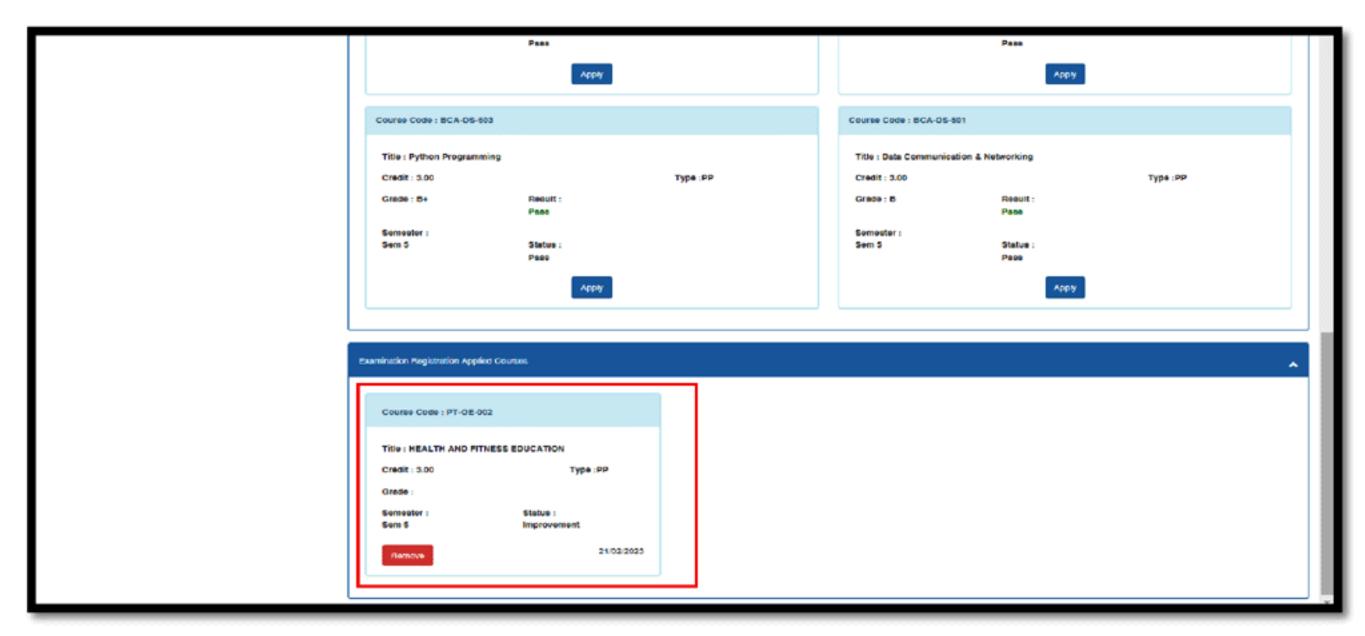


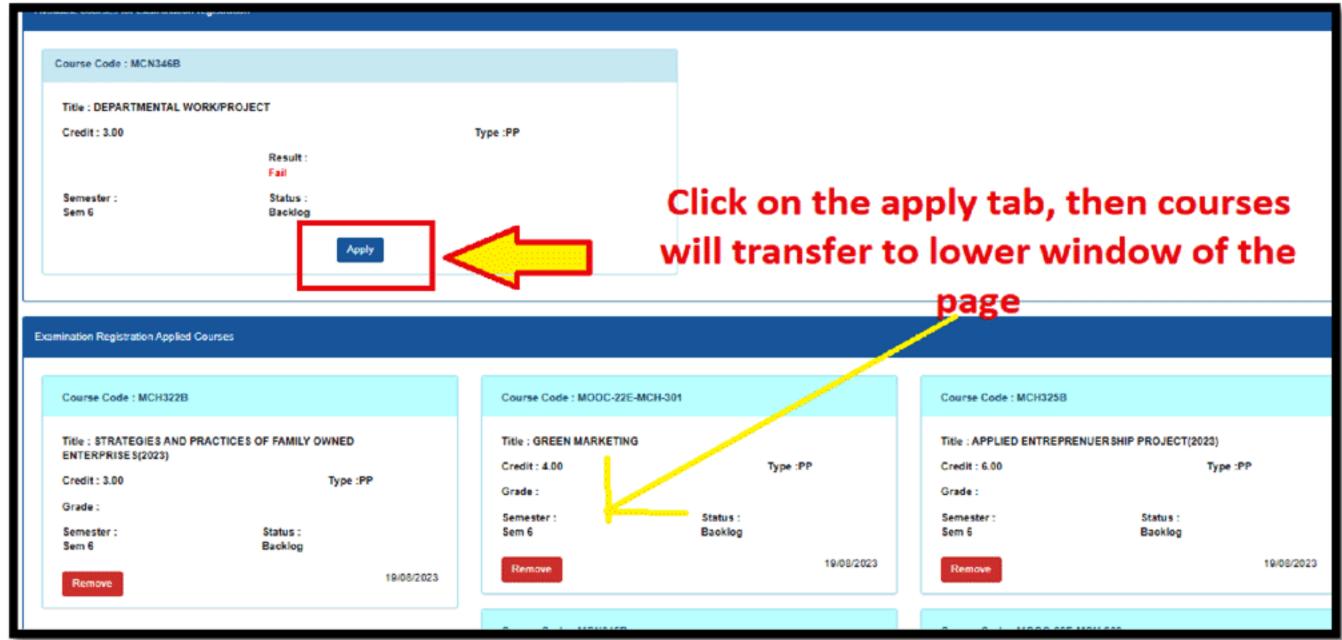




