



G.L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow

Ref. No: GLBITM/NOTICE/RO/2019-20

Date: -01.07.2019

NOTICE FOR REGISTRATION

All students of B.Tech. M.C.A. & M.B.A (3rd, 5th & 7th sem.) are hereby informed that Institute will re-open for classes of odd semester, session 2019-20 on 22.07.2019. **Registration on dated 22.07.2019 (Monday) by every student is compulsory for attending classes failing which fine will be applicable as per rules.**

Registration process is given below:

1. **STEP-1:** Deposit full college fees / other dues at accounts section, Counter No.03, Room No. 16. (Note: Students who have already deposited fees and obtained fee receipt from Account Section are required to skip STEP-1).
2. **STEP-2:** Collect prescribed Registration Form from respective Registration Officer (Faculty Coordinator / Incharge) in the department concerned. (Note: only those students who have cleared college dues / library fine are allowed to collect registration form).
3. **STEP-3:** Check all entries mentioned in the form, make blank entries and necessary correction, if applicable, in the registration form and sign undertaking printed on it as verification and validation of data provided. (Note: All students are required to provide correct information in the interest of their placement activity, university examinations, scholarships and fee reimbursement etc.)
4. **STEP-4:** Submit printout of registration form to the respective department through Registration Officer (Faculty Coordinator/ Incharge) as nominated by the department. (Note: Faculty Members are required to check that all the entries are duly filled and accept registration form from student concerned only. Please check clearance of college dues / other dues before acceptance of registration form and submit these form to the Director Office on daily basis with details on MS-Excel sheet)
5. In case of continuous absence from classes from 23.07.2019, the registration shall be treated as cancelled and student shall be liable to re-register themselves as per institute rules. Mere, submission of registration form will not be treated as registration. For old student's attendance criteria classes shall be calculated w.e.f. 22.07.2019.


(REGISTRAR)

Copy to:-

1. The Director – For kind information please.
2. All Head of Departments - with a request to make the necessary arrangements for registration of students of the department followed by student interaction session on scheduled day. Please send the names of Registration Officer (Faculty Coordinator / Incharge) to the Office for records and necessary action at our end.
3. Dy Registrar / Accounts Officer / Librarian
4. All Faculty and Staff members – through e-mail.
5. All Notice Boards / Web site notice board.