



## **SEMESTER MANDATORY REGISTRATION PROCESS**

**Even Semester :: February – May/June 2024**

**MANDATORY COMPLIANCE BY EACH AND EVERY STUDENT ON URGENT BASIS**

Tue.-06-Feb.-2024

Dear Parent / Student,

Greetings from Lloyd Academic Community!

In continuation of this, we hereby share the updated process of getting yourself registered for the purpose of attending lectures get yourself marked in the attendance registers for this semester. We have introduced this process in the last semester for the purpose of aligning 'fee payment' with 'recording of attendance'. **Therefore, any students without fee payment will not be able to get his/her attendance marked in the regular classes.** As the teachers will be having the attendance sheet from the accounts department only. The attendance sheet will be updated on the direction of the accounts department only after the confirmation of the fee deposited by the student.

Semester Registration Form filling and Submission Process is a Mandatory Compliance by each and every student of Lloyd. Without due compliance of this process, your attendance will not be marked and counted in the attendance of your regular classes. College administration will not be made responsible in case you lose your attendance due to non-compliance of this process for long. This process will be closed by Wednesday 07 Feb. 2024 in all respect. Post this closing date, registrations for this semester will be closed, and non-registered students will be barred from entering the campus with immediate effect.

1. Teachers will not include your name in the attendance sheet.
2. All those Students whose name are still not mentioned in the attendance sheet shall follow this process;
  - Teacher will take the attendance of all these students in a separate sheet; don't get out of the classes for the above reason;
  - After 1st Lecture at 10:30 am /OR/ 2nd Lecture at 12:30 pm /OR/ 3rd Lecture at 03 pm, these students will move to respective places as follows;
    - Campus 01 :: Exam Cell, First Floor;
    - Campus 02 :: Ms. Nidhi Dhawal (Cubicles @ Reception, Ground Floor);
3. Only and Only Examination department designated person will update the student name in the attendance sheets. No faculty will update or add the name of a student in the attendance sheet. Examination office person will update the attendance sheet before every lecture.

**Dr. Mohd. Salim**

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