KALASALINGAM UNIVERSITY
(Kalasalingam Academy of Research and Education)

OFFICE OF CONTROLLER OF EXAMINATIONS

CIRCULAR

14th Feb, 2012

The registration of courses for the *Arrear Examinations April/May 2012* starts from 14.02.2012. ***The last date for submission of application and payment of fee for the Arrear Examinations is 05.03.2012***. To simplify the procedure and avoid errors while filling up the application form, online registration of courses through e-application has been introduced from even semester 2010.

Students can apply/register for the *Arrear Examinations*, from anywhere in the KLU campus, through any computer connected in our intranet, using **Student Information System (SIS).** Use the intranet web address ***http://easy/sis*** to reach the login page of SIS.

Use your register number as login id and use your date of birth (in the format ddmmyyyy) as password during your first session. You may change your password after the successful first login.
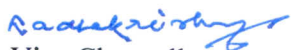
After the successful login, choose the Event menu from the menu bar of your Home page, and click on the link *Registration of courses for* ***Arrear Examinations April/May 2012*** to fill in and submit your e-application (You are instructed to thoroughly read the instructions given in the help menu, before you proceed for your registration).

SIS provides individual students with information such as list of courses for which a student is eligible for the registration, the internal marks he/she has already secured in each of those course(s) in the previous semester(s), the status of approval of his e-application from time to time and the online Help screen etc.

Using SIS, any student can also access his/her data/information (such as grade/credits earnings during the previous semesters, Sessional marks, attendance details of the current semester etc.,)

If you have any query in this regard or any difficulty in login SIS and submitting the e-application, you may contact Mr. J.Pradeep kandhasamy of Office Controller of Examinations Office.

Dean (Academic)

Vice Chancellor

Copy: All Notice Boards
       HoD's with a request to circulate among the Class Coordinators, Faculty Advisors
       All Deans, Director n-CARDMATH and Registrar