



Ref. No. 1-3/TSMUR/circular/2026/55

Date: 01.06.2026

## **CIRCULAR**

### **Subject: Registration Process for Newly Admitted Students.**

All Deans (except Medical) are kindly informed that the registration process for newly admitted students will be conducted at the respective departmental level under your guidance.

To ensure a smooth and student-friendly experience, the following points may be noted:

1. The registration process shall be facilitated by the concerned department with proper planning and coordination.
2. Necessary arrangements and support systems should be put in place to assist students during registration.
3. Faculty and staff duties may be assigned in a manner that ensures efficiency and ease for students.
4. All required documentation should be completed carefully, with guidance provided to students wherever needed.
5. The collection of any pending fees will be coordinated with the Accounts Section in a supportive manner.
6. Students are advised to deposit at least 50% of the semester fee to complete their registration process.
7. Students will be able to attend classes once their registration formalities, including the minimum fee submission, are completed.

Therefore, Deans are requested to oversee the process and ensure that students are guided and supported throughout.

This circular is issued with the approval of the competent authority.

**(Dr. Rajeev Mishra)**

Registrar

### **Copy for information to:**

1. PS to Hon'ble Chancellor/Pro Chancellor
2. PS to Hon'ble Vice Chancellor
3. PS to Executive Director
4. All Deans
5. Director Admissions
6. Guard File