Guidelines for using MIS

It is mandatory for all students to register on Management Information System (MIS) for course enrollments, exam registration, and medical submissions. This centralized system has been implemented to streamline processes and enhance your academic journey. Please follow the guidelines below for a smooth registration experience:
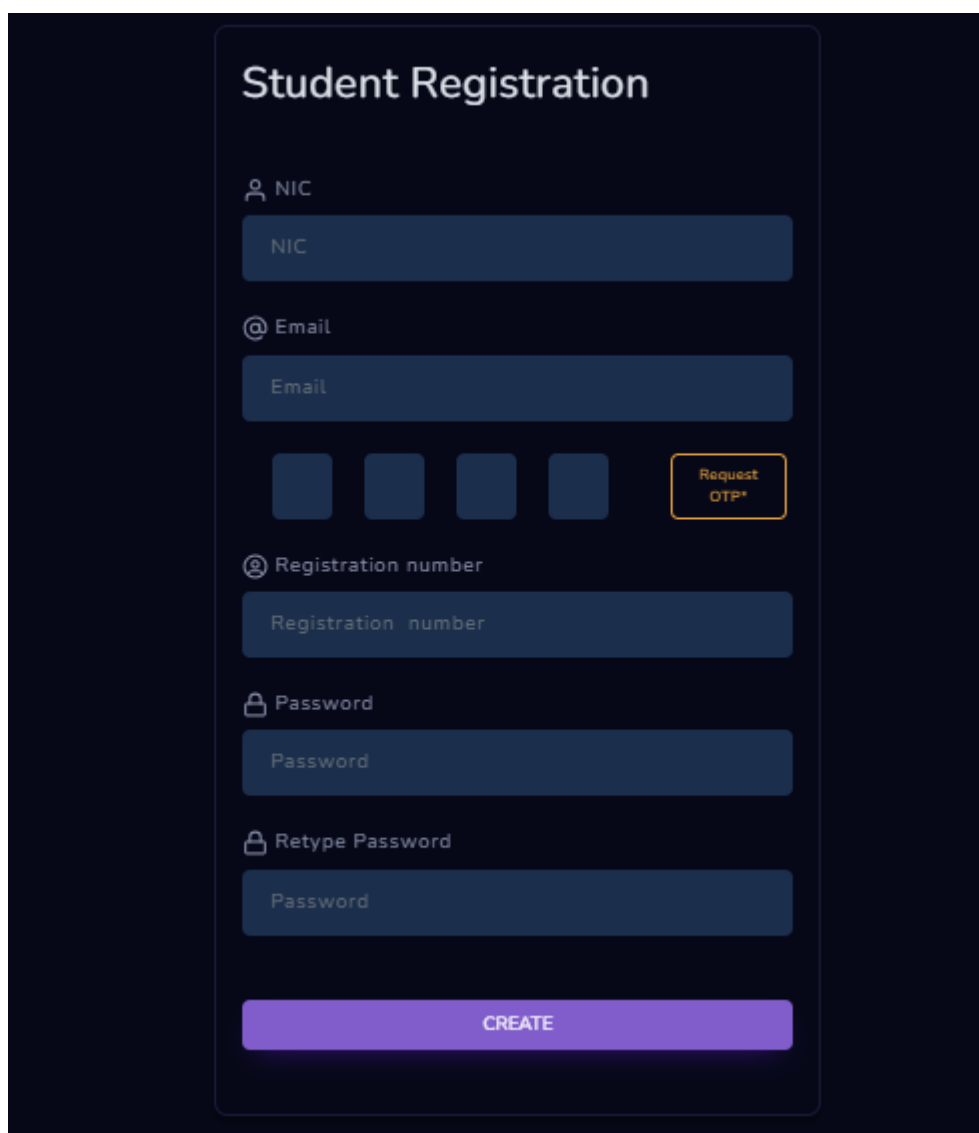
01. Course Enrollment

a. Account Creation:
- Access the MIS system through the provided link.
URL: https://mis.ichemc.ac.lk/student
- Follow the login instructions on the page.
- Create your account using the requested information. (Sign up)
- You must use the institute email address for this process.

