

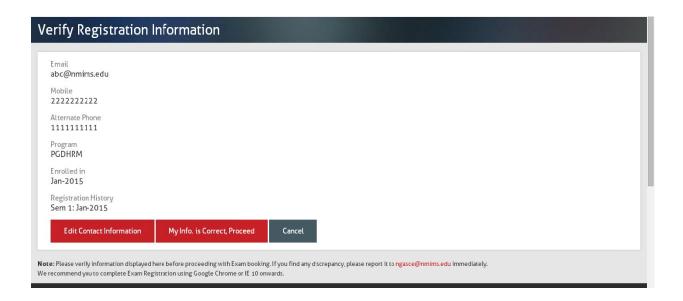
EXAM REGISTRATION PROCESS

<u>Use Google Chrome</u> & Log in to Student Zone → Examination → Register for Exam

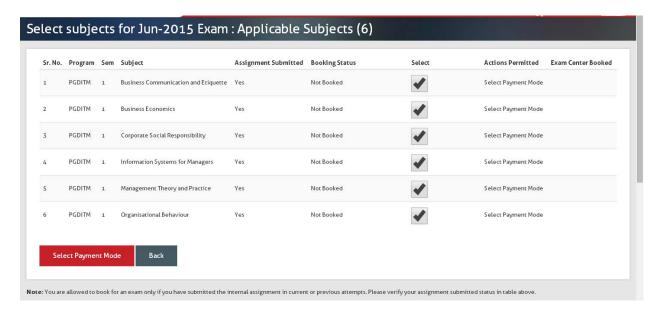
Home Page Displays: Verify Registration Information which has student contact details & enrollment

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

If correct click → My Information is Correct, Proceed

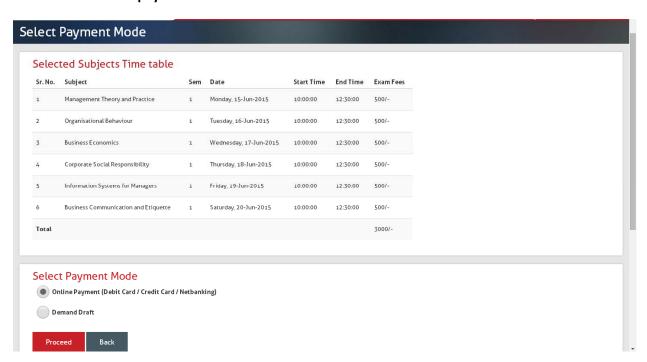


Select the subjects for which you want to appear for June, 2015 Examination. By default it shows all selected. Only where the assignment/s was submitted you can book the Term End Examination.



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**



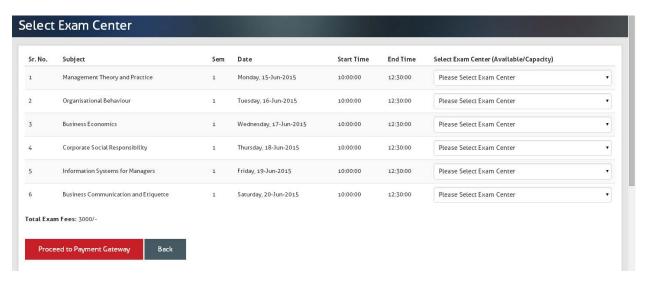
We encourage students to select Online payment mode for faster Exam Registration.

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

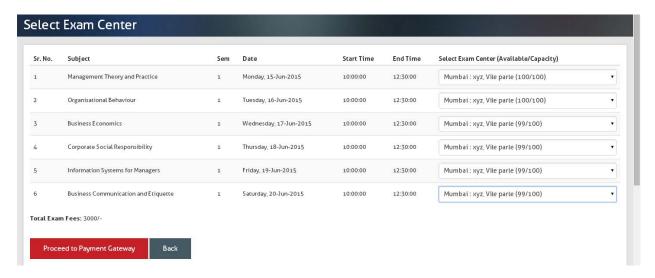
Click on → Proceed

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)



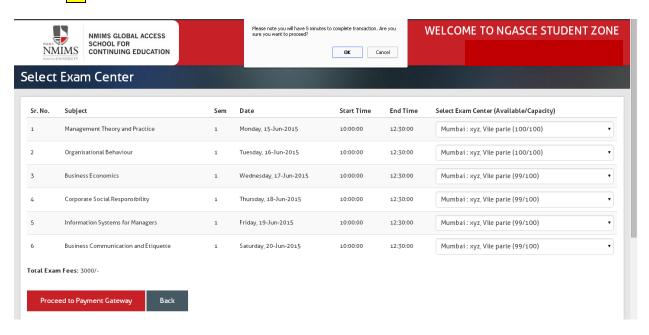
Select Exam Center



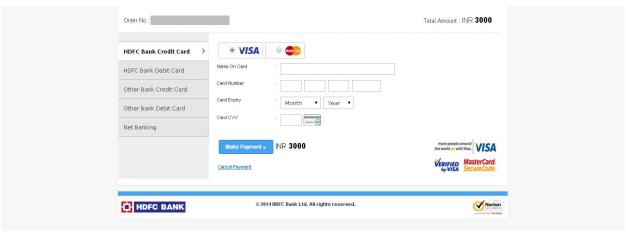
After selecting the Exam Centre Click on → Proceed to Payment Gateway

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

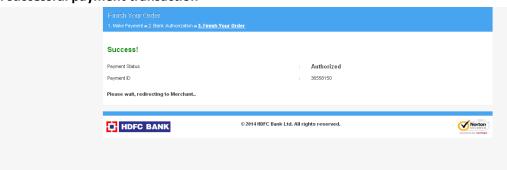
Click → OK



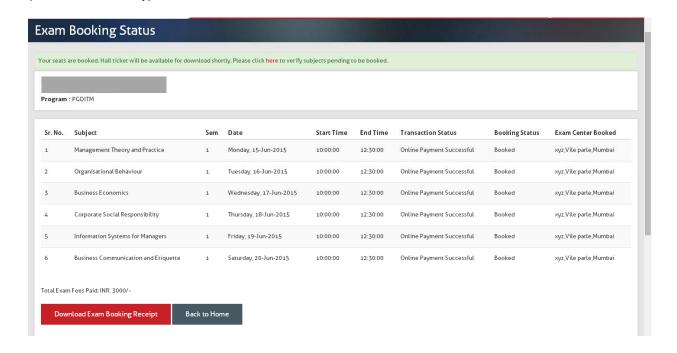
Pls. enter your valid Card details in the respective boxes



On successful payment transaction

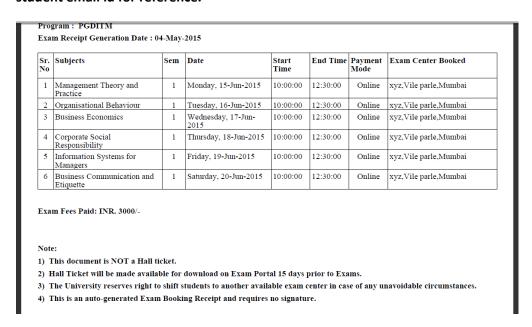


Exam Booking Status is displayed with Transaction Status successful & Exam Centre Booked (Pls. check carefully)



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.



*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. Incase 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.
- → Incase 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 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.

Pls. Note:

- 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