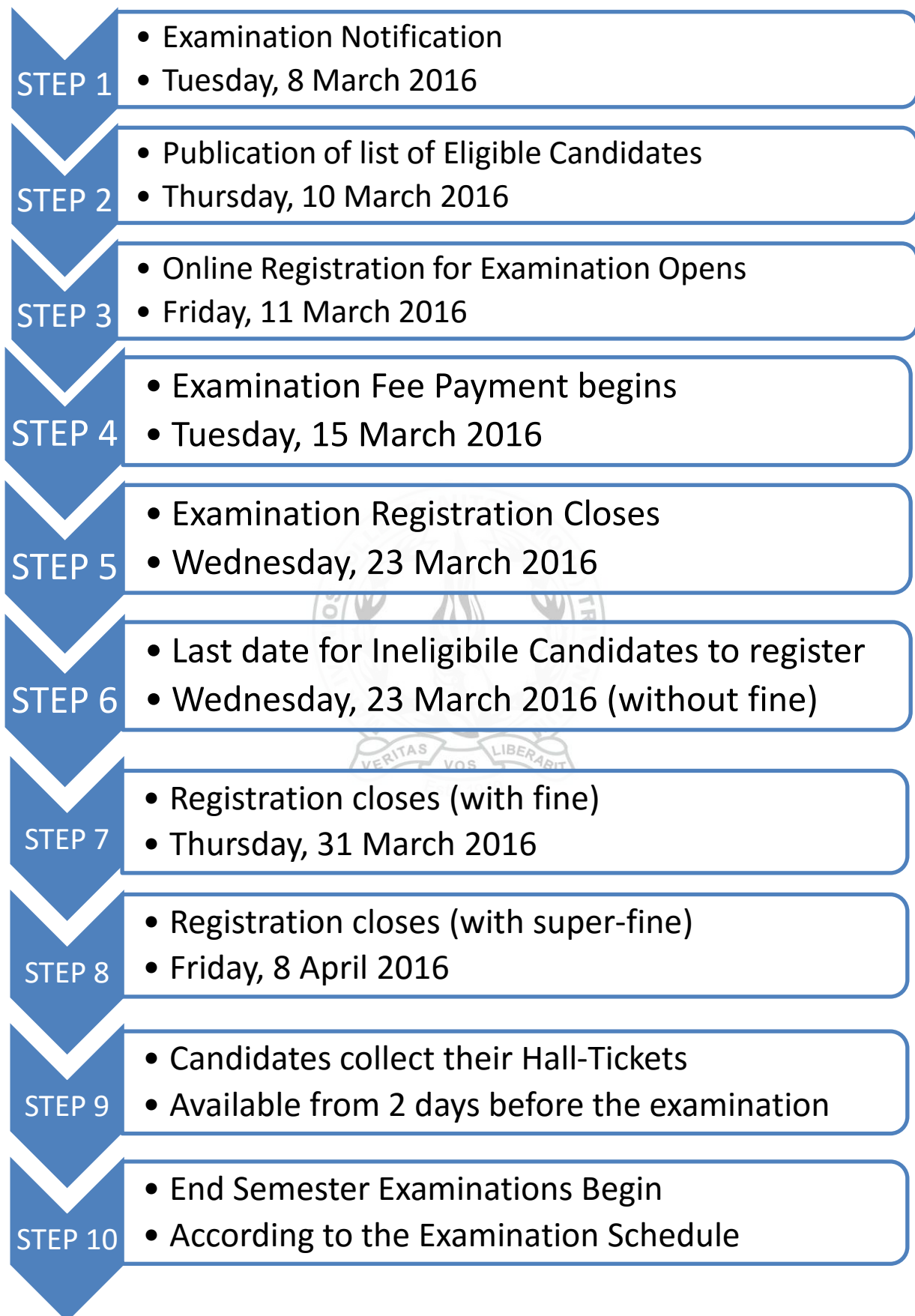


ONLINE REGISTRATION FLOW CHART FOR END SEMESTER EXAMS



EXPLANATION OF THE STEPS

STEP 1: NOTIFICATION OF EXAMINATION

- The Controller of Examinations notifies the dates of the S2 and S4 FDP and PG End Semester Examinations on 8 March 2016.

