

OFFICE OF THE ACADEMIC SECTION
M. M. M. UNIVERSITY OF TECHNOLOGY
GORAKHPUR

NOTICE


Reporting of B.Tech. - I / M.Tech.- I / MCA- I / MBA- I / Ph.D.- I Year and
B.Tech-II Year Lateral Entry students admitted in session 2017-18

All newly admitted B.Tech./M.Tech./MCA/MBA and Ph.D. 1st year and B.Tech. 2nd year lateral entry students will report on the following date. The students are required to report as per the following schedule along with all those original documents/certificates which have been verified during the counselling.

Date	Day	Time	Venue	Course / Branch
July 24, 2017	Monday	9:00 AM	MPH Hall	Reporting of all M.Tech./MCA/MBA and Ph.D. 1 st year and 2 nd Year lateral entry students
July 25, 2017	Tuesday	9:00 AM	MPH Hall	Reporting of all B.Tech. 1st Year students

Steps for Reporting Process

- Step 1 : Report on the specified date and time mentioned above and get reporting form from respective counters of the department and fill up all entries.
(First year students may take the advantage of choice based credit system by registering less number of credits than assigned in the respective course structure of B.Tech./M.Tech./MCA/MBA programmes. Such students may drop few subject(s) by August 11, 2017; however, minimum number of credits must be registered as per the ordinances).
- Step 2 : The students are required to affix photograph, put left hand thumb impression and signature on the reporting form and get it forwarded by the HOD/Faculty designated for this purpose.
- Step 3 : SC/ST students having parent income (from all sources) less than Two lakhs are required to forward the reporting form by the scholarship officials
- Step 4 : Students seeking hostels must deposit their Hostel & Mess fee, go for hostel allotment and get reporting form verified by the Hostel officials.
- Step 5 : Move for option of either NCC or NSS.
- Step 6 : Move to State Bank/ Allahabad Bank Counter for opening of Saving Bank Account.
- Step 7 : Get reporting form signed by both Dean Student Affairs and Dean UGSE & PGR&D for UG and PG students, respectively.
- Step 8 : Submission of Anti Ragging undertaking forms both by the student and his/her Parent/Guardian to the officials of Proctor Office.
- Step 9 : Submit the reporting form after signing on the list available with the officials of respective department and receive the acknowledgment slip.


(Prof. S. K. Srivastava)
Dean UGS&E

Letter No/MMMUT/Academic Section/SS/2017

Date: July 14, 2017

Copy for kind information and necessary action to:

1. PA to Hon'ble Vice-Chancellor for his kind information
2. All HODs with the request to depute at least two faculty members and two staffs on each counter on above schedule to verify the student documents; however, there will be two counters on July 25, 2017.
3. Registrar/ All Deans/ Chief Warden /Chief Proctor/Chairman, ITRC/Finance Controller/COE
4. Branch Manager, SBI, MMMEC, Gkp and Allahabad Bank, MMMUT Road, Gkp for making arrangement for opening the saving account
5. Professor In charge, Infrastructure for instructing AE for the arrangement of furniture for different counters, for ensuring uninterrupted electric and water supply.
6. Nodal officer (Scholarships) / Incharge NCC/NSS
7. OSD (UG) and OSD(PG) for supervision of general arrangement and for forwarding the reporting forms mentioned at step 7
8. All Hostel Wardens/ All Notice Boards /In charge website


(Prof. S. K. Srivastava)
Dean UGS&E