

## **NOTIFICATION**

Sub: Conduct of Examination for IV Semester MHA September 2023 Session - Reg.

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### **Schedule for compliance by the College**

**Examination Commencement Date: 04.09.2023**

### **Instructions to the Candidates:**

1. The student shall apply for the Examination through online student portal only. The **last date** to apply is 26.08.2023.

#### **How to apply online for the examination and get your hall tickets?**

Login to the student portal system at <https://student.yenepoya.edu.in/> (More information on registration here <https://www.yenepoya.edu.in/centres-support-centres/student-portal>)

Navigate to the examination side menu.

Click on the application tab.

Choose the applicable course from the drop-down menu.

All relevant subjects will load where you can choose the subjects you want to apply for.

Also, note down the last date for the exam application and the hall ticket release dates. You can only apply when the application window is open online.

Please note once you select the subjects and apply, you cannot change the choice of subjects. So make sure to choose subjects carefully. It's better to apply to all subjects even if you think you may not have eligibility.

Process the online payment. On successful payment, you can download the receipt from the receipt history in the fees menu.

You can also check the status of your application by going through the application tab and selecting the course where more information will be available. Make sure to check the attendance and the IA entered by the college. If you find any discrepancy, report it to the college immediately to get it resolved.

On the hall ticket release day, the final exam eligibility will be displayed, and you will be able to download the hall ticket.

Print the hall ticket and keep it ready to present on the day of examination along with a University issued ID card.

We request students not to wait until the last minute to apply and download the hall tickets as the system might turn slower because of too much load.

Issue reporting:

Any issue wrt login and access, contact IT ([IT@Yenepoya.edu.in](mailto:IT@Yenepoya.edu.in))

Any issue wrt data, accuracy or eligibility, contact the corresponding student cell or principal's office.

2. The student shall verify their final Internal Assessment marks and Final Attendance in the student portal on **25.08.2023**. If any discrepancies found shall report to the college office immediately.
3. The student shall download the Examination Hall Ticket from the student portal from **01.09.2023** onwards.

**Instructions to the Principal/Dean:**

1. Last date of online entry of Internal Assessment Marks and Attendance is **24.08.2023**.
2. The Principal shall verify the applications, Internal Assessment Marks and Attendance of the students and submit the list of students who are eligible to appear for Examination on or before **25.08.2023** to the Office of the Controller of Examinations.

*B. T. N. N. N.*

**Controller of Examinations**

To,

The Principal, YIASCM

The Dean, Faculty of Commerce & Management

The HOD, Department of Hospital Administration