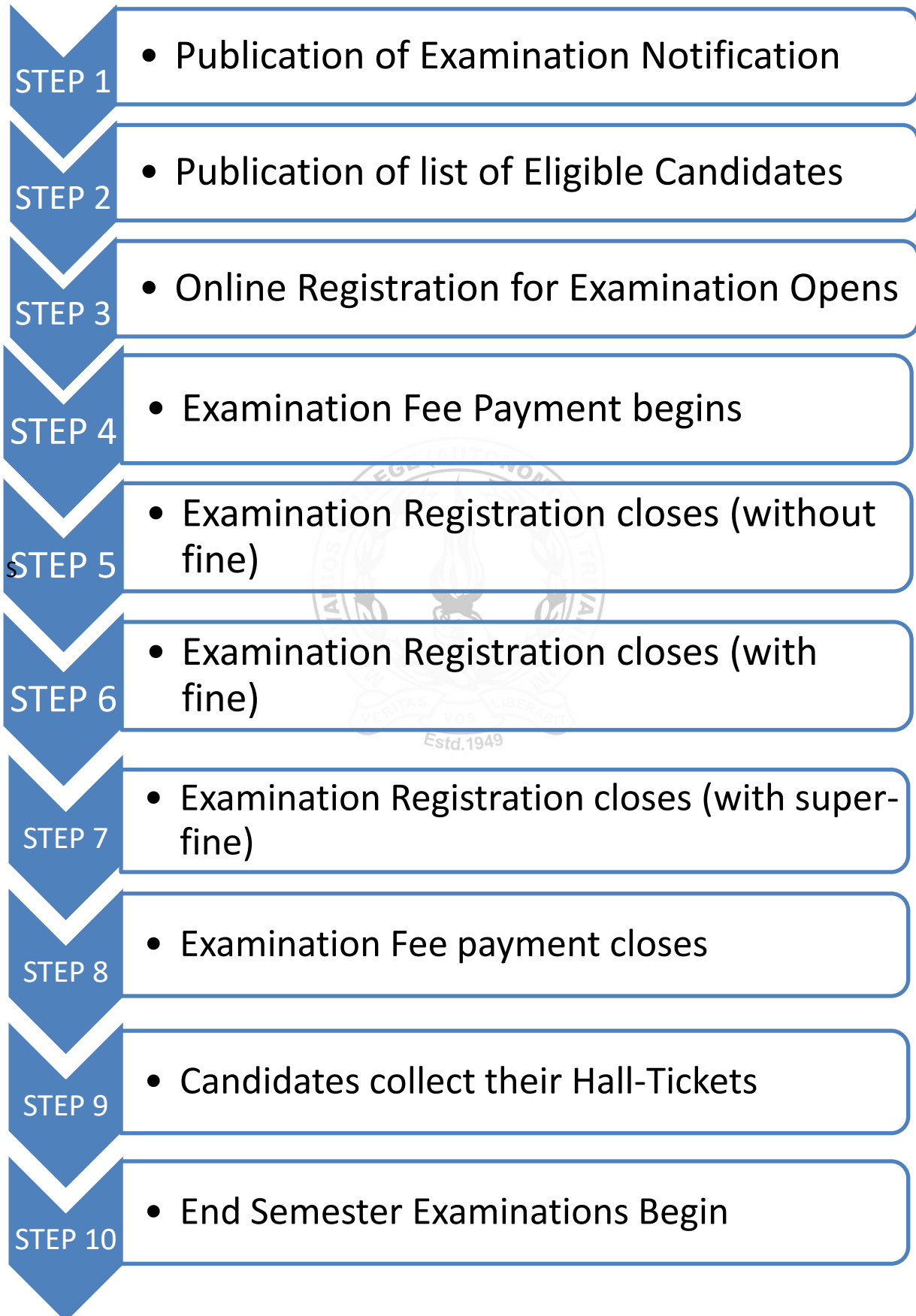


# MAR IVANIOS COLLEGE (AUTONOMOUS)

## 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 End Semester Examinations. This will be announced and published on the Notice Board and website.

### **STEP 2: PUBLICATION OF LIST OF ELIGIBLE CANDIDATES**

- The Attendance Committee publishes the list of candidates eligible to register for the ESE.
- A student is eligible to write the examination if s/he has a cumulative attendance of 75%.

### **STEP 3: ONLINE REGISTRATION FOR EXAMINATION OPENS**

- Students register online 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 not eligible for registration should get necessary clearance from the concerned authorities.

### **STEP 4: EXAMINATION FEE PAYMENT BEGINS**

- Collection of Examination Fees begins 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 until examination registration finally closes.

### **STEP 5: EXAMINATION REGISTRATION CLOSES (WITHOUT FINE)**

- Examination Registration closes for all eligible students without fine.
- All eligible students should have paid their fees at the College Office by this date.

### **STEP 6: EXAMINATION REGISTRATION CLOSES (WITH FINE)**

- Candidates who do not have 75% attendance can get the lack of attendance cleared by submitting the necessary documents to the Vice-Principal and register online for the examinations.
- They should pay the examination fees with a fine of Rs. 50/- on the designated date.

#### STEP 7: EXAMINATION REGISTRATION CLOSES (WITH SUPER-FINE)

- Candidates get a final chance to register for the examination by paying a super-fine of Rs.250/- on a designated date. They should have got necessary clearance for attendance shortage by this date.
- 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/ Vice Principal and pay the necessary fees with fine at the College Office.

#### STEP 8: EXAMINATION FEE PAYMENT CLOSES

- Fee payment for the End Semester Examination will close after the last date for paying the fees with super-fine.
- No candidate will be allowed to register for the End Semester Examination after the final date for fee payment closes; such students will not be able to write their ESE.

#### 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 and that all details are entered correctly.

#### STEP 10: END SEMESTER EXAMINATION BEGINS

- End Semester Examinations 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. Please read the GENERAL INSTRUCTIONS FOR EXAMINATIONS before you enter the Exam Hall.

#### ADDITIONAL INFORMATION ON RELEVANT PROCEDURES

1. HOW ELIGIBILITY 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 the date of registration for the examination. For example, if there are 60 working days up to the date of registration 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 are eligible for any kind of 'duty leave' stipulated by the University can get a maximum of 10 days or 50 hours of leave.

- Students who are eligible for leave need not wait till the Eligibility List is published. They can submit the leave application form as and when they take leave to the Vice Principal, Dr. K. Oommachan, with necessary supporting documents. There is no leave on medical grounds. For further rules and regulations about attendance, please see ATTENDANCE REGULATIONS under RULES AND REGULATIONS in the ACADEMICS tab on the home page of the College website.

### 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 Computer Centre.

### 4. INSTRUCTIONS FOR REGISTERING FOR IMPROVEMENT EXAMINATION

- i. Students who wish to write Improvement examinations can also register online for this examination.
- ii. To register for the Improvement Examination, click on the Improvement Examination Registration link after logging in with your username and password.
- iii. Follow instructions to complete the registration process and pay the fees.
- iv. Please remember that you will need a separate Examination Registration Form and a separate Hall-Ticket for your improvement examination.