

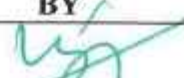
	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR ENROLMENT OF STUDENT FOR EXAMINATION		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/35
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Objective: to elaborate the steps leading up to the enrolment of the student for semester examination

Responsibility:

- All Faculty
- HODs
- Controller of Examinations
- Asst. Controller of Examinations
- Students

Sl.	Activity	Responsibility	Remarks
1.	Notification of Examination in college website and notice board with details of fees payment	Controller of Examination	One month before the commencement of the exam
2.	Notifying students from the department	Faculty, HODs of respective departments	One month before the commencement of the exam
3.	Submitting Fees within due date	Student	Three weeks before the commencement of the exam
4.	Filling of Examination Form	Student	Three weeks before the commencement of the exam

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Sl.	Activity	Responsibility	Remarks
5.	Collecting Provisional Admit Card a. After collecting the examination form and fee receipt, the student details are entered on the University Portal by deputed person from the Admin. Office. b. After entering the details, the Admit Cards of the students are printed (who have completed the STEP 3). c. Notice is displayed on the college Notice board and	Student, office of the controller of examination	Two weeks before the exam
	website to inform the students to collect their provisional admit card and check if any corrections has to be made.		
	Returning Back Provisional Admit Card		

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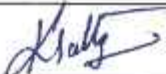

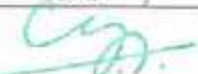
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6.	<p>a. After collecting the provisional admit card students have to check if any correction(s) is/are required or not.</p> <p>b. In case, correction is required the student has to intimate the same to the Admin Office. Admin. Office gives the new provisional admit card to the student with specified correction(s) (same day or on next working day).</p> <p>c. All the students have to return back Their provisional admit card to admin office after (i) pasting their recent passport size photograph and (ii) signature in the specified duration mentioned in the notification</p>	Student, office of the controller of examination	One week before the exam
7.	<p>Collecting Final Admit Card</p> <p>a. After receiving the provisional admit card with signature and photograph, admit cards are sent for approval from the Principal.</p> <p>b. Once, all the admit cards are signed by the Principal, the notice is displayed on the college Notice board and website to inform the students to collect their final admit card.</p>	Student, office of the controller of examination	Three days before the commencement of the exam

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