

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR LATE REGISTRATION OF STUDENTS

(Senate in its 9th Meeting held on 17th November 2011 approved the following)

It is imperative for most of the students to complete their registration requirements on the prescribed date of registration by the Senate and start attending classes from the first day. This provides sufficient time for the students to understand the requirements in different courses and adjust their registered courses within stipulated add/drop period. It also facilitates the flexibility of any adjustments in the Time Table to help the students with time clashes in courses of their interest. The facility of late registration, however, permits a student with genuine, and often unavoidable, reasons to complete this requirement at a later date within a week and start attending classes from that time onwards.

However, a student registering late loses right to ask for any relaxation/help against any time clash besides missing important discussions at the beginning of courses. In the interest of the students in general, the late registrations are strongly discouraged except in a few cases when it is genuinely needed due to unavoidable circumstances.

The following penalties are thus proposed to discourage casual late registrations:

- a) A student registering within first THREE days of classes after the date of (normal) registration will pay a penalty of Rs 5,000/-
- b) A student registering after THREE days of classes, as mentioned in point (a) above, will pay a penalty of Rs10,000/-
- c) Registration is not permitted after the last date of late registration
- d) If a student seeks prior permission to register late on valid grounds, DOAA may reduce/waive the payment of late registration penalty.
- e) The amount collected through the penalty can be utilized in general to help the students needing temporary financial support or other similar student activities.

The proposed penalties for late registration are also made keeping in mind the need to know expected registration strengths in different courses in order to take corrective measures in time. The provision of pre-registration allows advance information of registration and therefore enables students to make informed choices before the registration deadline.