FACULTY OF LAW
ALIGARH MUSLIM UNIVERSITY, ALIGARH
Dated:- 23.01.2019

PROCEDURE FOR FILLING OF REGISTRATION-CUM-EXAMINATION FORM SESSION 2018-19 (EVEN SEMESTER)

1. All students should compulsorily register themselves online by following the link given on Controller’s Office website: amucontrollerexams.com

2. Students should keep the electronic (soft) copy of their recent front facing passport size Photograph, Signature and Thumb Impression ready before they visit the website.

3. Students will register themselves using their Enrolment No., Name, Mobile no. & email. After successful registration the student can login using their Enrolment No. & Password.

4. After login, the students will have to fill their personal particulars (as their Secondary School record), upload their photo, signature & thumb impression and properly enter the paper(s) they are studying in the current semester and backlog paper(s), if any, with/without attendance requirement in the relevant columns.

5. Pressing the submit button will result in pre-submission of the Registration-cum-Examination Form.

6. Students may take the print-out of the pre-submission-cum-Examination Form and verify the Course no. and Course titles from the Department concerned/Coordinator. Correction/Modification, if any, is to be made ONLINE only upto the notified last date.

7. After the last date, the Registration/Correction window will close and the students should take the printout of Registration-cum-Examination Form.

8. Students shall then sign on the Form and paste the same photograph which was uploaded earlier and obtain the dues clearance from the concerned Hall.

9. Duly completed Registration-cum-Examination should be submitted in the office of the concerned Dean/Chairman on or before the last date as specified in the notification.

10. Office of the Dean/Principal/Chairman shall transmit all the Forms to the office of the Controller of Examinations for necessary processing.

11. Regular Students/Ex-students including improvement cases who fail to register ONLINE and subsequently submit the Examination-cum-Examination Form will not be allowed to sit in the End-Examination.

12. Helpdesk facility will remain available till the last date of Registration/Correction. Students may visit Examination Division, office of the Controller of Examination or dial 1108 (Internal) in case of any problem/query.

13. Students are advised to registered themselves on or before 15.02.2019.

(Prof. Zaheeruddin)
Dean
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