

NOTICE – GENERAL

(Ref: SRMU/RO/N.G./03/2018-19/05, July 12, 2018)

Registration Process & Class Commencement (Session 2018-19 Odd Semester)

1. All the existing students are hereby informed that their **classes for next session will commence from July 23, 2018, Monday.**
2. **Like last year, the University would be following the process of Registration for existing Students.** Students would be **desired to print the attached format** or collect the format from their respective Faculty/Department.
3. After obtaining remarks and signature of **their respective Course Coordinator**, students would be required to submit the format 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 30, 2018 (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 23, 2018.**

Akanksha
12/07/18

Dr. Akanksha Nigam
Deputy Registrar (Academics)

Distribution:

1. List B to D All
2. Website

Mr./Ms., ERP Id Roll No.....
 Course/Year Contact No. E. Mail Id.....
 Fathers' Name: Contact No.:
 Occupation & Designation:
 Address:

Department	Remarks	Signature with Name
Course Coordinator		
a) Indicate Enrolled Subjects in Remarks		
b) Subjects in which student has been stopped due to attendance (if any)		
c) Back Papers (If any)		

Undertaking

I am aware of the following Attendance Policy of Shri Ramswaroop Memorial University and I will ensure the same.

Ideally student should maintain 100% attendance however, 75% attendance (overall) is mandatory to appear in the End Semester Examination with further relaxation up to 15% (i.e. 60% overall) in extraordinary situations including medical or any other things like sports, extra-curricular activities etc. with prior permission/information.

For Each Theory Subject, all students are required to have 50% academic attendance in the respective subject to appear in the End Semester Examination (ESE) in that particular subject otherwise he/she will be termed as 'Stopped' in those respective subjects and will not be allowed to appear in the End Semester Examination and get 'F' Grade.

For Each Lab Subjects (experimental or non-experimental), only those students who have completed 60% of lab work in experimental/non experimental labs shall be permitted to appear in that particular Lab Subject in the End Semester Examination otherwise he/she will be 'Stopped' from appearing in the ESE of respective lab and will get 'F' Grade.

Signature of Director/Dean with Date

Signature of Student

Note: Students are required to submit the format to their Course Coordinator by July 30, 2018 after obtaining remarks & signature of all concerned; failing which their name will not be included in the Attendance Register.