

From: Associate Dean (Operations) Division of Academic Affairs	To: All Students
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REGISTRATION PROCESS

The following process will be followed for registration of students for the term Feb – May, 2010:

A. For Continuing Students:

- i. The registration of students for the term Feb – May, 2010 will be **done on 3rd Feb, 2010 in the first class of every section as per the time table.**

The registration will be done in the first Lecture (Theory) of a core/compulsory course for a particular section. For e.g. if the theory lecture of a course is scheduled at 10 -11 am and before that practical or tutorial/elective/specialization is scheduled then, registration will be held at 10-11am only.

- ii. To complete the registration process every student will be required to sign on the section wise list which includes the name of the student and list of courses registered against that student (core and electives). Only after the signature, the student will be treated as a **registered student for the term Feb – May 2010. Students are advised to report early to avoid any kind of inconvenience.**
- iii. Students who are not able to report on the first day must contact their class in charges or COD/HOD for signing on the Registration roll within first week of the start of classes i.e. 3rd Feb, 2010.
- iv. All the students who have not reported by Feb 10th, 2010 will be deactivated from the UMS. The reactivation will be done after paying the late fee as mentioned in rules and reporting to the DAA (Operations) in **3-407** and signing the registration roll.
- v. A student reporting late (i.e. after a week of the scheduled date of reporting) will **NOT BE ALLOWED TO ATTEND CLASSES** unless he/she produces a printed registration slip issued by the DAA.

All students are advised to report on time to avoid any inconvenience or loss of studies.

IMPORTANT GUIDELINES:

(A) General:

- i. Students should report for registration within **one week** i.e. maximum by **10th Feb, 2010**. After the first week, if the student does not report his/her name will be de-activated from UMS.
- ii. In the second week late registration will be allowed after a payment of fine of **Rs. 500/-**. (e.g. if the reporting date was Feb 3rd, a fine of Rs. 500/- will have to be paid by any student reporting for classes from **Feb 11th – Feb 18th**). The student's name will also be activated in UMS.

- iii. In the third week late registration will be allowed only after a payment of fine of **Rs. 1000**. *(in case of the e.g. quoted in 'ii' it would mean a period from Feb 19th – Feb 26th)* The student's name will also be activated in UMS.
- iv. The maximum time stipulated for late registration on payment of prescribed late fee shall be three weeks from the actual reporting date i.e. **3rd Feb, 2010**.
- v. For a student registering late, no compensation for the loss of attendance will be allowed.
- vi. For a student registering late, no compensation for the loss of any component of continuous assessment will be allowed, i.e. if the submission of any assignment or any other component of evaluation which has been missed due to late registration, a student will not get credit for that component.

Table for Late Registration Fine

Actual Date of reporting	Fine of Rs. 500	Fine of Rs. 1000
3 rd Feb, 2010	Feb 11 th – Feb 18 th	Feb 19 th – Feb 26 th