STEP 2: PUBLICATION OF LIST OF ELIGIBLE CANDIDATES

- The Attendance Committee publishes the list of candidates [eligible to register](#) for the ESE on 10 March 2016.
- A student is eligible to write the examination if s/he has a cumulative attendance of 75%.
- This List of Eligible/ Ineligible Students is shared with the Office so that fees of only the Eligible Students are collected.

STEP 3: ONLINE REGISTRATION FOR EXAMINATION OPENS

- Students register online from 11 Friday by signing in from the STUDENT LOGIN link on the College website and following the [instructions](#) given.
- Only those students who have 75% attendance will be able to generate the Examination Registration form.
- Those students who are ineligible for registration shall get [necessary clearance from the concerned authorities](#).

STEP 4: EXAMINATION FEE PAYMENT BEGINS

- Collection of Examination Fees begins on 15 March in the College according to the published schedule.
- Students should download and print the Examination Registration Form after registering online for the examination, check whether all the details are correct, get the signature of the Faculty Advisor, and submit this Registration Form along with their fees to the College Office.
- If there are any errors in the Registration Form (in the Name, DOB, Courses, etc), these may be brought to the attention of the IT Administrator in the Computer Centre. Students shall bring supporting documentary evidence to effect the corrections. Students who correct errors at the Computer Centre shall get the signature of the Faculty Advisor after this, and then make the payment of fees.
- They may also take a photocopy of the Examination Registration Form for their personal reference.
- Students who successfully register for the examinations can download a copy of their Examination Registration Form from their STUDENT LOGIN until examination registration finally closes; i.e., till 8 April 2016.

STEP 5: EXAMINATION REGISTRATION CLOSES

- Examination Registration closes for all eligible students on 23 March without fine.
- All eligible students should have paid their fees at the College Office by this date.
- This is the last date for payment of examination fees without fine.

STEP 6: LAST DATE FOR INELIGIBLE CANDIDATES TO REGISTER

- Candidates who do not have 75% attendance can get the [lack of attendance cleared](#) by submitting the necessary documents to the concerned authorities and register online for the examinations.
- Their fees will be collected at the College Office only on one day, i.e., 23 March, without fine.

STEP 7: REGISTRATION CLOSES (WITH FINE)

- Those candidates who fail to clear their lack of attendance by 23 March can do so until 31 March and pay their fees at the College Office with a fine of Rs. 50/-.
- Such candidates shall follow the same procedure as the rest of the candidates, i.e., they shall register online, check for errors (and get it corrected, if any), get the signature of their Faculty Advisor and pay the necessary fees with fine at the College Office.

STEP 8: REGISTRATION CLOSES (WITH SUPER-FINE)

- Those candidates who fail to clear their lack of attendance by 31 March, can do so until 8 April and pay their examination fees at the College Office with a super-fine of Rs. 250/-.
- Such candidates shall follow the same procedures as the rest of the candidates with the exception that the candidate will have to get the signature of the Principal/ Vice Principal instead of the Faculty Advisor.
- Students cannot register for their End Semester Examinations after this date.
- The Examination Registration Forms of all students will be sent to the Controller of Examinations Office on 9 April, and Hall-Tickets of all examination will be sent by the Controller's Office to the College Office two days prior to the commencement of the examination of any batch.

STEP 9: CANDIDATES COLLECT THEIR HALL TICKETS

- Candidates can collect their Hall Tickets from two days before the scheduled start of their examinations from the College Office.
- They should ensure that the signature and seal of the Controller of Examination is affixed on their Hall Ticket.

STEP 10: END SEMESTER EXAMINATION BEGINS

- End Semester Examinations of FDP and PG S2 and S4 begin according to the published schedule.
- Candidates will be allowed to enter the Examination Hall and write the exam only if they have the Hall Ticket validated by the Controller of Examinations

ADDITIONAL INFORMATION ON RELEVANT PROCEDURES

1. HOW ELIGIBITILY TO WRITE THE END SEMESTER EXAMINATION IS CALCULATED

- To be eligible to write the End Semester Examination, a student should have minimum 75% attendance cumulatively.
- The attendance is calculated on the basis of the total number of working days from the beginning of the semester up to 9 March 2016. For example, if there are 60

working days up to 9 March and the student is absent for a total of 25 hours up to that date, the student has attendance of 91.7% (275/300 hours).