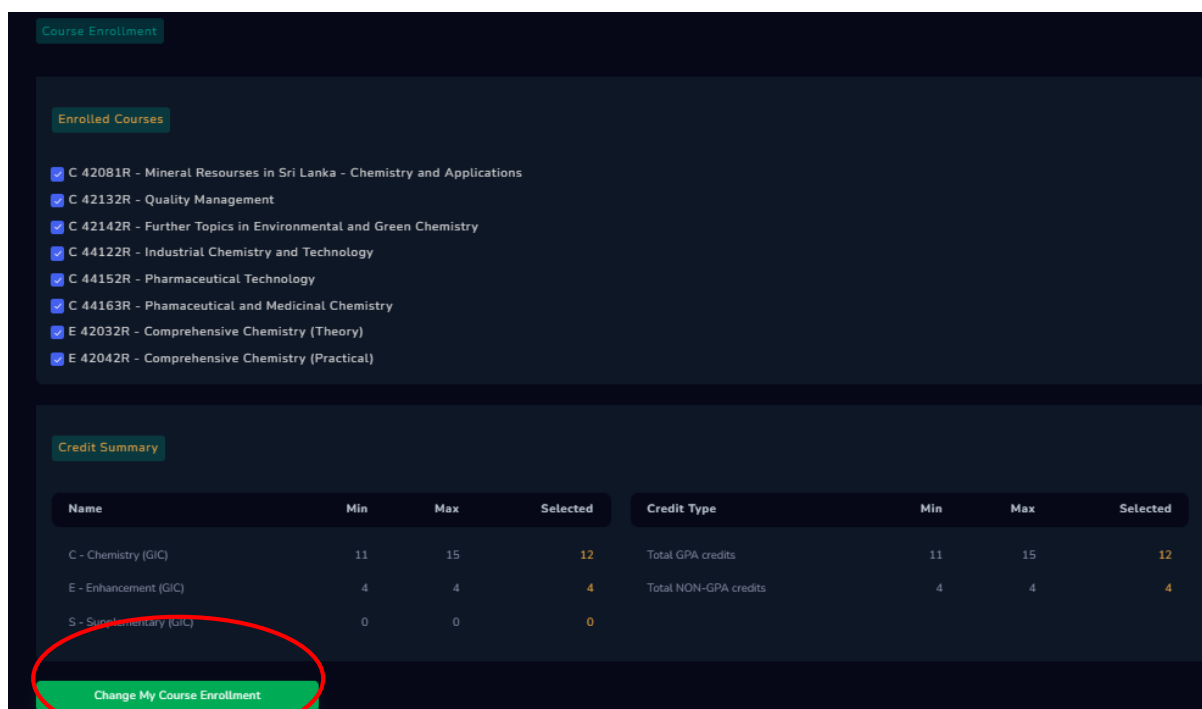### b. Dashboard Overview:

- Explore the dashboard for available features.

c. Exam Tab and Course Enrollment:

