

# MAHARISHI UNIVERSITY OF INFORMATION TECHNOLOGY (MUIT), LUCKNOW

## Re-registration—Odd Semester 2019-20

1. **Facilitation for convenience to students during registration:**
  - a. Fee payment and online re-registration has already started for eligible students.
  - b. Deans of schools will inform students about registration dates.
  - c. Three (3) registration counters will be created to cater the rush of the students for fee payment and registration during **July 23-25, 2019** at following locations:
    - i. **Room no. B201**, Dean Office- School of Computer Sciences, First Floor, Engineering Block: For students of B.Tech, Diploma, M.Tech, BCA, MCA, B.Sc (CS/IT), M.Sc (CS/IT).
    - ii. **Room no. A116**, Computer Center: For students of B.Sc, M.Sc.
    - iii. **Room no. A303**, Digital Library: For students of B.Com, M.Com, BBA, MBA.
  - d. Deans of respective schools will depute their faculty coordinators & staff at these locations for help and records of registration. There will be a representative from Accounts Department for collection of fees, at all above locations.
  - e. Fee collection, for other dates will be done at Accounts department counter.
2. **Procedure for approval of part fee payment:**
  - a. Request for waiver in late fee/ facilitation for part fee payment, will be considered for recommendation by respective Dean of school.
  - b. Dean of schools/concerned faculty coordinator will take an undertaking from the student and his/her guardian, that
    - i. They have already paid the dues of last semester.
    - ii. They will pay the balance fee by a given date, before filling of exam form.
    - iii. They will pay the fine, which will be notified from time to time, with retrospective effect, if they do not pay the balance fee within promised time.
    - iv. They know that they will not be allowed to appear in end-semester examination, without filling the exam form.
    - v. The permission for part payment is allowed only once during my entire course.
  - c. Dean of Schools will then recommend for part fee- payment to Hon'ble VC.
  - d. Hon'ble VC will approve for fee payment and registration. VC office will create a record of such students and their promised dates of fee payment.
3. **Late fee fine:** Students will be allowed to pay fee by July 25, 2019 without late fine. A notice will accordingly be issued. There will be late fine as per following :
  - i. Fee payment after July 25, 2019: Rs. 50 per day
  - ii. Fee payment after August 14, 2019: Rs. 100 per day
4. **Late registration fine:** There will be an additional late registration fine after August 17, 2019 @ Rs 100/day.
5. Last date of registration will be August 31, 2019.