

INSTRUCTIONS FOR REGISTRATION for UG I, II and III year students

1. Every student is required to be physically present and do the registration at the commencement of each semester on the day(s) as notified in the Academic Calendar.
2. Registration is to be done by paying the fee as per the fee structure announced in the institute website.
3. Student has to register as per the curriculum applicable to the respective student.
4. After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, duly signed by the faculty advisor. The student should carry this registration sheet for all the examinations in that semester. This sheet serves the purpose of hall ticket for appearing for the examinations in that semester.
5. Only those students will be permitted to register who have
 - i. Cleared all the Institute and Hostel dues of the previous semesters,
 - ii. Paid all required fees for the current semester, and
 - iii. Not been debarred from registering for a specified period on disciplinary or any other ground.
6. i) A Student can register for a backlog subject whenever it is offered. His/her previous marks/grades are cancelled and will have to attend all classes as per schedule given in the Time Table and write the examinations as and when they are conducted. No changes in the time table shall be entertained to accommodate backlog students.
ii) Alternatively, a student can appear for make-up examination in the backlog subject as and when it is conducted. In such a case, the student shall be awarded only P grade, if he/she gets 35% or more marks in the makeup examination.
7. A student must register the backlog courses first giving priority to the oldest backlogs. They can refer the first year time table, second year time table and register the backlog subjects. The maximum credits (including backlog subjects) that a student can register in a semester is 30.
8. There is no registration of backlog subjects in Examination Mode.
9. Late Fee rules:
 - i. Those reporting during August 1-3, 2019 there is no late fee.
 - ii. Those reporting during August 5-7, 2019 should pay a late fee fine of Rs. 2000/- for registration and
 - iii. Those reporting during August 8-9, 2019 have to pay a late fee fine of Rs. 4000/- as per existing institute rules.

Dean-Academic

