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.

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

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Step 3: Generate Comma Separated List from class roaster as shown below

On attendance sheet there is link to 'Generate List' has shown as 'B' as in Figure 6a below.



Figure 6a: Generate list of Students

Step 4: Select Generated comma separated list

- When you will click on this link Figure 6b will appear containing all students email ids generated by the system as comma separated values
- Copy paste this list



Figure 6b: Generate List