

6.2 Course registration

Every student is required to register for the courses to be credited by him/her during the next semester in accordance with the schedule in the academic calendar and the courses requirements specified by the departments. Students who do not complete the registration during the period specified in the academic calendar, for any reason, can complete it during the add/drop window upon payment of a prescribed late charges. The registration procedure involves: ■ Completing the registration form mentioning all courses to be credited in a semester. ■ Identifying repeat/substitute/improvement/overload courses during registration, if applicable. ■ Payment of fees and clearance of dues, if any. ■ Signing of the registration roll, in person, in the Office of Academic Affairs.