Outward No.:GPM/10.09/Odd Sem/2023-24/\2\

Date: 11/07/2023

ODD TERM 2023-24
Schedule for Course and Exam Registration of Regular, Detained and Backlog Students

(Strictly follow Schedule to avoid any Penalty)

A. For Regular Students

Before course and exam registration all regular students (pay as per category wise) has to pay full year Fees (through online link available at institute official web-portal) for the coming academic year 2023-24, only thereafter they are eligible for the course and exam registration. This paid Receipt student has to show in department during course and exam registration.

B. For Detained Students

Before course and exam registration all Detained students (maximum two courses) has to pay Rs. 1000/- per course and Exam Fees (through online link available at institute official web-portal) for the coming academic year 2023-24, only thereafter they are eligible for the course and exam registration. This paid Receipt student has to show in department during course and exam registration.

Schedule for Course Registration and Exam Registration for ODD 2023-24 Term for **Regular Detained and Backlog Students** of the institute is as follows.

Sr. No.	Activity	Schedule	Remark
1	**Course Registration**	17 July 2023 To 18 July 2023	Regular Students
2	**Course Registration**	17 July 2023 To 18 July 2023	For Detained Students
3	**Exam Registration**	19 July 2023 To 23 July 2023 (Midnight)	Regular students (with regular exam fees)

Detailed Schedule for Exam Registration (for Regular as well as Backlog Students)

Activity	Schedule		
	Start Date	End Date	Duration
Exam Registration with Exam Fees of Rs. 540/- (only for backlog subject students)	19th July 2023	23rd July 2023	05 days
Exam Registration With Exam Fees of Rs. 540/- and **Late Fees of Rs 500/- Per Week** will be added	24th July 2023 onwards till 5th November 2023 (Midnight)		

Instruction for Course & Exam Registration:

1. First Department will complete the Course Registration activity during first 2 days (17th & 18th July 2023) and thereafter student will complete exam registration activity (19 July 2023 to 23 July 2023 (Midnight)) in the schedule time through their own login ID. Then student will confirm the printout receipt of exam registration with the signature of the Department Exam Coordinator / HOD. All the concerned students must follow all these procedure carefully.

2. Detained students will pay Rs 1000/- per course for the course registration of detained subjects. Then he has to pay exam fees and complete the activity as mentioned in above instruction 1.

3. Due to non-availability of **Old MIS server,** P02, P-07, P-11, P-16 & P-18 scheme students will complete their course and exam registration by submitting manual form to their respective Departments. These forms are available at our institute website in download section. After completing this process finally submit these forms to exam cell.

(Dr. N. N. Mhala)
Principal
Government Polytechnic Mumbai

Copy to
1. All Heads of Departments –Kindly inform to students in time and Display on Notice Board for further necessary actions.