

NOTICE

Dear Students/Parents/Guardian,

This is to bring to your notice that the complete information of reopening date, Academic norms and new semester registration process for Diploma students with regard to July-Dec. 2017 Academic session is given below.

1. **Odd Semester Re-opening date: 16/08/2017** for **III SEM** and **V SEM** of **Diploma** students.
2. **On-Line Registration for new semester:** - It is mandatory for all the students to get their on-line registration done to join their new semester. After the online registration contact the registrar department. The registration deadlines and the late registration penalties are as flows

Sem/ Year	Registration dates	Registration charges	Fine on college fee
III SEM / II Year	16 th Aug. to 30 th Aug.2017	Free registration (no registration charges)	no fine on college fee
V SEM / III Year	16 th Aug. to 30 th Aug.2017	Free registration (no registration charges)	no fine on college fee
III SEM / II Year	From 31 st Aug. 2017	late registration fee as per College Rule	+ Rs25/- per day fine on college fee
V SEM / III Year	From 31 st Aug. 2017	late registration fee as per College Rule	+ Rs25/- per day fine on college fee

3. **Provisional Registration Process:** - Students have to submit their complete remaining fees before 30th Aug.2017and complete their registration .If any students is not eligible for the current semester(EX) then they have to pay RS 5000 shall be adjusted in their Tuition fee when they become eligible for the new semester. The registration dates and late penalties are same as shown in the above table.
4. **Students can avail all the facilities** (such as placement/training/industrial visits/sports/clubs etc) provided by the college only after they complete their semester registration.
5. **Attention: -The upcoming 5th semester** students need to register at Placement Cell for their campus placement activities after completing their semester registration.
 - **Mandatory Attendance requirements:** - As per the University norms 75% class attendance is compulsory for all the students. Please note that if any student suffers from any kind of serious medical problem, he/she must have 65% regular class attendance even to apply for attendance consideration on medical ground. Please note the following with regard to attendance
 - As per the University norms, students **having less than 75%** attendance are not eligible to appear in their term end examinations and hence, their **exam forms cannot be forwarded.**
 - As per the competent scholarship distributing authority, students **having less than 75%** attendance are not eligible to avail the scholarship and hence, **their scholarship applications cannot be forwarded.**

All the students are advised to report to the college from the reopening date and follow the norms systematically.

Registrar

