

**OFFICE OF THE REGISTRAR**  
**NOTIFICATION**

AKU/Reg/2025/12/10/002

Date: 10<sup>th</sup> December 2025

Subject: **Last Registration & Enrolment Activity – Fall 2025 Semester**

1. It is hereby notified for the information of all concerned that the Last Registration & Enrolment Activity for Fall Semester 2025 will be conducted on **13 December 2025**, from **10:00 AM to 4:00 PM**, in **Room A-109**. All concerned departments are requested to review the following action plan and ensure timely preparations for the smooth and successful execution of the activity:

S. No.	TASK	ACTION BY
a.	<ul style="list-style-type: none"> <li>Please ensure that <b>Room A-109</b> is booked and fully prepared for the activity.</li> <li>Arrange 15 comfortable chairs and ensure the room is thoroughly cleaned prior to the event.</li> <li>All required Stationery must be available, including 50 student files, 05 pens, 01 paper rim, 03 tissue boxes, 01 steel scale, 01 pin opener, and 01 white background stand for the activity.</li> <li>Please arrange tea and lunch for 30 Person (Team Members and Volunteers).</li> </ul>	Director Facilities and Services
b.	<ul style="list-style-type: none"> <li>Eight Student Volunteers to support the activity.</li> </ul>	Director Student Affairs
c.	<p><b>Required IT Resources:</b></p> <ul style="list-style-type: none"> <li>Two Scanner Machines.</li> <li>One Webcam should be connected and functional.</li> <li>One Internet Device (for backup).</li> <li>All IT related equipment needs to be checked beforehand.</li> <li>IT Support Staff to be deputed in the <b>Room A-109</b>.</li> </ul>	Director IT
d.	<p><b>Videography / Photography:</b></p> <ul style="list-style-type: none"> <li>Provide One Studio Light.</li> </ul>	Head Digital Media Marketing

e.	<p><b>Assigned Duties &amp; Responsibilities:</b></p> <p><b>Counter 1</b></p> <ul style="list-style-type: none"> <li>• Mr. Dawood - Document Verification (Original Seen) &amp; File Creation</li> </ul> <p><b>Counter 2</b></p> <ul style="list-style-type: none"> <li>• Volunteer 1 - Scanning of Data</li> </ul> <p><b>Counter 3</b></p> <ul style="list-style-type: none"> <li>• Mr. Zeeshan - Scanning of Data</li> </ul> <p><b>Counter 4</b></p> <ul style="list-style-type: none"> <li>• Mr. Yousuf and Mr. Awwab – IT Project Team: Biometric and Photo Capturing.</li> </ul> <p><b>Book Shop</b></p> <ul style="list-style-type: none"> <li>• Mr. Faraz (Copier) - ID Card Printing</li> </ul> <p><b>Modern Hospital</b></p> <ul style="list-style-type: none"> <li>• Modern Team - Collection of Blood Samples</li> </ul>	Activity In-charge & Supporting Coordinator
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2. Please ensure strict compliance with the above instructions.



Dr. Rida Ahmed  
Registrar

**Copy to: (for action)**

1. Director Facilities and Services (Acting)
2. Director Student Affairs
3. Deputy Director IT Project
4. Head Digital Media Marketing

**Copy to: (for info.)**

Vice Chancellor