VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES
OFFICE OF THE CONTROLLER OF EXAMINATIONS
MAY/JUNE 2022 END SEMESTER THEORY EXAMINATIONS

HALL TICKET DOWNLOADING PROCEDURE

Dear Students

This is to inform you that the End Sem. Theory Examinations for UG/PG degree programmes (Except for first year) are scheduled to be held from 06.06.2022 in offline mode. In this connection, **students are now enabled to download and/ print their Hall tickets from the Student/Parent web portal available in the University website in order to appear for the end semester examinations** and as such no hard copies of hall tickets will be issued to the students.

Further informed that Hall tickets for the detained students will alone be issued from the office of the COE to enable them to write examinations for arrear papers, if any.

The students are advised to take printout of their hall tickets (Colour printout preferably) in such a way that the photographs printed on the hall tickets are clearly visible to the Invigilator(s).

A complete set of instructions on (i) how to download and/print the Hall ticket from the university website (ii) who are all the eligible students who can download their hall tickets are as given below:

Following are the steps to be followed:

1. Login in to the Student portal - Login id: Admission number or Register number; Password: Date of birth

2. The First time user should complete the *Registration process by typing his/her mail id* in the following screen. Otherwise you will land in automatically *Student profile* page as given in step 3.

3. In the *Student profile* page, click the item "Hall Ticket" in the menu shown on the left side to download or print the Hall ticket.

It is to be noted that no hard copies of the Hall Tickets would be given to the students from the COE office or from the department. There is also an option available for changing your password to maintain the privacy of your information.

Further it is informed that those students who can't download their Hall Tickets due to fee dues or non- submission of certificates, can download their Hall Tickets from the portal only after clearing all the dues. The downloading facility will be enabled by the COE office only after submitting the proof of payment made to the Registrar office and upon receiving the name list (due clearance list) from the Registrar office. Hence to avoid any time delay, students are advised to clear all the dues well in advance.

Sd/-

Controller of Examinations