

# **NOTICE FOR REGISTRATION**

## **Odd Semester, Session 2018-19**

### **B.TECH, MBA, MCA**

All students are hereby informed that Institute will re-open for classes of **Odd Semester, Session 2018-19 as per schedule given below**. Registration by each student is compulsory to attend the classes failing which fine will be imposed on per day basis.

<b><u>Class/Year</u></b>	<b><u>Registration Day</u></b>	<b><u>Commencement of Classes</u></b>
- B.Tech 4 <sup>th</sup> Year (7 <sup>th</sup> Sem.)	Monday, July 02, 2018	Monday, July 02, 2018 (PDP Classes)
- B.Tech 3 <sup>rd</sup> Year (5 <sup>th</sup> Sem.)	Monday, July 09, 2018	Monday, July 09, 2018 (Regular Classes)
- B.Tech 2 <sup>nd</sup> Year (3 <sup>rd</sup> Sem.)	Monday, July 09, 2018	Monday, July 09, 2018 (Regular Classes)
- MCA 3 <sup>rd</sup> Year (5 <sup>th</sup> Sem.)	Monday, July 02, 2018	Monday, July 02, 2018 (PDP Classes)
- MBA 2 <sup>nd</sup> Year (3 <sup>rd</sup> Sem.)	Monday, Aug 06, 2018	Monday, Aug 06, 2018 (Regular Classes)

#### **Registration process:**

1. **STEP-1:** Deposit full college fees / other dues at accounts section (Counter No.03).
2. **STEP-2:** Fill prescribed Registration Form in respective department (**Note: only those students who have cleared college dues / library fine etc. are allowed to fill their registration form**).
3. **STEP-3:** Submit duly filled registration form to the respective department through faculty in-charge. (**Note: Faculty Members are required to check that all the entries are duly filled and accept registration forms of those students only who have cleared college dues/library fine and update the status of registration online through SIM**).
4. All students are required to provide correct information in the interest of their placement activity, university examinations, scholarships and fee reimbursement etc.
5. The registration shall be treated as cancelled in case of non-attending the classes regularly from **09.07.2018** and student shall be liable to re-register themselves as per institute rules. Mere, submission of registration form will not be accepted. For attendance criteria classes shall be calculated w.e.f. 09.07.2018

**Note: No Registration will be entertained without fee deposition**

**(REGISTRAR)**

Copy to:-

1. The Director – For kind information please.
2. All Head of Departments (With a request to make the necessary arrangements for registration of their students followed by interaction session on scheduled day).
3. All Faculty and Staff members – for information and necessary action at their end.
4. All Notice Boards.
5. Mr. Vikram : Website Administrator