



**GCET**  
G H PATEL COLLEGE OF  
ENGINEERING & TECHNOLOGY

Date: 21.06.2025

**REGISTRATION NOTICE for Diploma SEM V & UG SEM - V & VII**  
**A.Y.: 2025-26**  
**REGISTRATION DATE: 24.06.2025(Tuesday)**

### **REGISTRATION GUIDELINES FOR STUDENTS**

**REGISTRATION TIME: (03:15 pm to 03:45 pm)**

- Go to your respective classroom and submit the filled counselling form to the counsellor.
- Sign on pre-registration sheet, undertaking and follow the instructions given by the counsellor.

### **REGISTRATION GUIDELINES FOR FACULTY ADVISORS**


**REGISTRATION FORM (03:00 PM to 03:45 PM)**

- Collect the Counselling Forms, Pre-registration Sheet from HOD Cabin and go to the respective classroom.
- Go to Academics & Examination Section (A110) after filling counseling forms and provide the details of **PRESENT/ABSENT of students to course allotment in-charges for updating on GIS.**

### **COURSE ALLOTMENT INCHARGES**

**Time: 03:30 PM onwards & Venue: A110**

**Course Allotment in-charge: Team A&ES**

  
**Dr. Kaushik Nath**  
**Principal** 23.06.25



CC: Department HoDs, Student Notice Board, Library, Hostel

### **Guidelines for the students - A.Y. 2025-26 ODD Term**

**All the students studying at G H Patel College of Engineering & Technology, The Charutar Vidya Mandal (CVM) University, Vallabh Vidyanagar are required to take notes of the following points from the EVEN Semester of Academic Year 2025-26.**

- **The institute will be working for the full day on the first, third and fifth (if any) Saturday of every month and will remain closed on the second and fourth Saturday.**
- **The Lecture and Laboratory Session Timings are changed and to be followed as per updated timetables of the respective branch.**
- **For the internal theory examinations, two papers will be conducted in a day.**
- **It is required to fulfill the minimum 75% attendance criteria for lecture and laboratory / tutorial sessions for appearing in the internal / remedial / university exams. For availing leaves refer to the guidelines attached herewith.**
- **As per the university norms, if the student gets detained due to low attendance, the detention will be applicable for one entire academic year.**
- **Use of Mobile Phones is strictly prohibited during the college hours. If the student is caught using the mobile phone on the institute premises heavy penalty will be imposed and the mobile phone will be seized for the remaining duration of the study at the institute.**
- **Wearing student identity card is mandatory on the campus.**
- **It is required to remain updated with the institute happenings through the department & institute notice board.**

**Principal**



**G H PATEL COLLEGE OF ENGINEERING & TECHNOLOGY**  
(The Charutar Vidya Mandal (CVM) University)

Urgent attention of students of all programmes is drawn to the following points regarding the attendance in lectures, tutorials and laboratories and various provisions and procedures of availing leaves. These guidelines will be in force from immediate effect.

**GUIDELINES REGARDING AVAILING LEAVES FOR STUDENTS**

- **Co-curricular and extra-curricular Activities:** ‘Don’t care’ attendance (**i.e. exemption from attendance on a particular working day**) for the participation at departmental events /activities and central activities will be given to the participating students if the event is organized by the parent department, college, or CVM University. In such cases, students must ensure whether they are authorized/registered/bona fide participants of that event. Faculty coordinator of the event will take care of such attendance.
- **Self-driven Participation:** For self-driven participations, (**i.e. if a student desires to participate in any event organized outside the college or parent department, out of his or her own interest**) the student shall apply in advance to the HOD of the parent department through the counsellor. ‘Don’t care’ attendances will be given only if it is **approved in writing** in advance.
- **All Students Absent in the Class:** If the entire class is absent on any particular day in lecture/tutorial/lab ‘all absent’ entry will be entered in the attendance record and **the same will be counted while calculating percentage attendance.**
- **If only a few students have turned up in the class** (either lecture/tutorial/lab) on a particular day, the attendance of the students who are present shall be entered, **even if only one student is present.**
- **If half of the class or majority of the students go for field trip, industrial visit or events organized by the department on any working day**, classes will be held for the students who have not gone/participated [It may be revision / doubt solving session / any other activity as decided by the course teacher]. Students who have gone for the visit /any academic activity will get ‘Don’t care’ attendances.
- **Medical Leave:** When a student is absent due to **hospitalization for more than one week**, he/she needs to submit a leave- application (duly signed by the student) on plain paper, a valid medical certificate (on letter head of the hospital/clinic, with stamp, signature and registration number of the certifying doctor) and discharge summary. These should be submitted to the counsellor within 2 days of re-joining the college and the counsellor with a recommendation will forward it to the respective HOD of the student. Medical leaves for longer duration shall be treated as special case and the same needs approval from the Principal. **Medical leaves less than one week will not be considered for medical don’t care attendance.**

**Principal**