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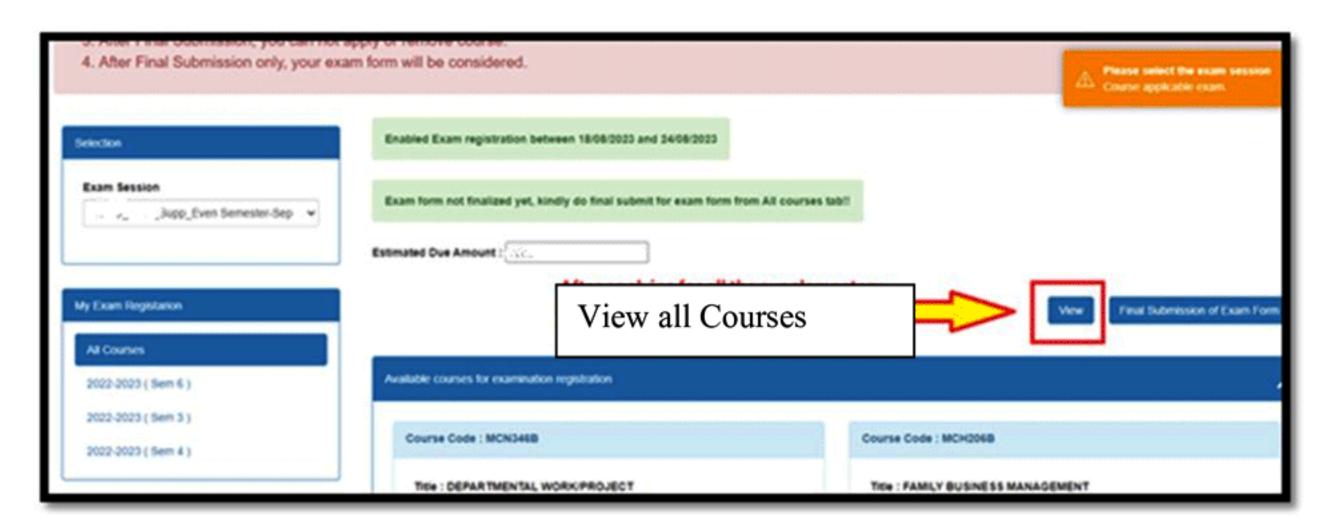


