

# ALIGARH MUSLIM UNIVERSITY, ALIGARH

## Registration cum Examination Form

Session: 20\_\_ 20\_\_

*Course Name	DD/C.R. No. with date	Amount (Rs.)



Examination Roll No: \_\_\_\_\_

(For Office use only)

\*(For Ex-Students only)

### A. Course Details

(i) Course of Study: \_\_\_\_\_ Semester: \_\_\_\_\_

(like B.A. B.Sc. etc.)

(ii) Main Subject: \_\_\_\_\_

(like Physics, Economic etc.)

(iii) Subsidiary (if any): (1) \_\_\_\_\_ (2) \_\_\_\_\_

(iv) Write Yes against appropriate option (any one)

(1) Regular student \_\_\_\_\_ (2) Ex-Student: \_\_\_\_\_

Affix  
(do not staple)  
recent  
Photograph  
2.5cm. x 3 cm.  
duly attested  
by the Provost

### B. Personal Particulars

(i) Name of the Student

(As in HS/SS Certificate)


(ii) Fac. No. \_\_\_\_\_

(iii) Enrolment No. \_\_\_\_\_

(iv) Gender  (M/F)

(v) Father's Name \_\_\_\_\_ (vi) Mother's Name \_\_\_\_\_

(vii) Date of Birth (As in HS/SS Certificate)

(viii) Aadhaar No. \_\_\_\_\_

Day	Month	Year

(ix) (1) Religion \_\_\_\_\_

(2) Category (GN/SC/ST/BC) \_\_\_\_\_

(3) Sub caste (if any) \_\_\_\_\_

(x) Email \_\_\_\_\_

(xi) Contact No. (student) \_\_\_\_\_ (Father /Guardian) \_\_\_\_\_

(xii) If you were ever debarred, disqualified, detained, suspended, rusticated? If so, give details (attach photocopies of the Office orders)

Examination: \_\_\_\_\_ Year: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Period: \_\_\_\_\_ Punishment awarded: \_\_\_\_\_

(xiii) Details of last Examination passed/appeared:

Examination	Roll No.	Year of Passing/ Appearing	Board/ University	Marks Obtained	Maximum Marks	Remarks*

\* Write Result Awaited (RA) if result is not declared

## (C) Registration of Papers

Specify the scheduled papers and their codes (including Practicals/Seminar/Viva-Voce, etc.) in which the student intends to appear in examination

(i) **with attendance requirement**

Sr. No.	Code No.	Title of Papers	Semester	Credit(s)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(ii) **Backlog Papers (if any) (with attendance requirement)**

Sr. No.	Code No.	Title of Papers	Semester	Credit(s)
1.				
2.				
3.				
4.				
5.				

(iii) **Backlog Papers (if any) (without attendance requirement)**

Sr. No.	Code No.	Title of Papers	Semester	Credit(s)
1.				
2.				
3.				
4.				
5.				

**Note:** Student cannot register in more than 40 credits in a semester including backlog papers.

### DECLARATION

I, hereby solemnly affirms that I have filled this Registration cum Examination Form myself. If it is discovered at any stage that I have made a false or incorrect statement or concealed the facts or fraudulent means have been used by me for appearing at the examination. I shall be liable to disciplinary action and my examination result may be cancelled. I further affirm that I have not taken Migration Certificate from this University/submitted the Migration Certificate. I shall abide by all the rules and regulations of the University as amended and enforced from time to time.

Hall: \_\_\_\_\_

Hostel: \_\_\_\_\_ Room No. \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate in full)

Right Thumb Impression	
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Address for  
Correspondence  
(in Block Letters) }

Pin: \_\_\_\_\_

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### OFFICE USE ONLY

#### Certificate to be signed by the Provost

This is to certify that: The candidate is/was a regular member of this Hall during the current session/ during the session \_\_\_\_\_ and his/her Hall dues is clear as on date.

This is to certify that the entries made above are correct and as per rules, to the best of my knowledge.

