

Office of Controller of Examination

11 Nov. 2024

Ref: Office of COE /Notice /Exam /Supple- Odd Sem /Registration /Nov /2024-25 /4

NOTICE

Supplementary Examination Registration (ODD Semesters) December 2024

Students who have a backlog or wish to apply improvement in odd semesters are hereby informed that registration link will be enabled from **11 Nov. 2024 (10AM) to 15 Nov. 2024 (5 PM)** for “ONLINE REGISTRATION & ONLINE PAYMENT OF FEE” for the scheduled supplementary examination in December 2024 (Offline Mode).

NOTE:

1. A student must only register for maximum four (4) Theory courses for supplementary examination including improvement.
2. Registration through the student portal must be done within the specified period only. No further extension shall be permitted under any circumstance. No application will be accepted in hard copy.
3. Students who have graduated/ CGPA criteria met will not be eligible for improvement examination.
4. Without payment of fee, registration of supplementary exam will not be considered.
5. After the complete registration of supplementary (including fee payment), registration will not be cancelled and fee paid will not be refunded.
6. **Supplementary exam registration will not be considered for students of 2023 Batch, who were debarred in December 2023 examination.**

✚ Online Supplementary registration process through (SAP) Student portal –

SAP Student Portal → Supplementary Registration link → Select the subjects → click on amount to display and submit

✚ Online Fee submission process through Orange Portal –

Login on Orange Portal → click on Fee Cart → select supplementary exam fee → submit & pay the fees in due payment column

Please Note-

1. Supplementary exam fee – 2000 INR per course
2. Only 2000 INR payment will be processed at a time through Fee Cart.
3. **For Payment of supplementary Fee:** - Please repeat the same process to payment of supplementary fee for more than one course.
4. It is recommended that do not initiate from multiple devices like mobile, laptop and complete the process and payment from one device.

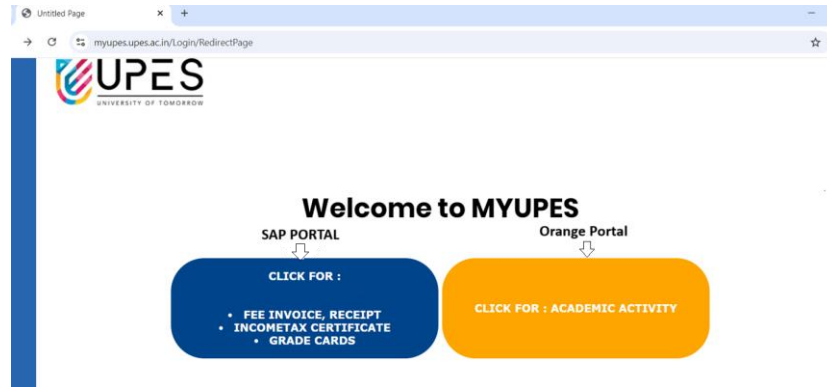


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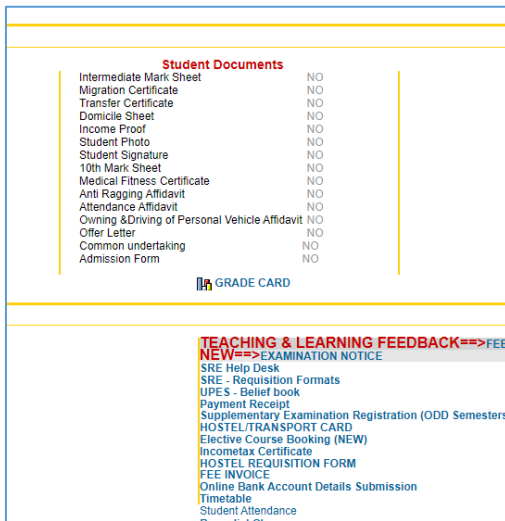
Please refer the step-by-step screen shot for more clarity.

SAP Portal- (For Registration of Supplementary Exam)

<https://myupes.upes.ac.in/Login>



1. Open Student portal (SAP) and click on Supplementary examination registration link.



2. Select the subjects → click on amount (please ignore the display amount Rs. 5000 on SAP portal) to display and submit

Student Details

Program of study MBA - (HR/Marketing/Finance/Operations)

Academic year 0000 Ac. year 2024-25

Academic Session 300 SUPPLE-EXAM-DEC

Module Assessments

Subject Code	Subject Text	Year	Session	Grade	Supplementary
DSIT7015	Spreadsheet Modelling	2023	Semester 1	B	<input type="checkbox"/>
DSQT7006	Quantitative Techniques for Managers	2023	Semester 1	B	<input type="checkbox"/>
ECON7006	Managerial Economics	2023	Semester 1	C+	<input checked="" type="checkbox"/>

Amount To Display

Orange Portal- (For Fee Payment of supplementary exam)

<https://myupes-beta.upes.ac.in/oneportal/app/auth/login>

1. Login on Orange Portal → Click on Fee Cart → select supplementary exam fee

The screenshot shows the UPES Student Portal dashboard. The 'Payment Details' section is active, with the 'Fee Cart' tab selected. Under the 'Fee Cart' tab, the 'Supplementary Exam Fee' option is checked. A 'Submit' button is visible at the bottom right of the 'Payment Details' section.

2. Submit & pay the fees in due payment column

The screenshot shows the 'Due Payment(s)' section of the 'Payment Details' page. The 'Net Payable' is ₹2,000.00. A table titled 'Schedule Payments' shows the following details:

Optional Fee Schedule 3	₹2,000.00
Supplementary Exam Fee	
Total	₹2,000.00

Buttons for 'Delete' and 'Pay' are located below the table.

The screenshot shows a payment confirmation dialog box overlaid on the dashboard. The dialog box contains the following text:

Please select an option to continue !

Razorpay Pay by money

We are processing your payment, do not refresh this page!

The background dashboard shows the 'Due Payment(s)' section with a 'Pay' button highlighted.

Payment successful!



Order Id	order_OyXNz41iYcsTfq
Transaction Id	pay_OyXP17zy6LxRmz
Amount Paid	[REDACTED]
Mobile Number	[REDACTED]
Email Id	[REDACTED]@stu.upes.ac.in

Print

Dashboard

Note- Please repeat the same process to payment of supplementary fees for more than one course.

Example- To pay fees for 2 courses (Rs 4,000), you have to pay Rs 2,000 twice.