VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur - 680 501

2751/VAST/ADMN/PA/VOL.IV/076   16.08.2022

CIRCULAR

As part of the forthcoming ODD semester registration for the Academic Year 2022-23 (B.Tech 2020 Admission batch), all are requested to follow the schedule in ERP as mentioned below:

SL. NO	TASK INVOLVED	RESPONSIBLE PERSON	START DATE	LAST DATE
1.	Invoice generation/checking by Admin dept.	Admin Office	16.08.2022	16.08.2022
2.	Configuration in ERP (if any)	ERP Team	17.08.2022	17.08.2022
3.	Promoting eligible students#	GTs	18.08.2022	29.08.2022
4.	Students to **Submit** their registration through ERP **after clearing dues, if any**	Students (GTs are requested to monitor)	18.08.2022	01.09.2022
4.	Submission from GT level	GTs	18.08.2022	03.09.2022
5.	HoD level submission	HoDs	18.08.2022	05.09.2022
6.	Registration approval	Principal	05.09.2022	10.09.2022
7.	Class Commencement	Principal	12.09.202	12.09.2022
8.	Last date to pay dues, without late fee (with approval from GT/HoD)	Students	-	12.09.2022
9.	Last date to complete semester registration with late fee as applicable (With approval from Principal/ED)*	students	-	30-09-2022

#- Students those who do not have sufficient credits as per KTU norms for promotion to higher semesters, need to submit the undertaking regarding eligibility in the prescribed format, to enable semester registration.
**Student's name will be removed from rolls after 30.09.2022, if the semester registration is not completed by then.

NOTE TO GROUP TUTORS:
 Please inform students to complete the registration process in time to attend the classes.
All are requested to monitor the specific tasks, mentioned above on time.

Sd/-
Principal