

No: NIE/Dean (AA)-102/2022-23/Odd/11

**CIRCULAR**

**Attn.: Students of M. Tech. & M.C.A. III semester.**

Sub: Regarding Course Registration for the Academic Year 2022-23 through Proctor.

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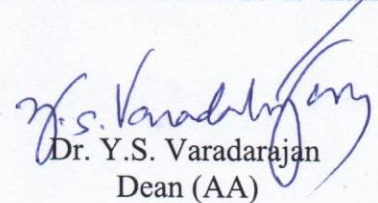
With reference to the above, the ODD semester (III semester) is scheduled to commence from 15<sup>th</sup> December 2022. The Course Registration will be enabled as per the schedule mentioned in the Academic Calendar i.e., between 13<sup>th</sup> to 17<sup>th</sup> December 2022.

The following points shall be noted and adhered to by the students for Course Registration:

- **The process of Course Registration shall be done only through the assigned Proctor from the respective department.**
- **As already informed in the Academic Calendar of ODD semester 2022-23, the students have to be physically present in the campus for the Course Registration (Course Registration in Absentia shall not be allowed)**
- **The Course Registration will be done only after the payment of the Institute fee and hostel dues (if any). The student has to produce a copy of the Fee paid receipt at the time of registration to the proctor and then only the Proctor would approve the registration.**
- **The students have to verify the registered courses in the Contineo's Student Portal as soon as the course registration is completed and shall contact the respective Proctor if there is any discrepancy in the same.**

**Note to HoDs:**

**The HoDs are hereby informed to bring the contents of this circular to all concerned & make necessary arrangements for the same.**

  
Dr. Y.S. Varadarajan  
Dean (AA)

Copy to: 1. Principal/ Vice Principal – for information/ CoE./ SDSC. / Head IQAC/ Dy. Dean (AA) /ADM,  
2. HoD's of CIV. / MEC. / EEE. / ECE. / IPE. /CSE. / ISE./ PHY./ CHEM./ MATHS. /M.C.A