OFFICE OF THE CONTROLLER OF EXAMINATIONS
ALIGARH MUSLIM UNIVERSITY, ALIGARH

D.No. XM/166   Date: 29.07.2024

<u>NOTICE</u>

All regular continuing students of the University (including Ph.D. scholars) have to pay the Continuation Charges and register for the papers/course work that they will be pursuing in the forthcoming Semester/Prof./Session for the Session 2024-25 by filling up the online Registration form as per the following schedule:

Event	From	To
Last date of Registration (without late fee)	July 30, 2024	August 12, 2024
Last date of Registration (with late fee of Rs 500)	August 13, 2024	August 16, 2024
Last date of Registration (with late fee of Rs 1000)	August 17, 2024	August 20, 2024

Note: Registration after the above schedule will not be permissible.

PROCEDURE FOR REGISTRATION:

All eligible students must log in at the portal **https://amucontrollerexams.com/registration** with their user name (enrolment number or registered email) and password they have created in their previous semester registration. **Students who do not have login credentials need to sign up to proceed ahead.**

1. Choose the option—FYUP and OTHERS on the dashboard (as applicable) to proceed to Registration Menu for completing the details.
2. Fill/Review the profile information such as photograph, signature, Programme, Faculty No., Hall etc.
3. Choose/Fill the Paper Code, Title of Paper, Mode for the papers that the student intends to study.
   Note: Students are advised to check their eligibility to register in the papers concerned. In case of any doubt the student may contact the respective Dean/Chairman/Principal Office about it.
   If at any stage it is found that the student has registered for papers in which he/she is not eligible then registration in all such papers will be cancelled by the University and the student will have no claim for sessional/internal assessment/classroom attendance/eligibility to appear at examination in all such papers.
4. Make Payment of the Continuation charges. Students have to deposit the prescribed fee ONLINE mode only on the portal itself.
   Note: Students admitted under NRI/Foreign National category have to make a separate additional payment, as applicable, at the Finance Office/Bank.

5. Print Registration Card and Fee deposit Slip in Triplicate. Affix photograph on designated space along with original signature on all three Registration Cards. Submit one duly signed Registration Card at the Provost Office and Dean/Principal's Office each and retain one copy.

ACCOMMODATION ALLOTMENT:

In addition to Registration Card, tentative Accommodation Allotment Slip (wherever applicable) will also be generated. The Accommodation Allotment Slip mentions the tentative allotment of Hall/Hostel/Room to the student which may change and is subject to final approval by the concerned Provost/Warden.

Students should submit the following documents at the time of reporting to the Provost's Office:
1. Registration Card.
2. Fee Receipt.
3. Copy of Proof of identity (Student ID Card/Aadhar/Passport/Driving License etc.)
4. Copy of the Accommodation Allotment Slip (wherever applicable).

Students may contact Mr. Mashhood Ras, Reception Counter of the Controller's Office during office hours for any query/issue relating to registration. In case of any discrepancy in the student's particulars and/or allotment details, the student may fill up and submit the requisite Performa available on the website:

https://amucontrollerexams.com/registration

Assistant Controller
Examinations

Copy to:
1. All Deans of Faculties with the request for circulation to various Department of Studies/ Coordinators/Director of Centres
2. DSW/Proctor
3. Principal, Women's College
4. University Librarian, M.A. Library
5. All Principals of Colleges/Polytechnics/Co-ordinator, NEP Cell.
6. Provosts, Halls of Residence/NRSC
7. Nodal Officer, AMU Centres for information to the Centres
8. MIC, Public Relations
9. OSD (Development)/OSD (VC Office)
10. Assistant Registrar, Vice Chancellor for information
11. AFO (Students) Section
12. PS to Registrar/Finance Officer, SO to COE for information
13. All Sections of COE Office/Guard File

ALIGARH MUSLIM UNIVERSITY, ALIGARH

APPLICATION FOR CORRECTION IN DETAILS ON THE REGISTRATION PORTAL

The Controller of Examinations
AMU, Aligarh

Sir,
I have registered and paid my continuation charges for the Session 2024-25. However, my details as available on the Registration Portal need to be updated as given below:

S.No.	Particulars	Correct Details	Put a Tick Mark if correction required
1	**Name**		
2	**Enrolment No.**		
3	**Faculty No.**		
4	**Course**		
5	**Hall**		
6	**Hotel***		
7	**Room No.**		
8	**Email**		
9	**Mobile**		

- Specify the Name of Hostel or alternatively mention Waiting if not yet allotted. Non-Resident Girl students should write 'NR'.

You are requested to kindly direct the concerned Section to update my details on the Registration Portal.

Yours faithfully

Date: _____   Full signature of Student

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CERTIFICATE FROM THE PROVOST WHERE RESIDING

Certified that the particulars of the student _____(name) as given above have been verified from the Hall records.

Signature of the Provost
with Seal

(Note: The above application should be submitted at Reception Counter, Controller's Office by the student)