

Date: / / 2017

To,

Subject: **Non Registration for even semester of 2016-17 academic year**

Dear Parents,

As per the semester system followed by KIET, students are required to register themselves for the semester before the commencement of the classes. Students are not allowed to attend the classes without completing the registration for the semester. Your ward,, student of B. Tech (EN) Year has not completed the registration process for the even semester of 2016-17 academic year. The Institute may consider it as discontinuation of the course.

In view of the above, the Institute administration expects you to instruct him/her to complete the registration process as soon as possible and attend the requisite number of the classes. You may contact the undersigned for any query on the subject.

Prof.....
Mentor

Dr. Neeraj Kumar Gupta
Professor and Head