National Research and Innovation Conference

NRIC 2025 Registration & Payment Guide (for KEMU Students)

Comprehensive Step-by-Step Booklet for King Edward Medical University (KEMU) Students & Organising Committee Members

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Table of Contents:

1. Purpose of This Booklet

This booklet provides an authoritative, end-to-end walkthrough of the NRIC 2025 registration and payment process for:

    a. **KEMU students** registering via nric2025.org.

    b. **Organising Committee (OC) members**, including Top Performers with full fee waiver and standard OC members eligible for discounted fee.

Follow every instruction carefully to avoid delays or invalidation of your registration. Retain this booklet, your email confirmations, QR code attachment, and the hand-written payment receipt until the day of the conference.

2. Quick-Start Checklist

    a. Completed online registration form on nric2025.org

    b. Received confirmation email with attached QR code (.png)

    c. Saved QR code to phone offline-accessible

    d. Valid CNIC / Student ID to show at payment counter

    e. **Exact cash PKR 1,500**, for standard fee – or OC discounted amount

    f. Visited Alumni Office (Patiala Block) **10:00–12:00** (_Mon 14 July onward)_

    g. Obtained hand-written payment receipt marked correctly

    h. Checked inbox for payment-confirmation email

3. Full Registration Workflow for KEMU Students

Step 1 – Online Registration on Website

    a. Navigate to the official portal https://nric2025.org.

    b. Click Register → Student (KEMU).

    c. Fill the form accurately:

        · Full legal name (as per CNIC).

        · Email Address

        · Active personal phone number (WhatsApp-enabled).

        · CNIC

        · KEMU Registration Number (e.g. KEUG–MBBS–XXX–XXX)

        · Year of Study

        · Whether you're a **PRESENTER** or **OBSERVER (Delegate)**.

    d. Review the Consent & Policies section, especially data-privacy terms.

    e. Hit **Submit**. A progress spinner will display for ~5–10 s.

    f. Upon success, the site displays "Registration Complete – Your Reg #" (e.g., KEMU2025……). Copy this number; it will also appear in your email.

Troubleshooting:
- If the page hangs >30 s, reload once. Multiple submissions create duplicates → avoid.
- Use Chrome/Edge latest version; Safari (iOS) is fully supported.

Step 2 – Confirmation Email & QR-Code Handling

    a. Within a few minutes you will receive a subject line: NRIC 2025 – Registration Confirmed

    b. Open the email. It contains:
- Your full registration profile (auto-populated from the form).
- **Attached file:** nric–payment-qr–KEMU2025-XXXX.png (≈25–40 KB).

    c. Verify attachment integrity: open to ensure the code renders clearly with no artifacts.

    d. Save this QR code somewhere for offline access (in case you don't have internet at the time of payment).

Do not delete this email. Without the QR code you cannot proceed to payment. Loss of code will require manual re-issuance (takes 24–48 h).

Step 3 – Preparing for On-Campus Payment

- **Payment window opens:** Monday, 14 July 2025 and continues Monday to Saturday until further notice.
- **Venue:** Alumni Office, Patiala Block, Ground Floor.
- **Officer-in-charge:** Mr. Mohsin (Alumni Relations).
- **Official hours:** 10:00 am – 12:00 pm (subject to change; final timetable posted outside office).
- **Bring:**
  - i. Digital QR code (brightness at max if phone screen).
  - ii. Exact cash amount (to speed up queue handling).
  - iii. CNIC / Student ID for identity confirmation.

Queue-Management Notes:
The office uses a first-come. In case of a rush, kindly queue up and wait your turn.

Step 4 – Paying at the Alumni Office (MOST IMPORTANT STEP)

    a. At your turn, present QR code to Mr. Mohsin. He will open the "NRIC Verify" app.

    b. The app auto-scans and instantly displays:
- Your reg # and name and payment details.
- Fee status (Pending).
- Data checksum (green ✓ = authentic).

    c. Hand over cash:
- Standard student fee of PKR 1500.

d. Receive hand-written receipt:
- Ensure it includes: reg #, amount, date, Alumni Office – NRIC, authorised signatures.
- Double-check spellings and details

e. The app status flips to Paid (green). **Our servers are updated within 60 s.**

f. Exit promptly to keep the line moving.

Safety & Compliance:
- Payments outside official hours or **to individuals other than Mr. Mohsin** are invalid.
- In case your **CONFERENCE PROFILE** (will be made available to ALL participants soon) shows that your payment status is PENDING. Your manual handwritten receipt will serve as the proof when contacting support.

Step 5 – Post-Payment Confirmation
- a. Within a minute or two you'll receive a Payment Confirmed email.
- b. If email not received → wait full 3 hours, then follow up with Conference Representatives (Support) team for troubleshooting.

4. Special Instructions for Organising Committee (OC) Members

1. Eligibility

All **verified** OC members will be awarded full fee waiver for NRIC 2025, and will be assigned conference day duties and stations.

Important: If your name is absent from the OC list, you must proceed via standard student workflow, and register to be able to attend the conference.

5. Frequently Asked Questions (FAQ)

1. I didn't get any email. What now?
    - Check spam / promotions tabs.
    - Ensure mailbox not over quota.
    - After 2 h, request confirmation from our Support team, details available on **nric2025.org/contact**.

2. Can I pay someone else's fee?
    - No, you cannot pay fee on anyone else's behalf.

4. Payment confirmation email missing after 3 h?
    - Verify that Paid status shows in My Profile on portal. (Once portal is live).
    - If pending, request confirmation from our Support team, details available on **nric2025.org/contact**.
    - If portal is not live, still request confirmation from our Support team.

5. Alumni Office timings clash with my exam?
    - You may visit on a day other than the day of your exam.