ACADEMIC AFFAIRS OFFICE
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

No. Acd./Reg/Autumn 2022-23/ 2280   Dated: July 09, 2022

NOTIFICATION

ACADEMIC REGISTRATION FOR AUTUMN SEMESTER 2022-23
FOR ALL EXISTING STUDENTS

Academic Registration for the Autumn Semester 2022-23 for **all existing students** will be carried out through AIS Portal as per the following schedule and procedure:

A.   Schedule of Registration

S.N.	Activity	Date
1.	Registration	**25.07.2022**
2.	Late Registration with late fine of (Rs. 1000/-) subject to approval of Dean of Academic Affairs.	**28.07.2022 to 05.08.2022**

B.   Steps of Registration

Step 1. Login to the AIS portal (https://acad.iitr.ac.in/).

Step 2. Click on 'Academic Registration' in left menu.

Step 3. Check the courses listed for Autumn Semester 2022-23 and previous academic registrations details.

Step 4. Click the mandatory check box.

Step 5. Click on the button 'Initiate Academic Registration'.

NOTE:

(a)   An automated email will be sent to student's email after the step 5.

(b)   Academic Registration will be complete only after the concerned faculty advisor confirms it.

(c)   Option for applying for addition/changing of courses will be active only for the registered students on AIS. A notice for the same will be issued separately.

(d)   **Academic Registration is a mandatory requirement for continuous in a program, failing which student's name will not appear on the roll.**

(e)   List of faculty advisors is available at https://iitr.ac.in/Academics/Home.html

Reeti

Assistant Registrar (Curriculum)

Copy to:-

1. Dean of Academic Affairs
2. Dean of Students' Welfare
3. Dean, International Relations
4. Head of all Departments/Centres/School
5. Chairperson, DAPC/CAPC/ScAPC of all Departments/Centres/School
6. Associate Dean of Academic Affairs (Curriculum/Evaluation/ITS&A)
7. Assoc. Dean (Bhawans/Mess)/Chairman, CCB
8. All Faculty Advisors
9. Finance Officer/ Asstt. Registrar(F&A)
10. Assistant Registrar (Evaluation)
11. IITR website/ Channel i & AIS