



Babasaheb Bhimrao Ambedkar University

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow- 226 025

System of Registration

1. Continuing student may first approach the office of the Head of the Department for obtaining Course Registration Cards. Only those continuing students who are academically eligible and have cleared their dues viz., Hostel, Mess, Library, Sports Office, Proctor Office, and other dues like repayment of loans will be given Course Registration Card by the Department.
2. Such students may fill up the Course Registration Card after verifying the courses being offered by the Department/School in the current semester.
3. The students shall then obtain signatures of Course Advisor/Supervisor and Head of the departments concerned.
4. The students shall go to the office of the concerned department which will make all arrangements to collect the semester fees within the course registration schedule announced by the University from time to time and extension of validity of Identity Cards.
5. The Office of Head of Department will retain a copy of the fee receipt as well as three copies of the Course Registration Cards meant for the Department concerned Exam section and Dean of School and will return the Dean of students copy, Hostel copy and the student copy along with a copy of the fee receipt to the student.
6. The registration shall be deemed to be complete only when the student submits the Course Registration Cards in the office of Dean of Students and the hostel as the case may be.
7. **Those continuing students who have not paid any of the outstanding dues as indicated in Sl. No. 1 above, will have to first get clearance from the respective offices before approaching the Department concerned for obtaining the Course Registration Cards.**

Note :

1. All the above steps leading to registration are required to be taken by the student concerned within the registration schedules as announced by the University/School/Department.
2. As the entire process relating to preparation of course lists, competition of end-semester results, etc. is done by the Department on the basis of the particulars furnished by the student in the Course Registration Cards, students are advised to make sure that the course numbers, the titles of the courses as well as credits, etc., are correctly recorded in the Course Registration Cards. Any error in filing the cards could put him/her to considerable disadvantage besides causing enormous inconvenience to him/her, the Department/School and Exam Section. The students are, therefore, advise, in their own interest to fill up the Course Registration Cards with utmost care and caution.
3. Students who do not complete the course registration formalities within the time schedule as announced will have to pay a fine as decided by the University from time to time.

Encl : A set containing six copies of Course Registration Card.



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Student's Copy

Name : Sex

Course/Programme of Study Year of Admission.....

Category (SC/ST/PH/FN*)

Permanent Address

(with Telephone no., if any)

Present Address (with Telephone no., if any)

*Passport details

*Validity of Visa

(*for foreign student only)

DECLARATION

Certified that I

1. ** (a) am not in any employment now and shall not take up any employment during the course of study.
2. ** (a) am not receiving any fellowship/scholarship or any other financial assistance from any source.
** (b) am getting fellowship/scholarship/financial assistance through the University.
..... (indicate the source).
3. ** (a) have resided in the Hostel from to
** (b) am at the present residing in Hostel of the University.
4. I have not registered for pursuing any other full time programme of study in this University or in any other University/Institution.
5. I have cleared all dues except the current semester fees.
6. I have read the relevant provisions/instructions very carefully and solely responsible for the accuracy of the information furnished by me in course registration cards.

Date :

Signature of Student

OFFICE OF THE DEPARTMENT

The student has paid the fee vide receipt No. dated
Three copies of the course registration card meant for Department, Exam Section and School have been retained.

Date :

Office Asstt.
Counter signature of HOD
(Signature with Seal)

.....
**Strike off whichever is not applicable.

Note : Fee will be collected in the Bank located in the University.

[illegible][illegible]

- Signature of Advisor/Supervisor**

Instructions to fill/up the Course Registration Card :

- Course Code :** Core-1, Optional-2, Non-credit-3, Repeat-4.

*Pl. mention name of **programme** viz. MA, M.Sc., MLIS, MCA, LLM, MBA, M.Pharma etc.



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Dean's Copy

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Department Copy

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Hostel's Copy



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