Signature (with seal) \_\_\_\_\_  
*Chairman/Coordinator/Director*

Signature (with seal) \_\_\_\_\_

*Provost*

Dated : \_\_\_\_\_

Signature (with seal) \_\_\_\_\_

*Principal/Dean*

**Note:** To be transferred to COE by the Dean's Office.

### Notification of Continuation:

1. All eligible students will have to complete the continuation for the Odd Semester as per the following schedule:

S.No.	DATE(S)	REMARKS
1	Upto 14 Aug 2018	Without any late fee
2	16-25 Aug 2018	With late fee of Rs. 500.00
3	26-31 Aug 2018	With late fee of Rs. 1000.00

2. The Dean/Principal/Coordinator/Director concerned shall notify the above dates in their respective Faculty/College/Polytechnic/Centre/Unit.
3. All such students whose results have not been declared will be allowed to complete the continuation for the Odd Semester by their respective Dean / Principal / Coordinator / Director without late fee up to six days from the date of declaration of their result.
4. There will be a separate notification for the continuation of students in the Faculty of Medicine and Unani Medicine by their respective Deans.

### Registration Process:

1. All regular students applying for continuation will have to fill the Registration-cum-Examination Form available on the website [www.amucontrollerexams.com](http://www.amucontrollerexams.com) (Annexure-I)
2. After payment of the University dues/Fee and obtaining the clearance from the Office of the Provost, the student shall submit the same in the Office of the Dean/Principal/Coordinator / Director concerned who shall issue a Continuation Slip to the student concerned acknowledging submission of his/her Form.
3. Any deletion/modification in the registered papers by the concerned student will only be permissible by **Aug 31, 2018**.
4. All **newly admitted students** will also have to fill the Registration-cum-Examination Form. They will attach a copy of their Admit Card and submit the same in the Office of the Dean / Principal / Coordinator/Director concerned by **Aug 31, 2018**.
5. All **ex-students** who wish to appear in backlog courses will also submit the duly filled in Registration-cum-Examination Form in the Office of the Dean / Principal / Coordinator / Director concerned by **Sep 30, 2018** along with the Examination Fee of Rs. 200.00.
6. The Office of the Dean / Principal / Coordinator/Director shall transfer the Registration-cum-Examination Form of all students on a weekly basis to the Office of the Assistant Controller (Examination Division), Office of the Controller of Examinations.
7. The Office of the Controller of Examinations shall ensure the data entry of all such Forms and send the printed copy of the Registration Card of all students to the respective Faculties to be issued to the concerned student under the signature of the Dean / Principal / Coordinator / Director concerned.
8. The Office of the Controller of Examinations shall also send a copy of the Roll List of all students registered in each paper to the concerned department for display of attendance and display of Sessional marks.
9. The departments shall ensure that no names are added in any paper at their end to the list of registered students as provided by the Office of the Controller of Examinations. In case of any discrepancy, the concerned student may be advised to contact the Controller's Office.



### **Computation of Attendance:**

1. The attendance of all students shall be computed as per Clause 2 of Chapter XVII of Ordinances (Academic) as given in Annexure-II
2. The Dean / Principal / Coordinator/Director concerned shall permit all eligible students to provisionally attend classes, pending continuation, with the clear stipulation that in case they do not complete their continuation within the stipulated time or are found ineligible, their names shall be removed and they will not be allowed to attend classes.
3. After display of attendance as per notified schedule, the Office of the Dean/Principal / Coordinator/Director shall provide the list of all such students whose physical attendance is less than that stipulated in the Ordinance(Academic) to the Office of the Provost concerned through Dean, Students Welfare for information of the parent/guardian of the student.

### **Academic Calendar:**

1. The classes for already enrolled students for the Session 2018-19 have commenced from Aug 01/02, 2018.
2. The classes of newly admitted students at UG level shall commence from Aug 06, 2018 while at PG level shall commence from Aug 09, 2018
3. The Academic Calendar for the Session 2018-19 was finalized as given in Annexure-III.