- Find the 'Exam' tab on the dashboard.
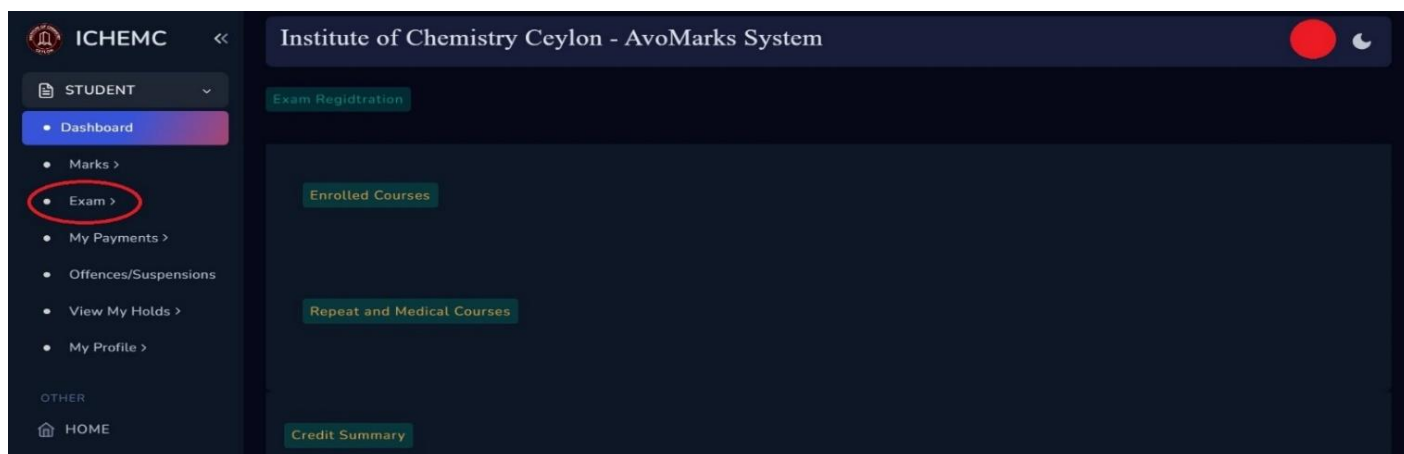
d. Under 'Exam,' locate 'Course Enrollment.' Compulsory courses in the course enrolment are already selected. Then click "Save" the Course Enrollment.
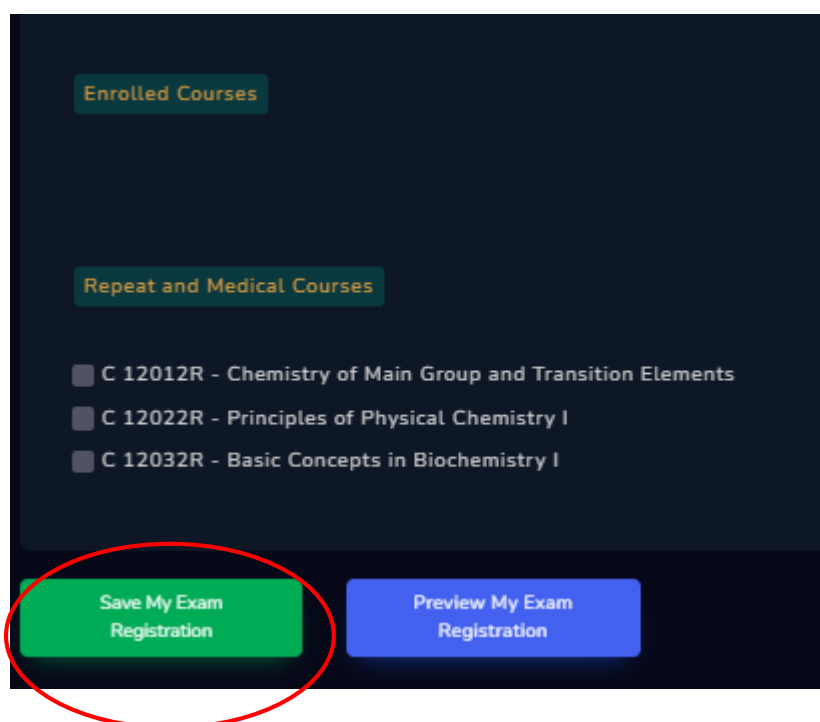
Credit Limit:

- Refer to the course handbook for minimum and maximum credit limits for the semester.
- Select subjects in accordance with these limits.

