

OFFICE OF THE CONTROLLER OF EXAMINATIONS
ALIGARH MUSLIM UNIVERSITY, ALIGARH

COE/020

Date: 27.04.2020

SUBMISSION OF ONLINE EXAMINATION FORM

SESSION: 2019-20 (EVEN SEMESTER)

1. The scheme for the conduct of Final / End-semester examinations of the University shall be notified on the University website www.amucontrollerexams.com in due course of time as and when the situation becomes conducive for conducting the same after considering the evolving situation.
2. All eligible regular students who are continuing their studies in the Even Semester (2019-20) will have to fill up the online Registration-cum- Examination Form as per the following schedule:

S.No.	DATE(S)	REMARKS
1	18 May 2020	Last date for filling up the Online Registration-cum- Examination Form
2	21 May 2020	Last date for dropping courses from Registration / End of Registration

3. All **ex-students** who are not continuing their studies in the Even Semester but wish to appear only in the End-Semester examination of backlog courses will also have to fill the online Registration-cum-Examination Form as per the above schedule.
4. A student who does not complete the Registration process within time as outlined above will ordinarily not be allowed to sit in the End-Semester Examination. However, such a student may appeal to the Vice-Chancellor stating the reasons for not being able to complete the Registration process within time and the Vice-Chancellor, if satisfied with the reasons, may allow the filling of the online Registration-cum- Examination Form of the student with a late fee of **Rs. 500/-**

Procedure For Filling The Online Registration-Cum- Examination Form:

- a) All students should fill up the Online Registration-Cum- Examination Form whose link is given on Controller's Office website: www.amucontrollerexams.com
- b) The students can login into their account created in the Odd Semester using their Enrolment No. & password.
Note: Students who did not register up on the website in the Odd Semester will have to first register on the website by following procedure given below.
- c) After login, the students should properly enter the paper(s) they are studying in the current semester and backlog paper(s), if any, with / without attendance requirement in the relevant columns. However, students of Faculty of Engineering & Technology who have already registered, need not fill the paper details again.
- d) Pressing the submit button will result in **submission** of the Registration-cum-Examination Form. There is no need to submit the print-out/hard copy of the Registration-cum-Examination Form in the University.

- e) The students are however advised to take a **printout** of their Registration-cum-Examination Form and carefully go through it for any discrepancy in the course code/course title as the students will only be entitled to appear in the examination of only those papers in which they have registered. **Correction/Modification, if any, in the registered papers is to be made ONLINE only up to May 21, 2020.**
- f) Regular students need not make any examination fee payment with their Form. However, ex-students will have to make a payment of Rs. 200/- towards examination fee. The payment is to be made Online only after vetting and approval of their Registration-cum-Examination Form by the Controller's office.

Registration of students:

(only applicable for those students who have not registered in the previous semester)

- i) Students should register themselves online by following the link given on Controller's Office website: www.amucontrollerexams.com
- ii) Students should keep the electronic(soft) copy of their recent front facing passport size Photograph, Signature and Thumb Impression ready before they visit the website.
- iii) Students will **FIRST** create their online account using their **Enrolment No., Faculty No., Name, mobile no. & email**. After successful creation of their account the students can login using their Enrolment No. & password.
- iv) After login, the students will have to fill their personal particulars (as per their Secondary School record), upload their photo, signature & thumb impression

Note: The uploaded photo is to be used for generation of Examination Hall Ticket. It has to be ensured that the **photograph must be in colour with a background that is uniform, plain and white, and free of shadows.** It must Rectangular shaped (meaning width and height must be like, for example 600px by 840px or 2.5 x 3.5 cm in size if printed on paper).



Controller of Examinations

Distribution:

1. All Deans of Faculties / Dean, Students' Welfare/ Proctor
2. All Chairmen, Department of Studies
3. All Provosts, Halls of Residence/NRSC
4. Director, DOSE/Computer Centre
5. Director, AMU Centres at Malappuram, Murshidabad & Kishanganj
6. Secretary, Univ. Games Committee
7. Coordinator, Centre of Professional Courses/ CEC
8. Principals, Women's College/Z.H. College of Engg. & Tech./A.K. Tibbiya College/J.N. Medical College/University Polytechnic/Women's Polytechnic
9. SPA to Registrar /Controller of Examinations/Finance Officer
10. J.R. (Legal)/(Admissions)
11. MIC (PRO)
12. Assistant Registrar Vice-Chancellor's Secretariat.
13. Guard file.