To,

Dear Sir/ Madam,

Sub: Start of classes for the new academic term on Wednesday, 30th July 2014 – reg

Very warm Greetings to you.

We are pleased to inform you that the classes of even semester of the academic year 2013-14 ended on 23rd May 2014 with University examinations which started on 27th May 2014 will be ending on 4th July 2014. The classes for odd semester of the academic year 2014-15 start from Wednesday, the 30th July 2014. All students must REGISTER in their respective departments by filling the registration form on the FIRST DAY ITSELF failing which they will lose attendance and are also liable to pay the penal fee. Registered students only will be included in the rolls for attendance. All the students shall pay the annual tuition fee, college fee and hostel fee (those opting to stay in the hostel) in the College Office accounts section before they register in their respective departments. Please note that the extension of time for payment of fees will not be permitted as per the Institutional Policy. Students availing Bank loan shall produce a letter from the concerned Bank Manager, if there is likely to be delay in release of the fee amount.

A copy of mandatory academic regulation is provided to your son/ daughter, which is also available on the website http://www.atria.edu and we request you please go through the same. Kindly fill up the information form with updated information and also prepare the joint affidavit which needs to be submitted to the office at the time of registration (Format available at www.atria.edu).

Since the academic performance and discipline of all the students is of utmost importance to us, please join us in our Endeavour to achieve the goal.

Thanking you and with very warm wishes,

Yours Sincerely,
1) Name of the Student: USN No.: 1AT
   Mobile no.: e-mail:

2) Name of Father: Mobile no.:
   e-mail: Land line no.:

3) Name of Mother:

4) Correspondence Address:

5) Place of Student Lodging at Bangalore:
   a) College Hostel
   b) Paying Guest
   c) Own House
   d) Other place Please specify:________________________________

6) If lodging place is other than (a), provide the address and contact number of the
   warden/owner/Local guardian
   i) Lodging Place name and address:

   ii) Name of warden/ Owner:
   iii) His contact number(s):

   iv) Local Guardian and his contact details:

I certify that the information provided above is correct and is the latest information.

Signature of the student with date:

Signature of Father/Mother with date:

Signature of Warden/Local guardian (if applicable) with date: