



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

F. No.- CUSB/Acad/2-3/Vol-II/2016/ **AE10**

Date :- **03/01/2024**

NOTICE FOR SEMESTER REGISTRATION
(Undgraduate Programmes)

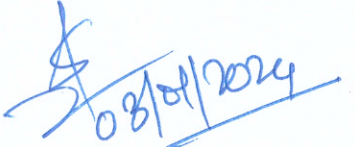
All students of Undergraduate programmes enrolled in Academic Year-2019, 2020 and 2021 are hereby directed to register themselves in even Semester (January-June, 2024) from **03.01.2024** to **08.01.2024** with deposition of prescribed semester fee at **Annexure –A** through SAMARTH portal (<http://cusb.samarth.edu.in>).

A student who fails to register himself/herself within stipulated date will be charged **Rs.500/-** late fine from **09.01.2024** to **11.01.2022** and thereafter **Rs.1000/-** will be charged from **12.01.2022** to **14.01.2023**.

No Semester Registration will be permitted after last date of semester registration in any case. After completion of Semester registration, the students are directed to select their courses of their respective semester of the programme of studies for completion of course registration.

All the concerned Heads of Departments are requested to expedite the registration process in pursuance of CUSB Notice No.CUSB/Acad/ AE7417 dated 27.12.2023 (copy enclosed.)

Encl.:- As above.


08/01/2024

(Dr. Santigopal Pain)
Controller of Examinations

Copy to :-

1. All students of concerned Undergraduate programmes, CUSB
2. All Head/ Faculty members, CUSB
3. PS/PA to VC/Registrar/FO/CoE, CUSB
4. System Analyst, CUSB - for uploading on University website
5. All concerned staff of the department, CUSB - for circulation amongst the students
6. Notice Board
7. Guard File

Central University of South Bihar

Annexure-A

Semester Fee Structure for UG programme Admitted in AY 2019, 2020 & 2021 (January-June' 2024)

Particulars	BA.B.Ed.	BSc.B.Ed.	BA.LLB
Semester Fee			
Tuition Fee	3000	3000	3500
Laboratory Fee	0	1000	0
Computer Lab	500	500	500
Evaluation Fee	500	500	500
Academic / Extension Activity Fee	0	0	1000
Addt. Professional Enrichment Fee	0	0	0
Field Visit	0	0	0
Library / Magazine / News Letter	500	500	500
Cultural Activities	500	500	500
Games / Athletics	500	500	500
Econometric Lab Fee	0	0	0
Total Fee	5500	6500	7000

\$ 31/01/24

NOTICE

As you are aware that in the first week of each semester, the students admitted in a programme, undertake semester registration by depositing semester fee and thereupon accomplish course registration by selecting the courses from the basket of courses prescribed by the Department for a particular semester.

The schedule of semester and course registration is notified well in advance to all concerned through the Academic Calendar issued by the Academic Section. Furthermore, notices are issued in this regard for information to the students and Departments at the time of commencement of each semester.

It has been observed that despite several notices and reminders, many students do not pay attention to undertake their semester and course registration through SAMARTH Portal within stipulated deadline. Resultantly, the SAMARTH Portal becomes unable to retrieve the details of courses to be shown on the hall-tickets issued for end semester examination which create an undesirable chaos at the time of examination.

In view of above backdrops, the semester registration process through SAMARTH Portal has been reviewed and in order to streamline the process, it has been decided that henceforth (**from January- June, 2024 semester onwards**), the execution as well as monitoring of registration process of students on SAMARTH Portal shall be handled by the concerned Department.

The Heads of all Departments are requested to kindly ensure the **Mapping** of courses to be offered in a particular semester with the concerned 'Course Instructors' according to the time-table as finalised by the Department before the commencement of the semester teaching, so that the courses opted by the students from the basket of prescribed courses may reflect in the column of 'Assigned Courses' on SAMARTH Portal. It can be carried out by the SAMARTH Login- ID & Password issued to HoDs.

Subsequently, all the faculty members must ensure that only those students are attending their classes who have selected their courses and have completed the course registration through the SAMARTH Portal. The names of the registered students in a particular course can be verified by the concerned faculty members through their SMARTH Login-ID & Password issued to them.

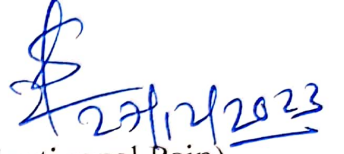
Any students, who will be attending the classes without completing semester and course registration, their attendance will not be considered and subsequently the hall-tickets will not be generated for end-term examination in respect of such students.



Contd...

For any technical assistance, the HoD/faculty members may send an email to Sh. Kshitiz Singh, Information Scientist. With regard to any other query, office of the undersigned/ DR (Acad)/ AR (Acad) may be contacted.

This issues with the approval of the Competent Authority.


(Santigopal Pain)

Controller of Examinations

Copy to:

1. The Deans/Heads of Schools/Departments, CUSB
2. All faculty members, CUSB
3. Vice-Chancellor's Secretariat, CUSB
4. PS/ PA to Registrar/ F.O./ CoE, CUSB
5. Deputy Registrar (Acad)/ Assistant Registrar (Acad)/ Section Officer (Acad), CUSB
6. System Analyst
7. Information Scientist, CUSB
8. Guard File