ATTENTION STUDENTS !

EXPECTATIONS FROM THE STUDENTS DURING THE EXAMINATION ENROLLMENT FOR DECEMBER, 2015 SESSION

Please note that some of the common errors committed by the students during the examination enrollment process are given hereunder with an advice to the students to go through the same for compliance which will help in eliminating the mismatches/ complications during the examination enrollment process.

Sl.No.	Errors	Expectations from the Students
1.	Incorrect selection of Examination Centre, Medium & Module	Students are advised to be extremely careful while filling up the form & recheck all the parameters selected by them before finally submitting the form.
2.	Requests for change of Examination Centre, Medium & Module are made after expiry of the stipulated dates	After the last date for enrollment to examinations (with late fee), the online facility for submission of request for change of Examination Centre, Medium & Module is activated. Students can submit their requests upto 15 days before the commencement of examinations (For December, 2015 Session, the last date for submitting the online change requests is 6th December, 2015 upto 4:00 PM). Students are advised to submit their requests for changes strictly as per stipulated dates.
3.	Non-submission of request for Change of Elective Subject before submitting the examination form	Students are allowed to opt for a different Elective Subject, if needed, in every examination session. However, the Online Request for Change of Elective Subject should be submitted before submitting the examination form.

Sl.No.	Errors	Expectations from the Students
4.	Non-submission of request for Switchover to New Syllabus before submitting the examination form	In any examination session, if there are two syllabi in place concurrently, students under Old Syllabus may submit their online request for switchover to New Syllabus before submission of examination form. However, after submission of examination form, students are not allowed to submit their switchover request for that particular session. Students are expected submit such requests before submission of examination form.
5.	Delay in deposit of Cash & Short remittance of Cash against Bank Challan (e.g. students generate Bank Challan on 25th September and deposit the cash in bank on 26th September or a later date without the applicable late fee)	Students may please note that those who generate the bank challan upto 25th September (which is the last date for submission of examination form without late fee) have to deposit the cash in bank on 25th September itself. In case they fail to deposit the cash by 25th September, they are required to re-generate the challan and deposit the cash with applicable late fee.
6.	Deposit of Cash against Bank Challan after the last date of examination enrollment (with late fee) i.e. 10th October	Students may please note that those who generate the challan on or before 10th October (Last date with late fee) are required to deposit the same on 10th October itself otherwise the examination form submitted by them will be rejected for late remittance of fee.
7.	Non-verification of preliminary enrollment status displayed on the website of the Institute	The preliminary examination enrollment status is displayed on the website of the Institute within 1 or 2 days from the days from the date of submission of examination form by the students. Students are expected to check the same and point out the discrepancies immediately to the Institute at enroll@icsi.edu OR at Tel.No. 011-33132333/ 66204999. Students should check the preliminary enrollment details well in advance rather than pointing out the discrepancies when it is too late.

Sl.No.	Errors	Expectations from the Students
8.	*Necessity of having a valid fee receipt/ acknowledgement*	*Students may please note that they should hold a valid fee receipt/ acknowledgement bearing a unique acknowledgement number for the examination fee remitted by them which is automatically generated by the system at the time of making the payment. Some students assume that the payments made by them are successful considering the debit entry in their bank accounts which may be reverted to their accounts after a few days in case of failed transactions. Therefore, it is in the interest of the students to ensure that they are having a valid fee receipt/ acknowledge for the payments made by them. It may please be noted by the students that excess fee, if any, received by the Institute would be refunded to them.*
9.	*Delay in seeking Registration Denovo / Extension*	*The registration to regular stage (consisting of Executive Programme & Professional programme) is valid for a period of five years. Students whose registrations are expiring in the month of February/ August are eligible for appearing in June/ December Examinations respectively. However, students whose registrations are expiring prior to the months of February/ August are required to seek Registration Denovo/ Extension (as per guidelines) to become eligible for appearing in June/ December Session of Examinations. Students are required to seek Registration Denovo/ Extension leaving a reasonable period for its approval to become eligible for submitting the examination form by the stipulated dates.*

Sl.No.	Errors	Expectations from the Students
10.	Non-verification of paper-wise exemption granted to the students automatically/proactively by the Institute under the 60% Marks Criteria	As per the revised process followed by the Institute, paper-wise exemptions applicable on the basis of 60% Marks Criteria are granted to the students automatically by the Institute. Students who are not interested to avail the exemption may cancel the same by sending a formal request to the Institute at exemption@icsi.edu . However, students may please note that exemptions once cancelled can not be revived under any circumstances. Students are advised to inform whether they want to retain or cancel the exemption by the last date for enrollment to examination i.e. by 9th April / 10th October for June/December Sessions of Examinations respectively.
11.	Non-submission of paper-wise exemption requests at Professional Programme Stage based on ICAI(Cost) Final Pass	Students who are granted exemptions in Executive Programme Stage on the basis of ICAI(Cost) Final Pass are not automatically granted exemptions in Professional Programme Stage. Students are essentially required to submit formal request for exemption in Professional Programme Stage separately and students should not assume such exemptions are granted automatically by the Institute on the basis of their similar request at the Executive Programme Stage. Since the Executive Programme Students can not be granted exemption in papers covered under Professional Programme, they should request for exemption only after their registration/ enrollment to Professional Programme stage.

Sl.No.	Errors	Expectations from the Students
12.	Non-regularisation of Provisional Registrations to Foundation Programme/ Executive Programme.	Students who have sought provisional registrations to Foundation Programme & Executive Programme are essentially required to regularise their registrations within a maximum period of six months from their date of registration by submitting the proof of passing 10+2 Examinations / Bachelor's Degree Examinations respectively failing which the registrations will be cancelled. Students appearing in the examinations must regularise their provisional registrations before submitting their examination forms to avoid complications at the time of examination enrollment & declaration of results.
13.	Non-verification of the photograph & signature in Online Profiles	Students are expected to point out discrepancies, if any, in the photograph & signature available in their online profile/ account to avoid mismatches in Admit Card, Attendance Sheet, etc. In case photograph & signature are not available in the online account, students must upload the same at the time of examination enrollment process.

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26.08.2015