

**NOTICE**

It is notified for the information of students that the subjects of **2<sup>nd</sup> Sem B.Tech & MBA** programme under even semester course'15 – 16 will be registered for the regular students as per the programme given below. The students having backlog subjects in the above semester may also register the same within the stipulated dates. The students (**Regular**) who have registered their subjects and also appeared minimum numbers of subjects (Theory/Sessional) in their lower odd semester Exam'15 – 16 are now eligible provisionally for registration in higher semester. The eligibility of students for registration will only be considered on production of clearance from A/c section pertaining to deposit of college fees & other dues for the year' 15 – 16. No students shall be issued form & challan for purpose of registration of subjects of their respective semester (Regular) without clearing college fees & other dues of the college under any circumstances. The provisional list of eligible students of above semester course of all branches are available in the concerned Deptt. and DSW Office for reference.

The registration forms containing required data with complete address / phone number will be verified by the Faculty Advisor / HOD of the concerned department. After verification of the registration forms, the students will deposit the required amount in the Union Bank of India, Mahura, Bhubaneswar (CVRCE campus) under Head of Account – **12001 for B.Tech & MBA**. On deposit of fees, two copies of the challan will be issued by the Bank to the students concerned out of which, one copy (college copy) will be attached with the verified registration form and deposit the same at the DSW Office and also obtain the acknowledgement as a token of proof for deposit of registration form. The acknowledgement receipts will be kept by the students till the admit cards are issued to them for the concerned End Sem Exam, for verification if required .

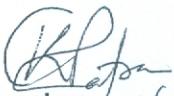
Registration forms and challan for deposit of fees are available in the DSW Office. The acceptance of verified registration form and challan, showing the deposit of fees, will be strictly as per the stipulated dates.


**Programme for registration of subjects (Regular & Backlog)**

| Sem             | Branch                              | Date of Regn.                                    |
|-----------------|-------------------------------------|--|
| 2 <sup>nd</sup> | All branches of B.Tech & MBA course | 28 <sup>th</sup> to 30 <sup>th</sup> December'15 |

**Copy to:**

1. Chairman's Office / Principal's Office / / Registrar / Dean Academic /Dean 1<sup>st</sup> Year/ Dean Students affairs for information & necessary action.
2. HOD concerned for information & necessary action. List of provisional eligible students are being sent separately.
3. Manager Finance / A/c section with a request to send the due list of students in different branches to the DSW Office & Exam Cell.
4. Union Bank of India, Bidyanagar, Mahura, Bhubaneswar with a request to extend necessary cooperation.
5. DSW Office / Notice Boards.
6. SSEPL with a request to display it in the college website.

  
Director 17/12/2015

  
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