

Examination May-June 2016
Process of filling the Examination Form Online

Following is process of filling the examination form online:

1. Open your dashboard through URL **dashboard.mitsgwalior.in**.
2. Click on the “Examination Registration Form” in the menu appearing on left hand side.
3. In option portion “current semester” is automatically selected.
4. Verify the subject list in which you have to appear as regular subjects of current semester. Contact exam section for any error/discrepancy.
5. Scroll down and tick the declaration.
6. Click on the “Register” button. A pop-up message will appear for successful saving. Click “OK” button.
7. In option portion, select “Back Semester” radio button. If you have back subjects, a list will appear.
8. Verify the subject list in which you will appear as back subjects.
9. Tick the all checkbox for back papers (if any), which are grouped semester-wise.
10. Tick the declaration.
11. Click the “Register” button. A pop-up message will appear stating the successful registration.
12. Click “OK” button.
13. Registration form will appear in a new tab (this is not admit card).
14. Take two printout of it and sign it at the designated place.
15. Deposit the registration form in your respective departments upto 03/05/2016.

If you have back papers to appear, dues will be generated and you have to pay fee online:

1. Click “My Dues” in the menu appearing on left hand side.
2. Click on the “Pay” Button to pay online fee. Click on “Pay” again.
3. A pop-up window will appear for confirmation. Click “OK”. You will be directed to online fee payment.
4. Pay the amount online. Take printout of the receipt generated. This receipt is to be attached with the registration form. **Without the payment and the receipt, registration form will not be accepted.**

IMPORTANT NOTES:

1. The registration form is not admit card, hence you can not appear in the examination only with registration form. Admit card can only be downloaded after verification from the department and Autonomy Cell.
2. For the students who have not back paper, the “Back Semester” list is empty.
3. For ex-students current semester list will be empty.
4. In case of any discrepancy/problem, contact Autonomy Cell **before 03/05/2016.**

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