

NOTICE – GENERAL

(Ref: SRMU/RO/N.G./03/2016-17/61, May 23, 2017)

Re-Enrollment Process & Class Commencement (Session 2017-18)

1. All the existing students are hereby informed that their **classes for next session will commence from July 24, 2017.**
2. **With effect from session 2017-18, new process of Re-enrollment for existing Students has been evolved.** Students would be **desired to print the attached format** or collect the format from their respective Faculty/Department.
3. After obtaining remarks & signature **as mentioned in flow chart**, they would be required to submit the same in their respective Faculty/Department. **This process needs to be completed within a week in each semester after commencement of semester i.e. by July 31, 2017 (for odd semester); failing which students would not be enrolled in the next Semester.**
4. Keeping the importance of academics in view, it is very critical that the students attend the classes from the very first day. **Hence, all are desired to ensure their attendance from July 24, 2017.**

Akanksha Nigam
23/05/17

Dr. Akanksha Nigam
Deputy Registrar (Academics)

Distribution:

1. List B to D All
2. Website



This is to certify Mr./Ms., ERP Id Roll No. of Course, is eligible for enrollment in the session 2017-18.

Fathers' Name: Contact No.:

Occupation & Designation:

Address:

S. No.	Department	Remarks	Signature
1	<p>Course Coordinator</p> <p>a) Indicate Enrolled Subjects in Remarks</p> <p>b) Indicate attendance of previous academic session</p>		
2	<p>Library</p> <p>(For return of books and payment of fine)</p>		
4	<p>Exam Cell</p> <p>a) To be promoted or not</p> <p>b) Back Papers (if any)</p>		
5	<p>Administrative Office</p> <p>(Checking of Bus Fee submission)</p>		
6	<p>Hostel Warden</p> <p>(for Hostel inmates only)</p> <p>(Checking of Hostel Fee submission)</p>		
7	<p>Accounts</p> <p>(Checking of Complete Fee submission)</p>		

Signature of Director/Dean with Date

Signature of Student

Note: Students are required to submit the format in his/her respective Faculty/Institute by July 31, 2017 after obtaining remarks & signature of all concerned; failing which his/her name will not be included in the Attendance Register.

FLOW CHART OF RE-ENROLLMENT PROCESS

1

- Please Collect the format from your Faculty/Department

2

- Fill all the details in the format

3

- Obtain remarks & signature of your Course Coordinator regarding enrolled subjects & attendance of previous Academic Session

4

- Obtain remarks & signature of Library Staff for NO DUES (for return of books and payment of fine)

5

- Obtain remarks & signature of Exam Cell regarding result (to be promoted or not & back papers details)

6

- Obtain remarks & signature of Administrative Office regarding bus facility & fee submission

7

- Obtain remarks & signature of Hostel Warden for fee submission (For Hostel Inmates only)

8

- Obtain remarks & signature of Accounts Office for Complete Fee Submission (Course, Bus & Hostel Fee)

9

- Obtain signature of your Director/Dean

10

- Please Submit the duly filled format in your Faculty/ Department latest by July 31, 2017; failing which name of student will not be included in the Attendance Register