No. BU/Acad./2018/46

Revised Registration Process for the 3rd, 5th & 7th semester students

All the Students of 3rd, 5th & 7th Semester of the University are hereby informed that **Registration Process has been rescheduled** from **16th August, 2018**.

All students are hereby cautioned that classes will commence from 16th August 2018 and no compensation will be allowed for late reporting.

Important Note: REGISTRATION will be allowed on full payment of Fees.
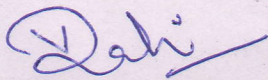
Registration Schedule

Date of reporting	Fine Amount for Registration
16th Aug.- 20th Aug. 2018	**No Fine** Registration to be done **in the Department** with the **Section Coordinator**.
21st Aug.-22nd Aug. 2018	Registration to be done **in the Department** by the respective **Section Coordinator** with the approval of the HOD. **Late fine of Rs 100/- will be charged.**
23rd Aug.-24th Aug. 2018	Registration to be done **at Academic Office** with the **approval of respective HODs. Late fine of Rs 500/- will be charged.**
27th Aug. -28th Aug. 2018	Registration to be done **at Academic Office** with the approval of **respective Deans** with an **undertaking** **Late fine of Rs 1000/- will be charged.**

No Medical Certificate or request for extension of time will be entertained for late registration.

A) **Students are directed to carry their ID cards and fee receipt for the Registration.**

B) Student should carry necessary writing materials to note down their time table.

C) **Registration will be done in person only.** No one else is permitted to do registration on anyone's behalf.

D) A student reporting late, (i.e. after the scheduled date of reporting (**16th Aug. 2018**) will **NOT BE GIVEN ATTENDANCE** against their absence:

Process of Registration:

1. All Students should pay their full fees for the next semester.
2. Accounts office will only send the list of the students to the department for registration who have paid the full fees and there are no anomalies.
3. Students who have not paid their full fees due to any reason or there is some problem of Account Clearance will have to get a slip from the Accounts office after resolving the issue.
4. Only on production of valid slip of the accounts office, the teacher/Academic Office shall complete the registration process.
5. The venue of registration shall be the first lecture class of 16th August 2018 as displayed in the time table. For other details, kindly get in touch with respective HoDs of the department.

Asstt. Registrar (Acad.)

Copy to:

Hon'ble Vice Chancellor for information

Registrar for information

All the Deans/Directors for information and necessary action

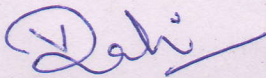All the HODs for information and circulation among the teachers

Assistant Registrar, Accounts for information and necessary action

Chief Warden, Hostels for information & circulation on the Hostel Notice Boards

Website Incharge for display on University website

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