02. Exam Registration

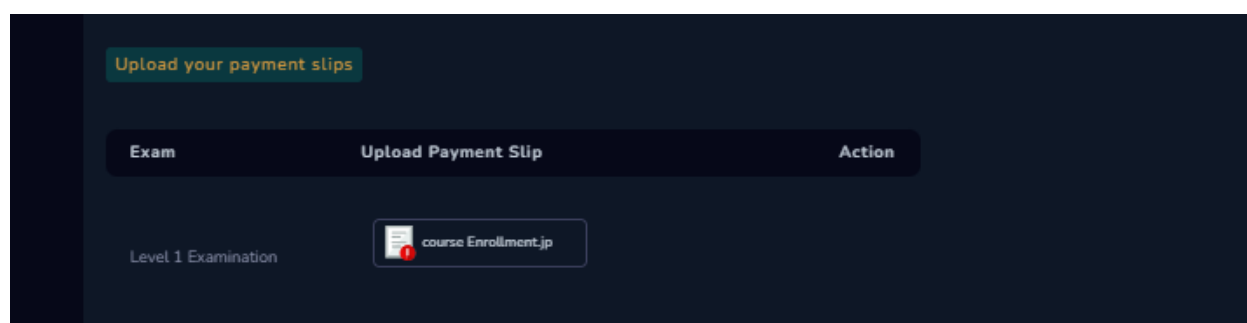a. Under 'Exam Registration,' choose the subjects that you need to register in the exam application.
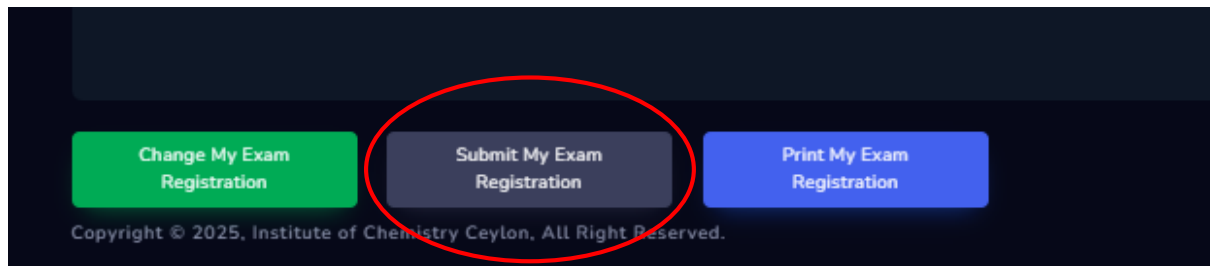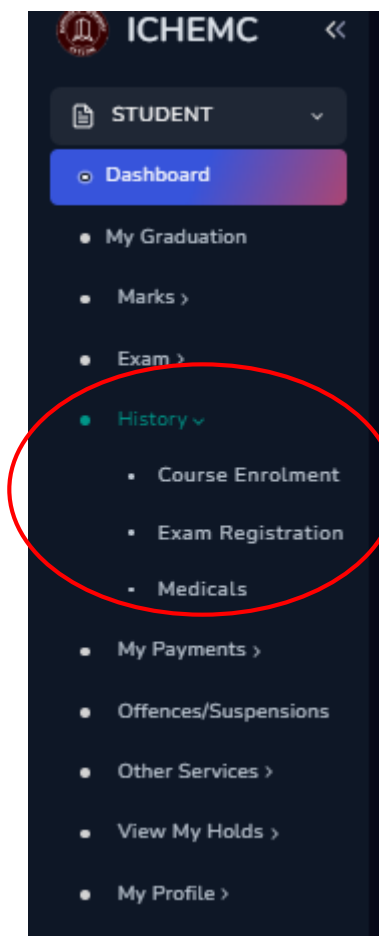
b. Then click "Save" the registered exam courses.

c. Then upload your payment slip to following portal

d. Then click "submit my exam registration" button in the bottom.

