

Ref: 2024-25/SFC/001

Date: 1<sup>st</sup> July 2024

**Important Notice for Subject Registration and Fees Payment**  
**(Second Year Onwards)**

All students are hereby informed that the subject registration for TERM I (Academic year 2024-25) is scheduled from **1<sup>st</sup> July 2024 to 10<sup>th</sup> July 2024.**

Subject registration is mandatory for preparation of the academic-related records, including subject (electives, minors etc.) selection by the student, roll calls, preparing a record for the internal and end semester examinations and other aspects.

The registration is compulsory for the respective commencement of academic processes. It is essential to complete the tuition fees related formalities to enable the registration. The **50% of annual tuition fees** of current academic year and entire balance fees (if any) is required to be deposited to enable the registration.

**Please note that subject registration must be completed in the guidance of your class teacher to prevent any errors in subject selection. We kindly request you to confirm your subject registration with utmost care, as once confirmed, it may be challenging to make changes.**

**Kindly note that in case of late registration a late fee will be imposed for subject registration.**

It is to be noted that registration is essential to be part of the academic endeavor in the University.

Kindly complete your subject registration process on **ERP on or before 10<sup>th</sup> July 2024.**

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For any query related to fee payment write mail to  
[accounts.university@vupune.ac.in](mailto:accounts.university@vupune.ac.in)

For any query related to subject registration please mail to  
[student.section@vupune.ac.in](mailto:student.section@vupune.ac.in)

Kindly note that only communication from your official email ID to the above-mentioned email address will be considered as official communication for further actions.

In case you require further details to do the needful, feel free to contact anytime between 10am to 1pm, 2pm to 4 pm on weekdays (Monday to Friday) and on Saturday (10 am to 2 pm) at the VU Main Building, Room no. 1002.

Sd/-  
Students Facilitation Centre  
Vishwakarma University, Pune