CIRCULAR

Cir. No. **SUCC/AY/2024-25/Exam-Cir/08**   **Date:** 20-05-2025

SUBJECT: SUMMER TERM NOTIFICATION – JUNE 2025.

The students who wish to register for Summer term, June 2025 should submit their registration in the prescribed form enclosed, as per the following dates:

Registration commences on :	02-Jun-2025
Last date for registration and payment of Fee :	07-Jun-2025
Last date for submission of registration form :	09-Jun-2025

- Incomplete form, late registrations or incomplete/delayed payment will not be accepted.
- A student cannot request or demand for a specific course to be offered
- Student can register for the concerned course/s, if offered, in which he/she had received **"NE", "CRC" Grades** in the earlier Semesters.
- Student can register for courses **not exceedingly more than 12 Credits**.
- Registration Fee **Rs. 5,000/- Per course.**
- Courses offered by the respective departments during the summer term June 2025 are enclosed.
- A course may be withdrawn if the number of registrations for the concerned course(s) is less than ten (10). Further, if the course is withdrawn due to lack of

minimum registrations, the registration fee paid for the concerned course shall be refunded to the student who had registered for the concerned course.

- Registration fee should be paid at the Accounts office, Administration block. Once payment done, the Payment details (Amount paid, Receipt number and Date of payment) should be entered correctly in the registration form along with other relevant details as mentioned in the registration form.

- The completed registration form with the required enclosures should be submitted to the respective Head/Dean of the departments on or before **09-Jun-2025**, for further processing.

Director Academics

Exam Cell Coordinator

Copy to:
1. Executive Director
2. O/o Director Academics
3. Heads of all department – Inform respective students and all faculty members
4. Deputy Registrar
5. Accounts department
6. ERP
7. Examination cell - File