- Once your completed your exam registration and course enrollment procedure you can be check within your "History" option in MIS.

### 03. Medical/ Exam clashes submission/ Any other matters

➢ Please upload your medical certificates/Exam clash documents to the MIS platform within the given period (two weeks after the end of all exams in the particular semester). Ensure that your medical certificates are scanned or photographed and converted to PDF format before uploading.

a.   For **exam clashes** (with the state university),
   ➢ If you have an overlapping university examination, you should provide evidence in the form of a letter from SAR/DR Science/Examination stating the date of your university examination. This should be done at least a 2 weeks prior to your institute examination. In this case you would be considered as a first timer at the next attempt.

Please upload a single document including:
- A cover letter (mentioning the dates, times, and the exams you missed),
- Your admission card ((your state university admission card),
- The exam timetable (your state university timetable signed by the Registrar/AR - Exams).
   ➢ Generally, GIC students do not need to upload medical documents for their absent courses. However, **if you are planning to change your degree program (from GIC to BSc)** at any level, you **must submit your medical documents starting from Level 1 courses**.

Note: Incomplete or incorrect medical certificates cannot be changed after submission (after the deadline).
   ➢ If you submit your medical document properly, you can check the status of its acceptance or rejection in your MIS. Go to 'History' in your dashboard, then click on the 'Medicals' portal to view the status of your uploaded medical documents.
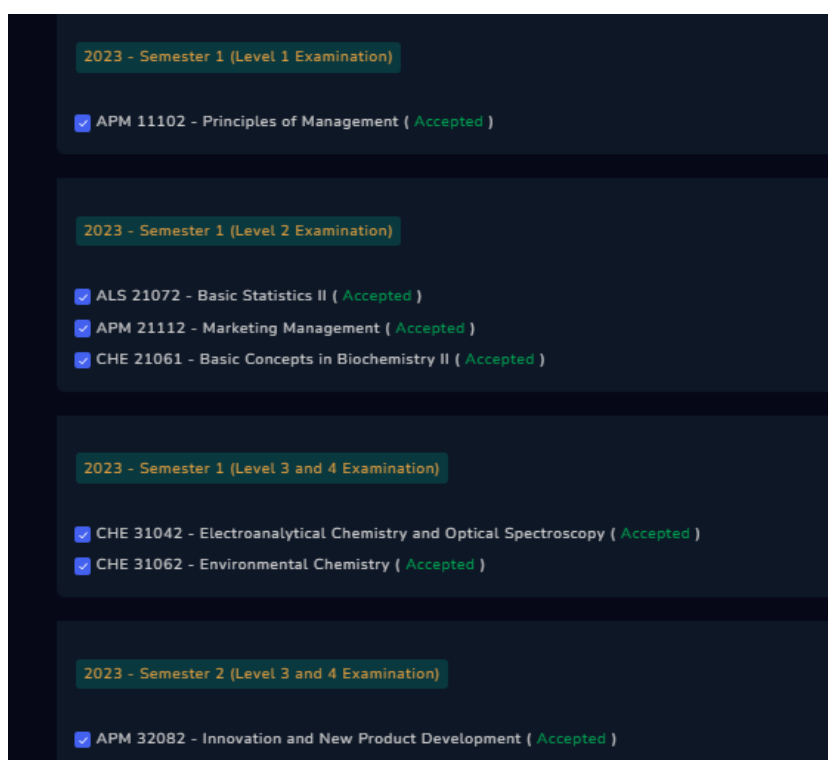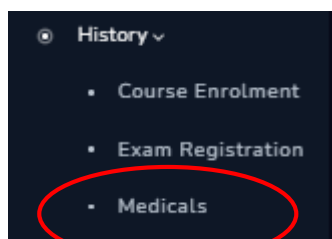
04. General Information

➤ All students registered for a particular batch need to apply for each examination pertaining to that batch. If you don't register for any examination, it will be go as a failure. Your next attempt will be as a repeat student.

a. **Add/Drop Period –For Optional (Elective) courses**

➤ After the commencement of optional courses, a two-week add/drop period will be available. During this time, you may adjust your course enrollments by adding or dropping courses as necessary. This period is crucial for ensuring that you have chosen the most suitable courses for your academic progress.

b. **Finalization of course Enrollment:**

➤ Following the add/drop period, the enrollment lists for each course will be finalized. Once this period concludes, you will not have any further opportunity to make changes to your course selection. Therefore, it is essential to carefully consider your course choices during the add/drop period.

