

# How to use the Management Information System (MIS)

## Logging to MIS

### Step 01

Visit the PGIA website ([www.pgia.ac.lk](http://www.pgia.ac.lk)) and Select the MIS menu

OR

Use the following Link for MIS logging page

[http://www.pgia.ac.lk/pgia\\_mis/index.php/home\\_controller/index](http://www.pgia.ac.lk/pgia_mis/index.php/home_controller/index)

### Step 02

Select “**Student**” option button and type your username and password.

**Note: Your username is your registration number**

### Step 03

Click on “**Login**” button to logging to MIS

**Note: You can contact IT Unit for technical assistance**

**E-mail: [sa@pgia.ac.lk](mailto:sa@pgia.ac.lk)**

**Tel: 081 - 2389726, 081-2395582**

## Contents of the Student module

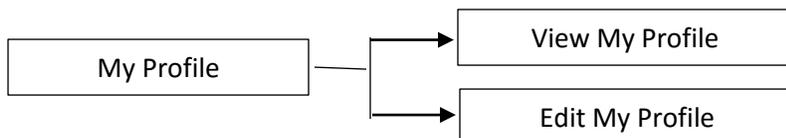
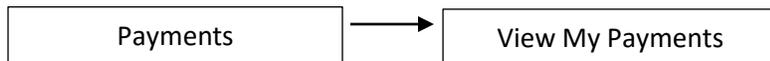
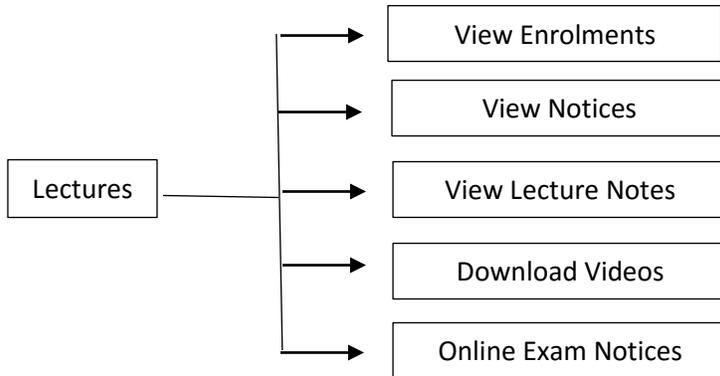
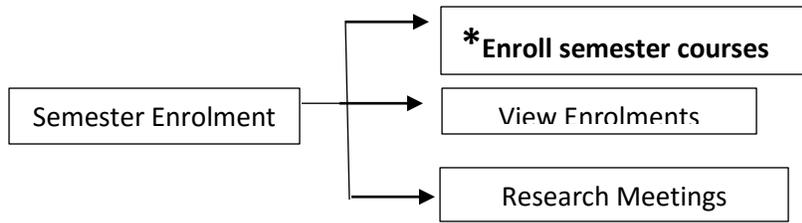
**In your home page you have following information**

Key Information on your degree programme

Requirements to be fulfilled for the degree programme

How to use the Management Information System (MIS)

## Main menu



## **\*Steps to enroll**

### **Step 01**

Go to Enroll Semester Courses menu

### **Step 02**

Select the Academic Year, Semester and click "**Submit**" button.

### **Step 03**

Mark the courses you wish to enroll and complete your enrollment by clicking "**Finish Enrolment**" button.

### **Note:**

**You can change (Drop/Add) your enrolment until the time allocated for enrolment is over. (Any request will not be entertained after the stipulated time period.)**

## **Other Important notices**

- **You must pay relevant payment before applying course enrolment.**
- **Programme fee should be paid as per the instructions given in the prospectus and student admission letter of relevant year.**
- **Programme fee will not be refunded under any circumstances.**
- **All students are required to keep their registration active by paying relevant until the completion of respective degree programme.**
- **Research students (M.Phil. / Ph.D.) Should submit research progress reports biannually up to submission of application for thesis defence examination.**