Notice

Admit Card Collection Method for the Final Examination (Summer 2024 Semester)

Dear Students,

You are requested to follow the subsequent steps to collect your Admit Card for the Final Examination (Summer 2024 Semester):

- You can print Admit Card at your convenience from the student portal of miEMSpro. You need to clear outstanding dues before 4th October 2024.
- If you cannot print Admit Card, you will get a message to download a form (application). Upon filling up this form you should take recommendation of the concerned department head and submit it to Student Support Wing (SSW). SSW will take necessary measures to print Admit Card. Please collect it form SSW or print it at your convenience.
- It you cannot download the form (application), you will be directed by a message to contact your respective department. Department, on case to case basis, will take appropriate measures necessary.

The entire process is given in the following flow chart:

miEMSpro → Student portal → Download Admit Card (You need to pay dues before 4th October 2024) → Download Form (Application) → Recommendation by HOD → SSW → Print Admit Card → If you cannot print form (application), please contact your concerned department → HoD takes action as appropriate