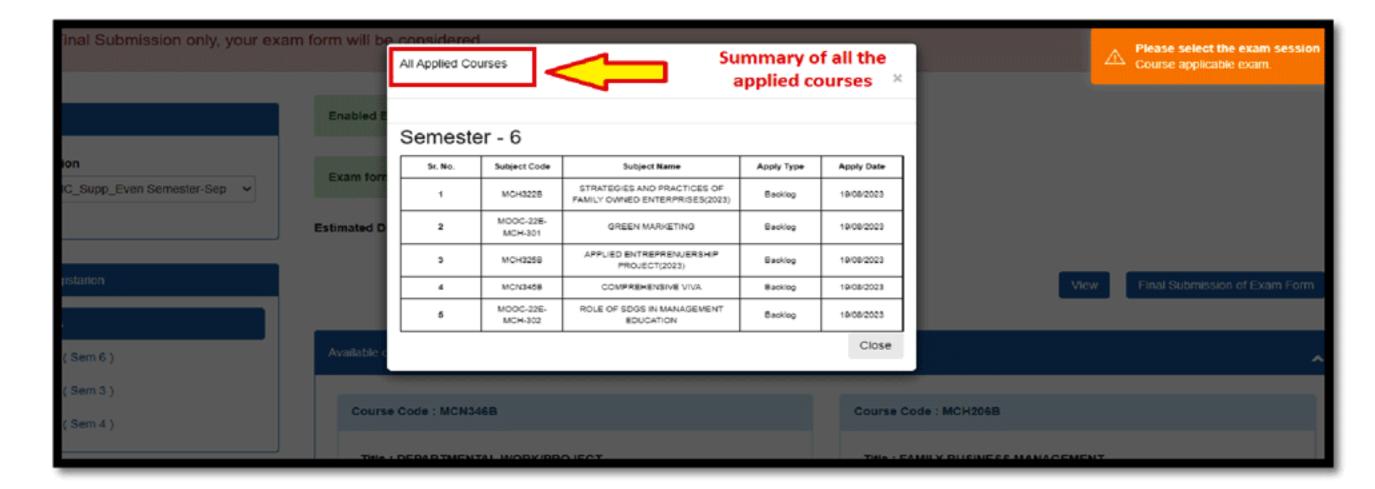




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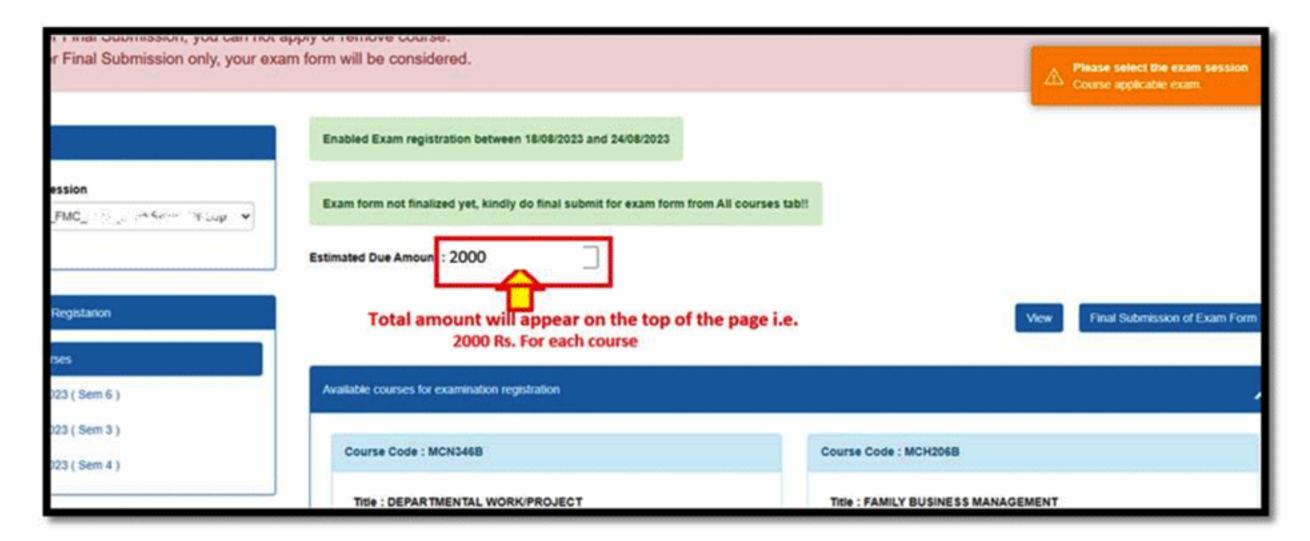




