



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित)

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established by an Act of Parliament)



F. No. : CUSB/Acad/2-3/2016 (Vol. II)/AE 0377

Date: February 5, 2026

NOTICE

Subject: Mandatory Course Registration on SAMARTH Portal

Attention of all Heads of the Departments is invited to this office Notice issued vide F. No. CUSB/Acad/6-4/2013/0010 dated 06 January, 2026, (**copy enclosed**) *inter-alia*, regarding verification of registered students on the SAMARTH Portal prior to permitting attendance in classes (**para 6**).

2. In this context, it is reiterated that only those students who have completed the course-wise registration on the SAMARTH Portal for a particular course shall be eligible to attend the classes of that course. This requirement shall apply uniformly to all categories of courses, including Open Electives, Non-Credit Mandatory Electives, and any other course offered in any Programme during the semester.

3. With regard to SWAYAM courses, it shall be ensured that students have opted only for those courses which were duly identified and approved by the respective Departmental Committees at the beginning of the semester, and that the registration for such opted SWAYAM courses is also duly reflected on the SAMARTH Portal.

4. It has been observed in previous semesters that, in some cases, students are permitted to attend classes without having completed course registration on the SAMARTH Portal, despite several notices issued during the semester. Subsequently, at the stage of issuance of Hall Tickets, such students approach the Examination Section with requests for inclusion of un-registered courses, citing attendance in classes.

5. This practice leads to:

- last-minute administrative chaos and undue hardship for students;
- discrepancies in student academic records maintained on the SAMARTH Portal; and
- technical constraints in the accurate generation of Hall Tickets.

6. In order to safeguard the academic interests of students and to ensure the integrity of academic records, it is considered appropriate that the concerned Faculty Members must ensure that attendance in any course is strictly restricted to students who are duly registered in that course on the SAMARTH Portal.

7. Further, all Faculty Members/Course Instructors are requested to take note of and adhere to the following procedural requirements:

- (i) **Verification by Faculty Member:** Faculty Members shall download the list of students registered for their respective courses from their SAMARTH Portal login.
- (ii) **Submission of Lists:** The verified list of registered students, duly signed by the concerned Faculty Member and countersigned by the Head of the Department, shall be submitted to the Office of the CoE within one week from the date of issuance of this Notice. Only such students shall be permitted to appear in the End Semester Examination.

It is clarified that any request made at a later stage for inclusion of a course in the examination records on the ground of attendance without due registration shall not be entertained.

This issues with the approval of the Competent Authority.

Santigopal Pain

(Dr. Santigopal Pain)
Controller of Examinations

Copy to:

1. The Deans/Heads of all Schools/ Departments, CUSB
2. All faculty members, CUSB
3. Vice-Chancellor's Secretariat, CUSB
4. DR (Acad & Exam)/AR (Acad & Exam)/S.O. (Acad & Exam), CUSB

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CENTRAL UNIVERSITY OF SOUTH BIHAR

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F. No. : CUSB/Acad/6-4/2013/0010

Date: 6th January, 2026

NOTICE

Subject: Implementation of Academic Calendar of Even Semester (January-June, 2026)

Attention of all concerned is drawn to the Academic Calendar of the Even Semester (January–June, 2026) notified vide F. No. : CUSB/Acad/6-4/2013/AE2096 on 30th December, 2025.

2. As per the approved schedule, the Departments are required to furnish the time-table of classes for the ensuing semester (January – June, 2026) along with the list of Elective Courses and SWAYAM courses, **duly identified and approved by the Department Committee**, to the Office of the CoE **on or before 05 January, 2026**. *Timely submission of the above is essential for entry of courses on the SAMARTH Portal and for subsequent mapping of courses with the concerned faculty members/course instructors on the Portal.*

3. As per the said calendar the Departments shall also organize Students' Orientation alongwith the **Mentor-Mentee meeting** with a view to familiarizing students with the process of semester registration, selection of courses including SWAYAM courses, attendance requirements and other relevant academic procedures.

4. The Semester Registration through the SAMARTH Portal comprising course selection and payment of prescribed fees shall remain open from **06 January, 2026 to 08 January, 2026**. During this period, the offices of the Heads of the Departments are requested to facilitate the registration process at the Department level so as to ensure its completion within the stipulated timeline.

5. The Heads of concerned Departments are requested to kindly ensure timely transmission of the approved time-tables of classes to the concerned dealing hands in the Academic Section. Subsequently, the Dealing Hands in the Academic Section must undertake **course–faculty member mapping** on the SAMARTH Portal in accordance with the time-tables received, prior to the commencement of classes, so that the concerned faculty members may verify the list of registered students on the Portal.

6. It is further clarified that classes shall commence from **09 January, 2026** and **only those students who have completed the semester registration process shall be eligible to attend classes**. *In this regard, faculty members are requested to verify the list of registered students through their respective login credentials on the SAMARTH Portal and allow only duly registered students to attend classes.*

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7. Students whose results of the previous semester are presently withheld due to **non-submission of requisite documents** are strictly instructed to submit the pending documents immediately to enable publication of their results and to undertake semester registration.

This issues with the approval of the Competent Authority.

Santigopal Pain

(Dr. Santigopal Pain)
Controller of Examinations

Copy to:

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. All Students enrolled in UG & PG Programmes, CUSB
5. The Coordinator, IQAC, CUSB
6. The Proctor, CUSB
7. The Dean of Students' Welfare, CUSB
8. The Registrar, CUSB
9. The Finance Officer, CUSB
10. Vice-Chancellor's Secretariat, CUSB
11. PS/PA to Registrar/ F.O./CoE, CUSB
12. DR (Acad & Exam)/AR (Acad & Exam.)/S.O. (Acad & Exam), CUSB
13. System Analyst, CUSB – *with a request to upload on CUSB's Website.*
14. Public Relation Officer, CUSB
15. Guard File