

# UNIVERSITY OF HYDERABAD

O/o the Controller of Examinations

UOH/CE/2013/

July 2, 2013

## CIRCULAR

**Sub : Revised procedure for semester registration with effect from July 2013 – Reg.**

**Ref : Orders of the Vice-Chancellor dated 11.5.2013 and 24.6.2013.**

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In order to make the semester registration process more effective and efficient, the Vice-Chancellor constituted a Committee vide his orders dt. 11.5.2013 under the Chairmanship of Prof. S.G. Kulkarni, Department of Philosophy to make suitable recommendations. The Committee held couple of meetings and made its recommendations as per the terms of reference of the Committee which have been approved by the Vice-Chancellor vide his orders dt. 24.6.2013. As per the approval of the Vice-Chancellor, the following procedure shall be followed for semester registration with effect from the monsoon semester starting from July, 2013.

1. The Office of the Controller of Examinations will send the printed fee challans and semester registration requisitions to the Schools Departments/Centers at least 7 working days before the commencement of registration process. The facility to download the challans and the registration forms shall also be made available by the Office of the Controller of Examinations.
2. The office of the Dean, Students' Welfare (Scholarship and Fellowship section) will communicate to all the Deans of the Schools/Heads of the Departments/Directors of the Centres and the Office of the Controller of Examination a consolidated list of students who are not eligible for registration for the current semester. This list will also specify the reasons for their ineligibility. This list will be made available to the students as well as to the Schools/Departments/Centers at least 7 days before starting of the registration process.
3. The students should submit the filled in registration forms along with enclosures (counterfoil of the fee paid challan/receipt of the online payment) in the respective Schools/Departments/Centers. The research students should also enclose the assessment report of Doctoral Committee for the previous semester and also extension orders (wherever necessary) to their semester registration forms and submit the applications in the respective Schools/Departments/Centres. The semester registration forms have to be filled by the students and submitted to the Schools/Departments/Centres from 15<sup>th</sup> to 19<sup>th</sup> July, 2013 without any fine and from 22<sup>nd</sup> to 29<sup>th</sup> July, 2013 with a late fee of Rs.500/-.
4. The Deans/HODs/Directors/Coordinators shall forward the applications of the eligible students and research scholars for semester registration along with other enclosures to the CE's office on or before 23-07-2013. The Deans/HoDs/Directors/Coordinators should not recommend semester registration of the students who are ineligible as per the list received from the DSW's office and/or because other relevant documents (the Doctoral Committee Reports and extension orders) are not enclosed.
5. The CE's office will take necessary action on the applications received from the Schools/ Departments/ Centers and send the semester registration renewal cards to the concerned Deans/ HoDs/ Directors/ Coordinators within 7 working days from the date of receipt of the documents for delivery of the same to the concerned students under proper acknowledgment.
6. Late applications received by the respective Deans/Heads/Directors/Coordinators between 22<sup>nd</sup> to 29<sup>th</sup> July, 2013 with a penal fee of Rs.500/- are to be sent to the Dy. Registrar (Acad. & Exams) on or before 31.7.2013. The semester registration cards of such students will be prepared and sent to the respective Schools/Departments/Centres within 3 working days after 31.7.2013.

7. All the students should note that semester registration is mandatory and that the applications received after the due date for semester registration will not be accepted. In case the students are not able to personally submit the applications to the Deans/Heads/Directors/Coordinators of their respective Schools/ Department/ Centre, they may submit their applications through an authorized persons. M.Phil., M.Tech. and Ph.D. students, who are away from the University for field work or for any other purpose viz., seminar/ meeting/ workshop etc., should also complete their semester registration through their Supervisor/Dean of the School/ Head of the Department/ Director/Coordinator of the Centres. Such of these students may send their progress reports to the research Supervisors/other Doctoral committee members (in the absence of Supervisor) using the internet facility or by post/courier well in advance and obtain the Doctoral Committee report before the semester registration period (July 15-19 for the current semester).
8. All the students should note that mere payment of fees is not sufficient for semester registration. Semester registration will be considered only for those students who have fulfilled all other criteria including the clearance of mess dues to the hostel concerned.
9. The students who may appear for supplementary examination so as to clear the backlogs to become eligible for semester registration should complete registration formalities within three days of declaration of the results if the result are not notified before July 19, 2013.

### **Controller of Examinations**

**To**

All the Deans of the Schools  
All the Heads of the Departments/Directors/Coordinators of the Centres  
Dean, Students' Welfare  
Chief Warden

Copy to :

1. Deputy Registrar (A & E)
2. Secretary to Vice-Chancellor
3. P.A. to Pro Vice-Chancellor
4. P.A. to Registrar
5. P.S. to Controller of Examinations/Finance Officer
6. Students Services Section
7. I/c Automated Admission Office