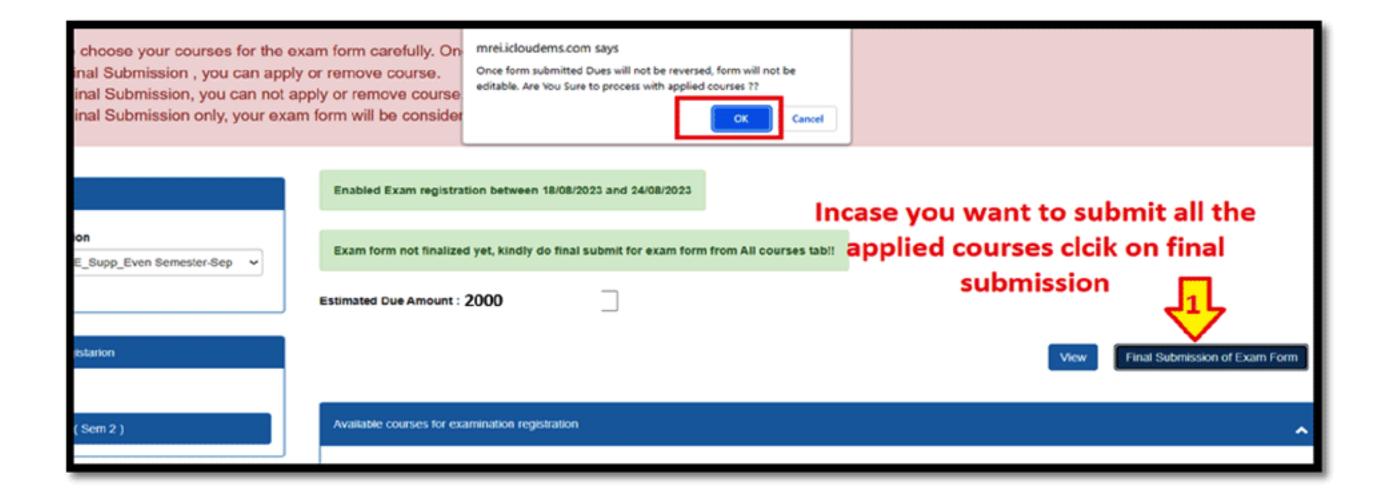
Once clicked on "APPLY", a notification appears that registration has been successfully done for the course(s).

1. Once you have applied for all desired subjects/courses for Re-evaluation Examination for all required Semesters one by one, click on "ALL COURSES" to see the consolidated payable amount. The fees for all applied courses (of all applied semesters) will be reflected in the "Estimated Due Amount" box.





