

NOTICE – GENERAL

(Ref: SRMU/RO/N.G./03/2018-19/39, Dec 21, 2018)

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

1. All the existing students are hereby informed that their **classes for next semester will commence from January 15, 2019.**
2. **Like Odd Semester, it is mandatory for all the students to complete the process of Registration.** Students would be **desired to print the attached format** or collect the format from their respective Faculty/Department.
3. After filling requisite details, obtaining remarks of Course Coordinator & signing Undertaking, they would be required to submit the prescribed format in their respective Faculty/Department. **This process needs to be completed within a week in Even semester after commencement of semester i.e. by Jan 22, 2019.**
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 Jan 15, 2019.**

Akanksha
21/12/18

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:

S. No	Department	Remarks	Signature with Name
	Course Coordinator		
	a) Indicate Enrolled Subjects in Remarks		
	b) Indicate attendance of last semester		

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: Please submit the format to your respective Course Coordinator by Jan 22, 2019 after reading it thoroughly.