➤ Please note that failure to enroll in a particular course will render you ineligible to sit for the corresponding examination.

➤ Furthermore, access to the Learning Management System (LMS) will only be granted to enrolled students for a particular course.

➤ Please ensure you settle your payment dues by the deadlines specified in your MIS account. Failure to make the payment by the deadline will result in ineligibility to access the MIS.
Ineligibility to attend lectures and participate in laboratory sessions.

➢ Students who fail to meet the course enrolment and Exam registration deadline specified in the notice will be subject to a late processing fee of 10% of the applicable fee.

c. Academic Skip/ Degree Program Transfer

➢ The Academic skips and degree program transfers (GIC to BSC or BSc to GIC) should be requested and permission should be granted before the commencement of the semester.

1. Academic Skip Application

➢ Students can apply for an academic skip only if they are eligible. If a student is already enrolled in a course, they will not be allowed to apply for an academic skip for that academic year. Follow the guidelines below to apply for an academic skip.

- Go to the 'Any Other Services' section in the dashboard, click on the 'Academic Skip' section, fill out the required forms, and submit the correct documents to MIS.
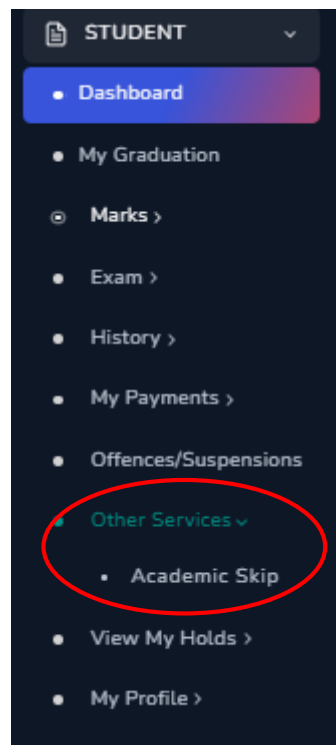
- Students can track the status of their academic skip application such as Pending, Approved, or Rejected through the MIS.

d. Management courses

➢ Students who have registered for management courses and have either failed the examination or have submitted a Medical Certificate or have got a valid reason approved; could repeat these management papers any time before Graduation (examination fees will have to be paid again). (Please note that you are not permitted to refrain from applying for these papers at the first attempt].
This does not apply to chemistry papers. Chemistry papers have to be repeated at the immediate next academic year. Failure to do so will result in being considered as a repeat student and only a C grade will be awarded (if successful) in a later academic year which is not the immediately following academic year.

e. Midterm exams

Please follow the guidelines regarding the mid-semester examinations:

➢ Mid-semester examinations will be conducted for common compulsory C/CHE theory courses in the BSc and GIC programs at all levels.
➢ The mid-semester examination contributes 30% of the overall course unit mark.
➢ For students who attempt both the mid-semester and final examinations in their first attempt (within the same semester), the final mark will be the total of both.
➢ If a student retakes the final examination (due to repeating medical reasons, an academic skip, or with approval from ABIChemC/Council of IChemC), they must also take a deferred examination (Makeup mid semester examination) alongside the final examination.
➢ Marks from the mid-semester examination of a course unit will not be carried forward if a student fails to sit for the final examination of the said course unit.
➢ Mid-semester examinations cannot be repeated separately.