

**University of Management and Technology**  
**Step By Step Guide To Get A List Of Email Ids Of Your Course, A Batch Or A Program**

**Step 1: Log into PIMS**

When you will log into PIMS following screen Figure 5A will appear

- Log into PIMS
- Select Attendance Register as shown in Figure 5a shown as 'A' below
- Give the criteria to search your -course i.e. program and batch, semester and year as shown in below



Figure 5a: Attendance Register option and Selection Criteria

**Step 2: Selection of Course from list of courses from a program**

When Submit is clicked on Figure 5a the list of courses will be displayed to you as in Figure 5b below.



Figure 5b: Courses list for a particular Program, Batch and Semester

