

1) SOP with regard to Student's Promotion / Admission to Next Academic Year (Non - Autonomous Schemes):

1.1 For Regular Students (Under RTM Nagpur University Scheme):

- a) If student is eligible for getting admitted to next academic year as per criteria specified by RTM Nagpur University, he / she will report to respective department and do the registration process by filling the **Student Registration cum Admission form – Process Sheet** (available with Administration department and will be made available to all Head of Departments for circulation).
- b) Student must pay requisite Registration / Admission fees (50% of the total Tuition Fees) at the time for confirmation of their registration to the Academic Year. All previous Accounts dues must be cleared.
- c) University Examination Fees (for Regular / Backlog Winter and Summer Examinations) to be paid at the as per notice circulated by Administration Department (will be circulated as per university guidelines).
- d) Only after payment of requisite fees, and submitting the Registration cum Admission form in the Administration department (through Head of Department), student registration will be considered for the concerned Academic Year.
- e) This student registration process should be done within 30 (Thirty) days from the start of Academic Session.
- f) Student who fails to complete this registration process within stipulated time period, will not be allowed to continue classes and also liable for payment of late fees / fine as prescribed by management.
- g) Final students' promotion to the next Academic Year will be made in the MIS portal within a week time period after the receipt of List from respective head of departments.
- h) List of registered / promoted students will be prepared by Administration Office considering Students Results / DC status / Detention status / Registration form received from Head of Departments within due course of time (Maximum 08 Working days) and will be made available to all concerned departments / Cell by Administration Office.
- i) Listed students are allowed to continue classes.
- j) Library Department will generate ID Cards of Enrolled students as per final roll list of students within 15 working days from the receipt of list (List will be provided by Administration Office).
- k) Student will collect their new ID card after submitting old one to library as per schedule given by Library department. Unless they submit old ID card, new ID card will not be issued. (In case of loss of ID card, student need to pay fine as per norms and only then new ID card will be issued). (In this regard notice is already circulated and to be acted as per the procedure mentioned therein)
- l) Remaining 50% tuition fees to be paid at the start of Even semester (hence 100% tuition fees to be paid till even semester). Student who wish to pay full fees may do so in the beginning of the Academic Year.
- m) Student failed to pay the fees on time is liable to pay late fees as per norms.
- n) Provisional Admission to next Academic Session is **Not Allowed**.