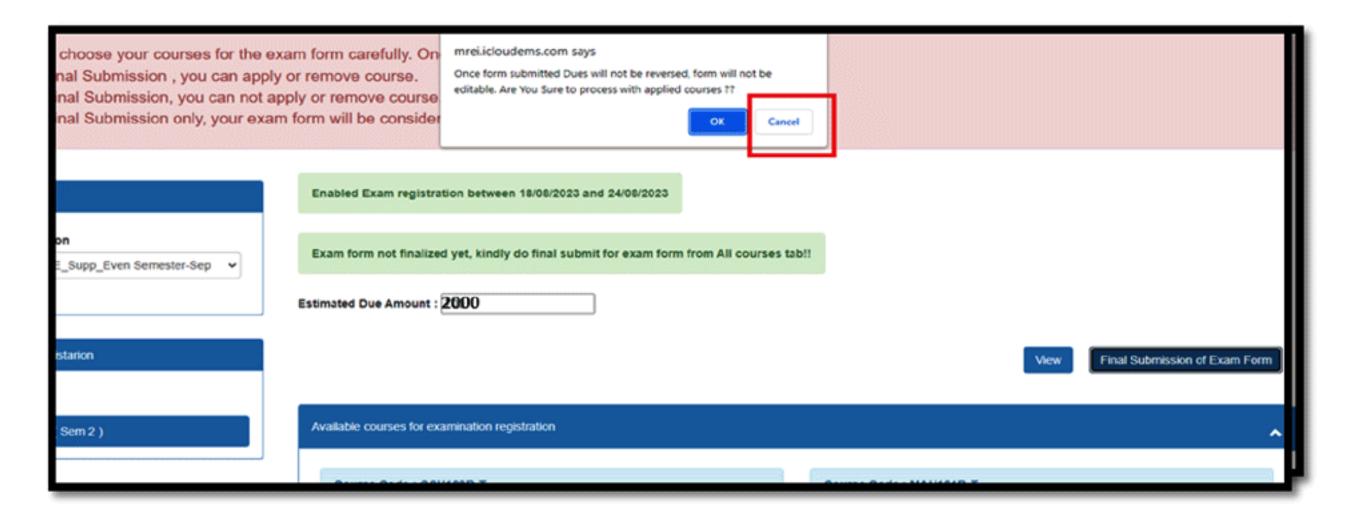
2. In case, you are willing to pay the displayed amount as per the applied subject(s)/course(s), you can proceed with payment by clicking on "Final Submission of Exam Form" button. A message box confirming your action will pop-up having two options:



- a. Click on "OK" if you want to proceed with payment and complete the payment. [Re-evaluation form Registration (@ 2000 per paper)].
- b. If you want to remove/cancel registration for any applied course(s), then click on "CANCEL" button. This action will end you to original page and there you can remove yourregistration by clicking on REMOVE Button.

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Note:

- In case, the payment is not processed, the applied/filled Re-evaluation examination form will be revoked/cancelled after 24 Hrs or on the last day of the form acceptance date, whichever is earlier.
- The addition/ removal of any course are acceptable only prior to making the payment.
- 3. If you want to proceed with payment, after clicking on "OK" button (explained in Step 5), thepage is redirected to the page from where you can pay online. Select the check box corresponding to the generated amount as shown in screenshot below and then click on "Pay Fee Online" button.

