

Ref. GEU/ R-221/25

January 20, 2025

NOTICE

REGISTRATION FOR EVEN SEMESTERS (II, IV, VI & VIII)- 2024-25

1. The registration of students for even semesters 2024-25 (II, IV, VI & VIII) for all programs is scheduled from January 27, to 29, 2025.
2. Heads of Departments (HODs) are required to ensure the following before registering students in ERP for their respective semester of studies:
 - Confirm that students have selected their compulsory and elective subjects.
 - Ensure that the full academic fee of the students is deposited.

Other Points

- Complete registration of all students of their department within the aforementioned schedule.
- Ensure faculty members enter attendance in the ERP system starting from the first day of classes.
- Attendance details will be shared with students' parents every Saturday. Hence, faculty members must update attendance for both theory and practical sessions daily.
- Regularly monitor student attendance in classes, tutorials and labs, as attendance will be counted from the commencement of classes. Only students with at least 75% attendance will be allowed to appear for examinations. An undertaking confirming this requirement must be obtained from the students.

Please ensure strict compliance with the above.

Note: Students will not be permitted to attend classes without prior registration. HODs are requested to monitor the same and ensure compliance.


Registrar

Copy to:

PRO to Hon'ble President for his kind information.

1. Vice Chancellor
2. Finance Officer
3. Controller of Examination
4. All Director, Deans & HODs
5. Deputy Registrar (E)
6. Admission Cell
7. All Hostel Wardens
8. Web Administrator for uploading on the University website