

## EXAM REGISTRATION PROCESS

Use Google Chrome & Log in to Student Zone → Examination → **Register for Exam**

Home Page Displays: **Verify Registration Information** which has student contact details & enrollment

**Edit Contact Information:** Incase of any wrong number Email ID / mobile number

If correct click → **My Information is Correct, Proceed**

**Verify Registration Information**

Email  
abc@nmims.edu

Mobile  
2222222222

Alternate Phone  
1111111111

Program  
PGDHRM

Enrolled in  
Jan-2015

Registration History  
Sem 1: Jan-2015

**Edit Contact Information** **My Info. is Correct, Proceed** Cancel

**Note:** Please verify information displayed here before proceeding with Exam booking. If you find any discrepancy, please report it to [ngasce@nmims.edu](mailto:ngasce@nmims.edu) immediately.  
We recommend you to complete Exam Registration using Google Chrome or IE 10 onwards.

Select the subjects for which you want to appear for June, 2015 Examination. By default it shows all selected. Only where the assignment/s was submitted you can book the Term End Examination.

## Select subjects for Jun-2015 Exam : Applicable Subjects (6)

Sr. No.	Program	Sem	Subject	Assignment Submitted	Booking Status	Select	Actions Permitted	Exam Center Booked
1	PGDITM	1	Business Communication and Etiquette	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	
2	PGDITM	1	Business Economics	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	
3	PGDITM	1	Corporate Social Responsibility	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	
4	PGDITM	1	Information Systems for Managers	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	
5	PGDITM	1	Management Theory and Practice	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	
6	PGDITM	1	Organisational Behaviour	Yes	Not Booked	<input checked="" type="checkbox"/>	Select Payment Mode	

[Select Payment Mode](#)
[Back](#)

**Note:** You are allowed to book for an exam only if you have submitted the internal assignment in current or previous attempts. Please verify your assignment submitted status in table above.

Click on → **Select Payment Mode**

The subjects selected by student along with applicable Exam Fees & Exam Time Table is displayed with the **Total Exam Fees payable amount**

## Select Payment Mode

### Selected Subjects Time table

Sr. No.	Subject	Sem	Date	Start Time	End Time	Exam Fees
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	500/-
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	500/-
3	Business Economics	1	Wednesday, 17-Jun-2015	10:00:00	12:30:00	500/-
4	Corporate Social Responsibility	1	Thursday, 18-Jun-2015	10:00:00	12:30:00	500/-
5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	500/-
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	500/-
<b>Total</b>						<b>3000/-</b>

### Select Payment Mode

☒ Online Payment (Debit Card / Credit Card / Netbanking)

☐ Demand Draft

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**We encourage students to select Online payment mode for faster Exam Registration.**

Select Payment Mode: **☑ Online Payment (Debit Card or Credit Card or Net Banking)**

Click on → **Proceed**

Students need to be extremely cautious while selecting the Exam Centre of his/her choice from the drop down list based on Exam Centre Availability and Capacity. Exam Centre availability is on first cum first basis.

\*To change wrongly selected exam centre: Processing Fee of Rs.200/- in total is additionally charged. (Pls. refer to the details on Pg.6)

Select Exam Center

Sr. No.	Subject	Sem	Date	Start Time	End Time	Select Exam Center (Available/Capacity)
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	Please Select Exam Center
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	Please Select Exam Center
3	Business Economics	1	Wednesday, 17-Jun-2015	10:00:00	12:30:00	Please Select Exam Center
4	Corporate Social Responsibility	1	Thursday, 18-Jun-2015	10:00:00	12:30:00	Please Select Exam Center
5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	Please Select Exam Center
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	Please Select Exam Center

Total Exam Fees: 3000/-

Proceed to Payment Gateway
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## Select Exam Center

Select Exam Center


Sr. No.	Subject	Sem	Date	Start Time	End Time	Select Exam Center (Available/Capacity)
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (100/100)
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (100/100)
3	Business Economics	1	Wednesday, 17-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)
4	Corporate Social Responsibility	1	Thursday, 18-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)
5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)


Total Exam Fees: 3000/-

Proceed to Payment Gateway
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After selecting the Exam Centre Click on → **Proceed to Payment Gateway**

Pls. keep your Debit/Credit Card details readily available as you get 5 minutes to complete transaction.

Click → 

**NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION**

Please note you will have 5 minutes to complete transaction. Are you sure you want to proceed?