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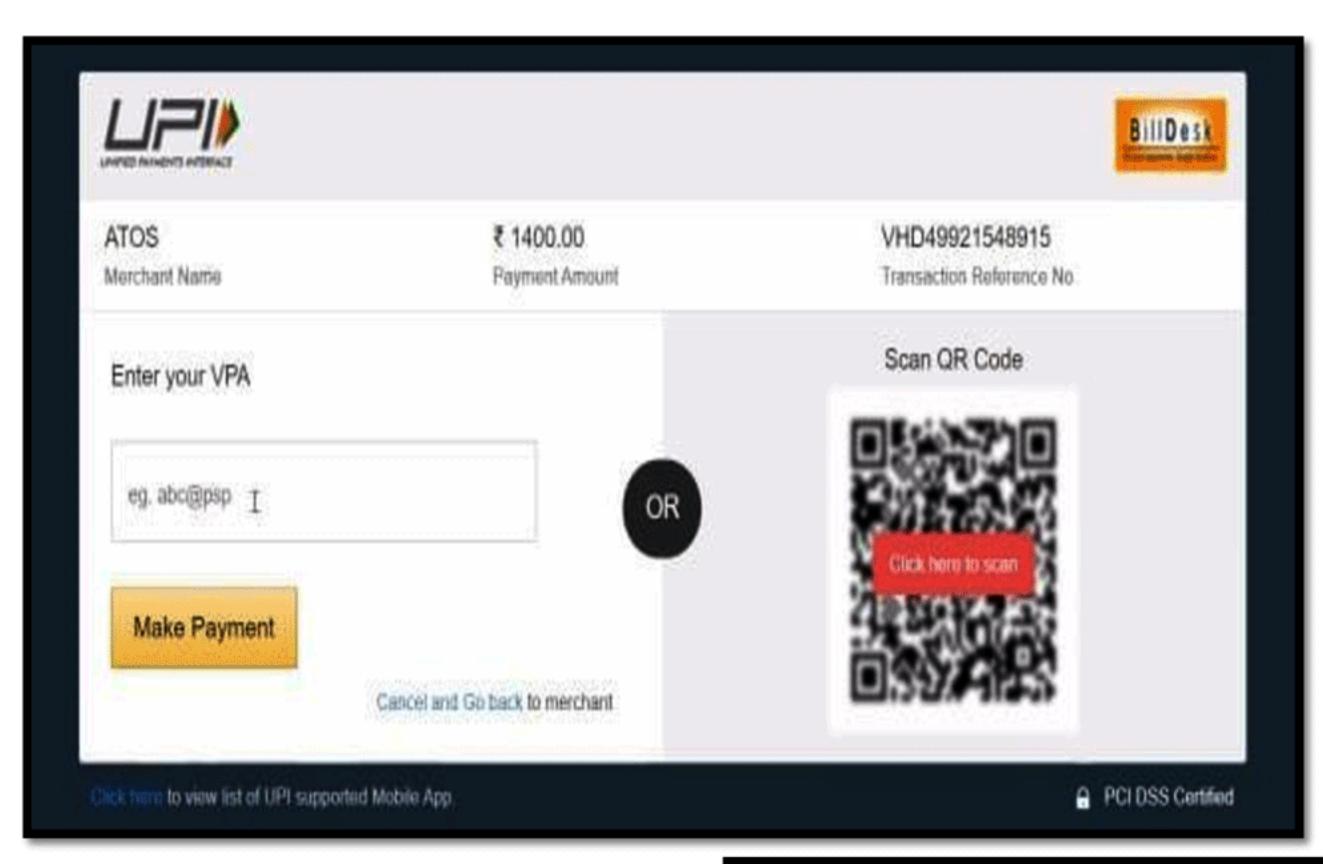




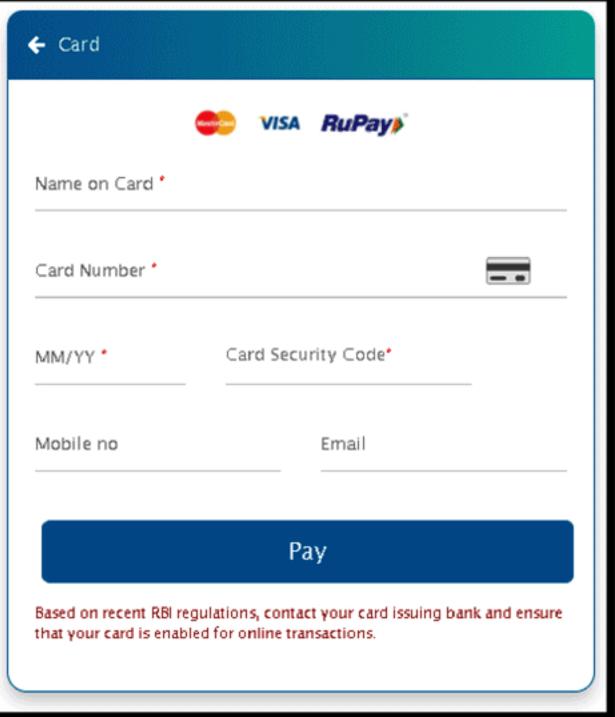
4. This action will redirect you to <u>Online Payment Gateway</u> page. You can select the mode from the given options ONLY and complete the payment.

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5. If at the time of finalizing the form he/she will not be able to pay the amount instantly, then after that they will be able to pay the specified amount reflecting under "miscellaneous fees" head.



- 6. If in any case, the outstanding Re-appear fees appear under "Academic Fees" head, then student have to directly report this to the accounts department.
- 7. Kindly pay only through EMS as per instruction manual.

Note:

Dues will not be reversed after finalizing the exam form. Once payment is done, the exam form is irrevocable.