

OFFICE OF ASSOCIATE DIRECTOR (A)

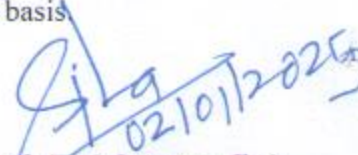
CIRCULAR

3227/AD(A)/C/ O I /2025

02 Jan 2025

SEMESTER REGISTRATION: EVEN SEMESTER (ALL COURSES)

1. Semester Registration for academic session Jan 2025– Aug 2025 (Even semester) both First year and higher semester will be done on **06 Jan 2025**. Hence all students need to report to their respective departments for higher semester. For B.Tech First year students need to report to the respective classroom as per **Appendix 'A'**
2. The student will verify and collect the payment receipt from the finance counter. For higher semester students the filled in registration form alongwith payment receipt to be submitted to the respective semester co-ordinator of the respective department and for B.Tech first year students to the respective class teacher. (List of semester co-ordinator and class teacher are enclosed as **Appendix 'A' & 'B'**).
3. Further, the students need to either bring Demand Draft in favour of SMIT payable at Majhitar or details of transaction made through any other mode as mentioned in Notice No. Notice/SMIT/13/2024 dated 01 Jul 2024. (**copy enclosed as Appendix 'C'**) as a proof of payment of fee. **Students will be allowed to register only on payment of fee.**
4. Students who do not have any subject to rejoin should fill registration Form 'A' or any student willing to rejoin in any subject should fill registration Form 'B' available in the institute website.
5. Any student who is not promoted to higher semester/year and got back paper in first year subjects, are required to submit the rejoining form (Form 'B') to the office of Associate Director (A).
6. The semester registration forms listed below will be made available in the respective department and student section Room No. C-106.
 - a. Registration Form 'A' (for regular students with no rejoining subjects)
 - b. Registration Form 'B' (for all students with rejoining subjects)
 - c. Registration slip
 - d. Receipt issued by the Finance
7. After **13 Jan 2025** late fee of 12% PA will be applicable on pro rata basis


(Prof. (Dr.) Sangeeta Jha)
Associate Director (A)

To

1. All HODs - For dissemination and information to all students & implementation of the same.
2. 1st Yr class Teacher - For necessary action please.
3. Deputy Manager (Fin) - For necessary action please.
4. Chairperson Website Committee - With a request to display the same in institute website

Copy to:-

1. Director For information please.
2. Deputy Registrar (Acad)