- This attendance percentage is determined only to decide the eligibility to write the ESE.
- This percentage has nothing to do with internal marks for attendance. Internal marks for attendance for a particular Course will be calculated on the basis of real hours attended for that particular Course.

2. HOW INELIGIBLE CANDIDATES CAN CLEAR THE LACK OF CUMULATIVE ATTENDANCE

- Students who were absent due to participation outside college in inter-collegiate competitions or were representing the College for any event, shall get maximum 10 days (50 hours) leave in a semester if they submit a leave application form with necessary valid documents to the Computer Centre. These shall be scrutinized by the Attendance Committee and decisions taken. These hours shall be distributed equally to all the courses in the semester.
- Students who participated in any co-curricular activities on campus shall get maximum 5 days (25 hours) attendance for such activities if they submit a leave application with necessary supporting documents to the Computer Centre. Their applications for leave will be scrutinized and sanctioned by the Attendance Committee. These sanctioned leaves will also be distributed equally to all the courses.
- Members of the College Union will get 10 days (50 hours) instead of the 5 days given to other students. The procedure for granting this special leave is the same as above.
- Students who participate in all of the above kind of activities need not wait till the Eligibility List is published. They can submit the leave application form as and when they take leave to the Computer Centre with necessary supporting documents.
- Both the above kinds of sanctioned leave are eligible for internal attendance marks.
- Students who fail to get 75% cumulative attendance after the above procedures have two options:
 - First, if they fall short of 75% attendance by a maximum of 10 days (50 hours) they can apply for condonation from the Principal according to procedure.
 - They can apply for such condonation only twice in six semesters. If they do not have 75% attendance a third time, they have to get re-admission and sit along with the next batch and get necessary attendance marks to be able to write the examination.
 - Second, they can approach the Vice-Principal, who shall decide the validity of their claims and make necessary recommendation to the Principal on a case-by-case basis.
 - Only leave may be sanctioned for such lack of attendance; such leave will not be eligible for internal marks. This procedure is only to grant the student eligibility to write the ESE.

3. INSTRUCTIONS FOR ONLINE REGISTRATION

To register for the End Semester Examinations, students should follow the procedure below:

- i. Student should go the STUDENT LOGIN link on the College website and login using their given username and password.
- ii. To register for the ESE click on the Examination Registration link in the left column. You will be taken to a page with a REGISTER button. Click on this button to register for the examination.
- iii. If you do not have the required attendance you will not be able to register.
- iv. If you are eligible to write the examination, you will be taken to a page with all relevant details of your examination (like name, class, registration number, names of courses, etc). Please read all the information given on this page very carefully and check for any errors.
- v. If there are any errors please take a print out and take it to the Computer Centre along with necessary supporting document(s) to make the correction.
- vi. After the corrections are made, or, if there are no corrections, please take a print out and get it verified and signed by your Faculty Advisor.
- vii. After this, take this Examination Registration Form with the signature of your Faculty Advisor to the College Office, submit your Examination Registration Form at the College Office, pay your fees and collect your fee receipt on the scheduled date for your class. Your registration is complete with the payment of fees.
- viii. Collect your hall-ticket form the College Office before the examination; it will available at the Office from two days before the commencement of your examinations.
- ix. For any doubt or help regarding Examination Registration, please contact the Vice-Principal or the IQAC Coordinator.

4. INSTRUCTIONS FOR REGISTERING FOR IMPROVEMENT EXAMINATION (FOR S4 STUDENTS)

- i. S4 students who wish to write S2 Improvement examinations can also register online for this examination.
- ii. To register for the Improvement Examination, click on the Examination Registration link after logging in with your username and password.
- iii. You will be taken to a page with two links. The first link is to register for your S4 examination and the second link is to register for the S2 Improvement examination. Click on the second link if you want to write the Improvement examination.
- iv. You will be taken to a page where you will be able to choose the Courses for improvement examination. Select the courses and take a print out and follow steps v. to ix in the previous instruction.
- v. Please remember that you will need a separate Examination Registration Form and a separate Hall-Ticket for your improvement examination.