

**VFSTR :: VADLAMUDI**  
**Detailed Guidelines – Academic Registration (2022-2023 II Semester)**

**Important dates for Registration: II, III & IV B.Tech, II & III BBA, BCA & B.Sc.  
I & II MCA, I MBA, II M.Sc. & I BCA**

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| 1. Commencement of Registration of subjects & fee payment | : 10.01.2023 |
| 2. Commencement of Class work & marking of Attendance     | : 18.01.2023 |
| 3. Last date for Registration.                            | : 21.01.2023 |


- ☞ Registration shall be done only after the payment of total fee & clearing the previous fee dues. Deferred payment schedules are acceptable for exceptional cases, only with prior permission. To avail this facility, both parent and student have to meet Finance Officer before 13.01.2023.
- ☞ Students are advised to pay the total fee and register before 21.01.2023. For late registration the attendance for the days after the last date of registration will be marked as absent and will not be added to student's total attendance.
- ☞ The minimum attendance required to be eligible for appearing in mid examinations is 80% and for end examination 80% overall.
- ☞ Details of fee due can be obtained through 'vignan.ac.in' → student portal → student account Login.

**Note:**

Registration procedure may take 24 hours time, hence students are advised to complete the registration before the date of commencement of class work to get attendance from the first day of academic session.

**Procedure:**

- Step 1 :** Pay the tuition fee at bank through challana or through internet banking (use 'pay online' link at [www.vignan.ac.in](http://www.vignan.ac.in))
- Step 2 :** If paid through challana, bank will retain two copies of challana and stamped 'student copy' will be returned to the student as proof of payment.
- Step 3 :** Finance Office will verify the payment and send the student an 'SMS' about 'semester due is cleared' within next 24 hours, after which the student can approach the department for registration.
- Step 4 :** If fee is paid one or two days before the commencement of class work or after commencement of the class work, student can directly take the student copy of fee receipt to the 'Finance Office' for immediate clearance and proceed for commencing registration.
- Step 5 :** Show the SMS / 'no dues' stamped fee receipt at department as proof of payment of tuition fee.
- Step 6 :** Collect registration form and fill the details.
- Step 7 :** Meet the counselor and handover the registration form and start attending the class work.
- Step 8 :** An 'SMS' will be sent to the registered mobile number confirming the 'registration of subjects'.

  
**Dean – Academics, Assessment & Awards**