6. REGISTRATION

The Office of Academic Affairs will register students for all the semesters including the summer semesters, centrally, as per the academic calendar. It is the duty of every student to ensure that he/she has completed the pre-requisites, if any, required to register for a course. Also, the student must ensure that he/she does not register for two or more courses of the same slot and there is no conflict in the timetable of the courses. Registration procedure comprises of the below listed steps to be followed by all students during each semester: 1. Every student is required to register online in each semester for the courses to be credited by him/her during that semester within the date notified. 2. The students must register online in the Academic Automation Portal 'Shiksha' (shiksha.iiserb.ac.in). Shiksha portal monitors the entire progress of the students from the date of registration till the award of the degree. The system manages details regarding registration of courses, marks and grades of the student during the semester. 3. Fees pertaining to tuition, hostel, mess including late registration fee, penalty, if any, etc. must be paid by the student before the start of each semester within the date notified. Students who are yet to clear their outstanding balance of dues are not allowed to register until all dues are cleared and the fee for the on-going semester is remitted. 4. The students must submit the duly signed hardcopy of course registration, undertaking for Academic Probation/Warning and anti-ragging, fee payment proof and other documents within the specified timeline and signature on the registration rolls, in person. Registration Process shall be deemed complete only once the all the steps mentioned above have been successfully completed. 5. Late registration charge, as approved by the Senate, is imposed on students not abiding by the above procedures. 6. Fees will be subject to revision periodically and the details will be announced before the commencement of the semester. To facilitate students who is on approved leave during the entire duration of registration owing field trip/conference/MS thesis outside IISER Bhopal, the student designated by the HoD of the department will be permitted to carry out registration procedure on behalf of the student not present in the Institute, on production of copy of approved leave application and nomination letter from the HoD. All students are strongly advised to meet the concerned course Instructors/DUGC/DPCG/HoDs/DoAA for academic advising prior to registration. The curriculum at IISER Bhopal is organized around credit-based semester system.