S.P. Mandali's
1st "A" Grade ISO 9001 - 2000 Management Institute
WELINGKAR
institute of management development & research

Dear Sir / Madam,

As decided by the Management, henceforth there will not be any written examination in Mumbai for the one-year & Six Months courses.

Guidelines for booking test-slots for online test
(All One year Evening Batch Diploma Courses)

There are few steps for booking your Online Exam slots:-

1. Visit **http://www.welingkaronline.org** and click on "Online Test Booking" under **1 Yr / 6 mths Diploma Courses.**

2. After Log in set your Admission no. and Password (Admission no. which is printed on your I card & password is your **Date of Birth** in format (**DDMMYYYY**)

3. Select subject, country, state, centre (where you wish to appear for the test)

4. Click on **Date OR Time Option.**

5. Select slot time which is convenient to you for online test from 9:00 am to 6:00 pm (60 minutes duration for examination).

6. Select the date for online test which is convenient to you from **1st June 2009 to 20th June 2009.** (Please see the instructions shown on your left hand side corner of booking page)

7. After selecting the date, screen is generated to show date, start time and end time of examination. **Once you confirm your schedule you will not be allowed to again reschedule or cancel the booked slot under any circumstances.**

8. Booking for the Online Test has to be done in between **12th May 2009 to 28th May 2009.** (slot booking is open for the 17 days only, on the first come first basis.)

Once the details are filled, a Hall Ticket is generated. You need to take a print out of the same and carry it along with your **Welingkar ID card** at the test center for visual verification. **No students will not be allowed to appear for the examination without Welingkar ID card & Hall Ticket.**

You can print the Hall Ticket anytime after you have generated the hall ticket by logging and click on "Print Hall-Ticket". (Print your hall ticket on or before **28th May 2009**.)

Note :-   **I) You have to report 10 minutes before the specified time at the selected Aptech center on the date chosen by you.**
II) Once you confirm your schedule you will not be allowed to again reschedule or cancel the booked slot under any circumstances.
III) No student will not be allowed to appear for the examination without Welingkar ID card & Hall Ticket.

P.T.O.

All students who have paid re-examination fees for their first semester are requested to book their subject slots along with their second semester exam slots.

--: Important dates to remember : --

Online Booking Commences : 12th May 2009.
Online Booking Closes : 28th May 2009.

Online Exam Commences : 1st June 2009.
Online Exam Closes : 20th June 2009.

If you have any query please feel free to contact us.

Prof. Minal Gupte
Associate Dean
(Part Time & Sunday Batches)

****

If you have any problem about the slot booking please visit to website www.welingkaronline.org , click on **Demo for Online Test** , (below 1yr / 6 mths Diploma Courses.)