F.No.CUSB/Acad/ A₤7414   Date: 27-12-2023

NOTICE

As you are aware that in the first week of each semester, the students admitted in a programme, undertake semester registration by depositing semester fee and thereupon accomplish course registration by selecting the courses from the basket of courses prescribed by the Department for a particular semester.

The schedule of semester and course registration is notified well in advance to all concerned through the Academic Calendar issued by the Academic Section. Furthermore, notices are issued in this regard for information to the students and Departments at the time of commencement of each semester.

It has been observed that despite several notices and reminders, many students do not pay attention to undertake their semester and course registration through SAMARTH Portal within stipulated deadline. Resultantly, the SAMARTH Portal becomes unable to retrieve the details of courses to be shown on the hall-tickets issued for end semester examination which create an undesirable chaos at the time of examination.

In view of above backdrops, the semester registration process through SAMARTH Portal has been reviewed and in order to streamline the process, it has been decided that henceforth **(from January- June, 2024 semester onwards)**, the execution as well as monitoring of registration process of students on SAMARTH Portal shall be handled by the concerned Department.

The Heads of all Departments are requested to kindly ensure the *Mapping* of courses to be offered in a particular semester with the concerned 'Course Instructors' according to the time-table as finalised by the Department before the commencement of the semester teaching, so that the courses opted by the students from the basket of prescribed courses may reflect in the column of 'Assigned Courses' on SAMARTH Portal. It can be carried out by the SAMARTH Login- ID & Password issued to HoDs.

Subsequently, all the faculty members must ensure that only those students are attending their classes who have selected their courses and have completed the course registration through the SAMARTH Portal. The names of the registered students in a particular course can be verified by the concerned faculty members through their SMARTH Login-ID & Password issued to them.

Any students, who will be attending the classes without completing semester and course registration, their attendance will not be considered and subsequently the hall-tickets will not be generated for end-term examination in respect of such students.

Contd...

For any technical assistance, the HoD/faculty members may send an email to Sh. Kshitiz Singh, Information Scientist. With regard to any other query, office of the undersigned/ DR (Acad)/ AR (Acad) may be contacted.

This issues with the approval of the Competent Authority.

27/12/2023

(Santigopal Pain)
Controller of Examinations

Copy to:

1. The Deans/Heads of Schools/Departments, CUSB
2. All faculty members, CUSB
3. Vice-Chancellor's Secretariat, CUSB
4. PS/ PA to Registrar/ F.O./ CoE, CUSB
5. Deputy Registrar (Acad)/ Assistant Registrar (Acad)/ Section Officer (Acad), CUSB
6. System Analyst
7. Information Scientist, CUSB
8. Guard File