



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320 (J&K)  
(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

REF NO: SMVDU/A&R/16/1292  
DATED: 25<sup>th</sup> NOV., 2016

### NOTIFICATION

**Sub: Semester Registration for Academic Session 2016-17, Second Semester.**

It is hereby notified for the information of all continuing (UG/PG/Doctoral) as well as those who have backlog(s), that they are required to complete the registration requirement **in person** in their respective Departments/School for **SECOND Semester (January-May, 2017) on 2<sup>nd</sup> & 3<sup>rd</sup> January, 2017.**

Students who report for registration after 3<sup>rd</sup> of January, 2017 shall be charged a late fee of Rs. 1000/- till 9<sup>th</sup> of January, 2017, which shall be the last date of registration with payment of late fee. **Name of those students who do not register by this last date will automatically be struck off the rolls.**

In case of illness or any other emergent reason of absence on the scheduled date of registration, a student **MUST** submit an application for proxy registration to the concerned Head of Department for which a fee of Rs. 500/- will have to be paid by such applicants towards proxy registration which will be allowed only in exceptional and genuine cases at the discretion of Dean of the Concerned Faculty, upto the said last date.

It may be noted that the registration (for the Semester) will be done Online at the designated locations in the Departments/School.

Students must also ensure that before registering for the SECOND Semester **they must clear all their pending dues (if any)**. It is also notified that the students will not be allowed to register in case they do not clear the outstanding previous dues (if any) at the time of registration.

The Registration forms complete in all respects duly signed & verified by the concerned Department/School Head / I/c Head should reach the Academic Affairs Section latest by 16/01/2017 along with separate lists of students who have not registered as well as those who have registered for the semester. The concerned Heads / I/c Heads of the respective Department/School along with their faculty coordinators nominated for the purpose shall ensure the compliance of the above notification in letter & spirit by all students of the University.

This issues with the approval of the Competent Authority.

*Dr. Chaitanya*  
Registrar

Copy to:

1. All Deans for information.
2. I/c Associate Dean (AA), for information.
3. All Heads / I/c Heads for information & necessary action.
4. Finance Officer, for information.
5. I/c Dean of students, for information and circulation of the same among all Associate Dean of students, Wardens and Mess I/c.
6. PS to VC for the information of the Hon'ble Vice Chancellor
7. I/c Web site for uploading the same on the University website.
8. SO (Security), for information.
9. All Notice Boards.
10. ✓ Concerned file/ Order file.