**OK** **Cancel**

**WELCOME TO NGASCE STUDENT ZONE**

**Select Exam Center**

Sr. No.	Subject	Sem	Date	Start Time	End Time	Select Exam Center (Available/Capacity)
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (100/100)
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (100/100)
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5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	Mumbai : xyz, Vile parle (99/100)

**Total Exam Fees: 3000/-**



**Proceed to Payment Gateway** **Back**

Pls. enter your valid Card details in the respective boxes



Order No :



Total Amount : **INR 3000**

**HDFC Bank Credit Card** >  
HDFC Bank Debit Card  
Other Bank Credit Card  
Other Bank Debit Card  
Net Banking

  
Name On Card :   
Card Number :   
Card Expiry :  /   
Card CVV :

**Make Payment → INR 3000**  
[Cancel Payment](#)

  
**VERIFIED by VISA** **MasterCard SecureCode**

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On successful payment transaction

**Finish Your Order**  
1. Make Payment → 2. Bank Authorization → **3. Finish Your Order**

**Success!**

Payment Status : **Authorized**  
Payment ID : 36558150

Please wait, redirecting to Merchant..

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## Exam Booking Status is displayed with Transaction Status successful & Exam Centre Booked

(Pls. check carefully)

### Exam Booking Status

Your seats are booked. Hall ticket will be available for download shortly. Please [click here](#) to verify subjects pending to be booked.

Program : PGDITM

Sr. No.	Subject	Sem	Date	Start Time	End Time	Transaction Status	Booking Status	Exam Center Booked
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai
3	Business Economics	1	Wednesday, 17-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai
4	Corporate Social Responsibility	1	Thursday, 18-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai
5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	Online Payment Successful	Booked	xyz,Vile parle,Mumbai

Total Exam Fees Paid: INR. 3000/-

[Download Exam Booking Receipt](#)[Back to Home](#)

Click on → **Download Exam Booking Receipt**

Exam Booking Receipt is displayed which needs to be downloaded & saved by the student and alternatively an auto-generated email is sent with the exam registration details on the registered student email id for reference.

Program : PGDITM

Exam Receipt Generation Date : 04-May-2015

Sr. No	Subjects	Sem	Date	Start Time	End Time	Payment Mode	Exam Center Booked
1	Management Theory and Practice	1	Monday, 15-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai
2	Organisational Behaviour	1	Tuesday, 16-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai
3	Business Economics	1	Wednesday, 17-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai
4	Corporate Social Responsibility	1	Thursday, 18-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai
5	Information Systems for Managers	1	Friday, 19-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai
6	Business Communication and Etiquette	1	Saturday, 20-Jun-2015	10:00:00	12:30:00	Online	xyz,Vile parle,Mumbai

Exam Fees Paid: INR. 3000/-

Note:

- 1) This document is NOT a Hall ticket.
- 2) Hall Ticket will be made available for download on Exam Portal 15 days prior to Exams.
- 3) The University reserves right to shift students to another available exam center in case of any unavoidable circumstances.
- 4) This is an auto-generated Exam Booking Receipt and requires no signature.

**\*Student Wrongly Selected EXAM CENTRE CHANGE Requests:**

Whilst doing the Online Examination Registration students need to be utmost cautious in selecting the available Exam Centre's from the drop down list. In case the student selects wrong Exam Centre or a particular exam centre and requests to change the wrongly selected Exam Centre: **The University will charge additionally Processing Fee (Rs.200/-) for Change of Exam Centre in TOTAL per student and not per subject. Processing Fee will be accepted only Online. Wrongly selected exam centre change request will be accepted only till the Exam Registration window is open. No request to change the selected exam centre will be considered after the closure of the Exam Registration window.**

**Pls. Note:**

- ➔ Processing Fee Payment does not indicate that the student will be allotted that respective Exam Centre. It is based on Exam Centre availability and also based on approval.
- ➔ In case the student commits the same error once again in selecting the exam centre, the student will then be **charged additionally (Rs.200/-)** per request.

**Student needs to send an email only to the following email id: [ngasce.exams@nmims.edu](mailto:ngasce.exams@nmims.edu)** mentioning the respective subject/s where exam centre needs to be changed and also give confirmation via email regarding the payment of processing fees. Student will be intimated by email after approval to change the Exam Centre only then the student will be able to select the Exam Centre subject to Exam Centre Availability.

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**Pls. Note:**

1. Only students who have initially submitted the Internal Assignment for the respective subject/s will be allowed to register for the June, 2015 Term End Examination of those respective subject/s.
2. Exam Centre selection /availability is on first cum first basis. Pls. do not wait till last minute for exam registration.
3. **Exam Fees once paid will not be Refunded nor carry forwarded to the next scheduled exam cycle.**

4. **The University reserves rights to shift students to another available exam centre incase of any unavoidable circumstances.**
5. Incase DD option is selected, student must submit DD along with printout of Exam Portal DD details page **before the announced due date** to the registered Information Center / Learning Center. **Student will not be allowed to select exam center of his/her choice till the Demand Draft is received at NMIMS University Headquarters (Not IC)** and same is approved. After approval student will be notified to select exam center and complete exam booking process. On approval student is responsible to complete the exam registration process.

**For any exam related queries mail at: [ngasce.exams@nmims.edu](mailto:ngasce.exams@nmims.edu)**

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