



# 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/AA/19/ 988  
DATED: 30<sup>th</sup> DEC., 2019

### NOTIFICATION

**Sub: Semester Registration for Academic Session 2019-20, Even Semester (Jan-May, 2020).**

It is hereby notified for the information of all continuing students (UG/Integrated/PG/Doctoral) as well as those who have only backlog(s), that they are required to complete the registration requirement **in person** in their respective School for *Even Semester (Jan.-May, 2020) on 3<sup>rd</sup> & 6<sup>th</sup> Jan., 2020.*

Students who report for registration after 6<sup>th</sup> Jan., 2020 shall be charged a late fee of Rs. 1000/- till 10<sup>th</sup> Jan., 2020, 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 of the University.***

***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 School 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 Vice Chancellor, upto the said last date.***

It may be noted that the registration and fee payment (for the Semester) will be done through ERP system only.

Students are required to login to the ERP system and check their outstanding dues and are required to **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 Faculty I/c Registration & School Head / I/c Head shall be maintained in the School itself. The list of registered students (program wise, class wise, Course wise) shall be sent by the Heads of School to all concerned along with copy to Academic Affairs Wing for records. Further, separate list of students who have not registered shall also be sent to Academic Affairs Wing for records. The details must be provided within one week from the date of closure of the registration.

This issues with the approval of the Competent Authority.

  
Registrar

Copy to:

1. All Deans for information.
2. Dean (AA), for information.
3. All Heads / I/c Heads for information & necessary action.
4. Finance Officer, for information.
5. Dean of Students Welfare, 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 Website for uploading the same on the University website.
8. Security Officer, for information.
9. E-Smart Solutions, for information & necessary action.
10. All Notice Boards.
11. Concerned file/ Order file.