A candidate shall be deemed to have undergone a regular course of study for the period specified for the course to be eligible to appear at the examination, if he has fulfilled following attendance requirements:

1. Attendance of all the newly admitted students will be computed from the date of their admission.
2. Attendance of all the students seeking continuation / re-admission will be computed from the date of commencement of classes. However, the attendance of students whose continuation has been delayed due to non-declaration of their previous year's result, shall be counted from 6th day after the declaration of result. Attendance of foreign students as well as sports persons will be computed from the date of their continuation /re-admission.
3. There shall be only one Ordinance (Academic) relating to computation of attendance for all the courses except for the Faculty of Medicine and Faculty of Unani Medicine. In these Faculties, norms of regulatory bodies shall be applicable.
4. Attending 75% classes in each (subject) course of study will be compulsory.
5. There shall be no condonation of attendance. Students have to put in 75% Physical attendance in each course separately to be eligible to appear in the Examination of that course. The concession of 25% attendance includes absence due to medical related issues and unforeseen emergencies.
6. The percentage of attendance obtained by a candidate falling short by a decimal fraction shall not be rounded off to the next whole number.
7. If a student becomes eligible for promotion to next semester / year after the commencement of classes due to re-evaluation, the attendance of such student shall be computed from the next day of declaration of his / her re-evaluation result.
8. If a student is permitted by the Vice-Chancellor / Academic Council on mercy grounds to continue his / her study, the attendance of such a student shall be computed from the next day of such permission.
9. If the attendance of a student is computed from a date other than the date of commencement of classes due to late admission / permission by Vice-Chancellor, he / she will have to fulfill the attendance requirements from that date only. However, he /she will also have to ensure physical attendance of at least 55% of the total attendance computed from the date of commencement of classes in each course separately to be eligible to appear in the examination of that course.
10. If a student participates in a local / out-station event relating to sports, games, tour, camp, social, cultural or literary event with the prior permission of the Vice-Chancellor and submits a proof of participation in the aforesaid event within two weeks of close of the event to the Dean of the Faculty concerned, such a student shall be deemed to have been present for the duration for which the permission was granted.  
Explanation: A student will be awarded all attendance for the classes held during the period of participation. No attendance will be awarded for participation on Sundays /Holidays or the days in which classes were not held
11. Attendance for Sessionals / Mid- Semester Examinations shall be marked and considered in computation of total attendance in a similar manner as that of regular classes even if the Sessionals / Mid- Semester Examinations are conducted by suspending the classes.  
Explanation: A student who was present in a Sessional / Mid- Semester Examination of a course of one-hour duration will be awarded one attendance in that course and so on.
12. If a student has been suspended from the rolls of the University and:
  - I. has subsequently been exonerated, the attendance during the period of suspension shall be deducted from the total attendance while computing his / her attendance.
  - II. has subsequently not been exonerated, but allowed to continue his / her studies, the period of suspension shall be treated as period of absence while computing his / her attendance.



**TENTATIVE ACADEMIC CALENDAR****Session: 2018-19**

S.No.	DATE (S)	ACTIVITY
1.	01/02 Aug 2018	Commencement of Classes of Odd Semester
2.	01-05 Oct, 2018	Display of Attendance by the respective Departments (for classes up to 30 Sep 2018)
3.	10 Oct 2018	List of Electives to be offered in the Even Semester (Session 2018-19) to be communicated to the COE by the respective Departments
4.	31 Oct 2018	Declaration of the Scheme of End-Semester Examination
5.	01-10 Nov, 2018	Course Registration for Even Semester (Session 2018-19)
6.	15 Nov 2018	End of Teaching of Odd Semester
7.	17 Nov 2018	Display of final Attendance by the respective Departments
8.	19 Nov 2018	Display of Sessional Award Lists by the respective Departments
9.	22 Nov-15 Dec 2018	End Semester Examinations of Odd Semester
10.	17 Dec 2018 / 01 Jan 2019	Commencement of Classes of Even Semester
11.	01-05 March, 2019	Display of Attendance by the respective Departments (for classes up to 28 Feb 2019)
12.	10 Mar 2019	List of Electives to be offered in the Odd Semester ( Session 2019-20) to be communicated to the COE by the respective Departments
13.	31 Mar 2019	Declaration of the Scheme of End-Semester Examination
14.	01-10 Apr, 2019	Course Registration for Odd Semester (Session 2019-20)
15.	16 Apr 2019	End of Teaching of Even Semester
16.	18 Apr 2019	Display of final Attendance by the respective Departments.
17.	20 Apr 2019	Display of Sessional Award Lists by the respective Departments
18.	23 Apr-15 May 2019	End Semester Examinations of Even Semester