User Manual

For Student

Applying for Qualification Based Subject Exemption
Process 1: Applying for Subject Based Exemption

1. Student will visit link SMASH.ICSI.IN. Enter valid user id and password. Enter captcha as shown on screen as per screen 1. Click on Submit Button.

2. After login student will click on module, then will click on Subject Exemption and click on link “Apply for Qualification Based Exemption Request”.

3. On the page opened, as per eligibility student will view only those subjects on which he/she is entitled to apply for exemption as per course and syllabus. Refer screen 3.
4. Now click checkbox against particular subject and click on apply button. Refer to screen 4.

5. On click of apply, student will be asked to upload Mark sheet and Certificate for qualification against which student is request for exemption. Student will have read instructions and click on Proceed button as shown in screen 5.
6. If student wish to remove and upload documents before proceed button is clicked, then click on remove link against particular document and upload it again by selecting relevant document again and click on upload button. Then click on Proceed button to make payment.
7. After click on proceed button, student will select relevant option from dropdown like Bill desk, Challan and Axis Bank. Refer Screen 7 & 8.

![Screen 7]

8. After selecting payment gateway, student will view transaction id and request if which he/she should note for future purpose. Now click on proceed button. Refer screen 9.

9. On successful payment, student will be able to view receipt and also take print out of same by clicking on print button as given on screen. Refer screen 10.
10. On success of payment if student again try to apply for same subject exemption then system will flash an alert that “Exemption is already requested for this subject” as shown in screen 11.
11. In order to view your exemption request after applying and successful payment, click on Module from menu bar, then click on Subject Exemption and click on link “Qualification Based Exemption Requests” as shown in screen 12.

12. On link opened, user will be able to view all request which he/she has made for qualification based exemption. Student can edit those applications on which admin as not taken action or admin has done “Call for” on those applications. Refer to screen 13.
13. In case admin has done call for on a particular application, student will select against that particular checkbox and click on “Edit” button.
14. Student will be able to view those documents which are disapproved and student need to upload disapproved documents again. Select document from document type which is disapproved by admin and upload it again. Refer to screen 15. After uploading documents student will have to enter remarks and click on Re-Submit button.

15. On Click of Resubmit button, status of application will be changed to Resubmitted and ICSI admin will be able to view those application for further processing. Refer to screen 16.
16. On approval by admin, exemption will be granted to student and status of application will be approved as shown in screen 17.
Process 2: Exemption Cancellation Request by Student

17. If student wishes to do cancellation of granted exemption, click on check box against that particular subject and click on “Cancel Exemption” button. Refer screen 18.

Screen 18

18. On successful submission of cancellation request user will receive message as “Cancellation request has been submitted.” Also status of such application will be changed to “Under Cancellation. Refer Screen 19.

Screen 19
19. In order to view cancellation request, go to Module->Subject Exemption and click on Qualification based Exemption Cancellation requests. Student will visit link which will show status of Exemption Cancellation request. Refer screen 21.

Screen 20

Screen 21
20. On approval by admin, request for cancellation of exemption will be granted and status of cancellation of exemption will be approved.

21. Also status in exemption grid link will be changed to cancelled.