

6.10 Cancellation of Registration

Registration of a student will be cancelled if he/she fails to register for a given semester by the last date for late registration as mentioned in the academic calendar and consequently he/she may be terminated from the programme. Semester registration of a student will also stand cancelled, if he/she remains absent for a period of four weeks or more during a semester, without obtaining prior permission from the DoAA. In such a case, he/she may be terminated from the programme. If a student does not appear for the end-semester examination of all the courses in which he/she is registered, except for medical reasons (duly approved by the authorised Medical Officer of the Institute's Health Center), in such a case, he/she may be terminated from the programme. Attendance and cancellation of registration in a course: 75% attendance will be mandatory for appearing in the end-semester examination. Unauthorized absence of students for more than two weeks shall lead to suspension of the entire semester. Further, instructors can allot weightage for attendance towards the final grade as per the policy outlined in Evaluation/Assessment section. Further, an instructor of a course may intimate the office of Academic Affairs if any student in that course is absent for an extended duration, no later than 7 days after the midsemester examination. In such case, a student may be de-registered from the course. Proceedings for such cancellation shall be completed no later than one week after the mid-semester recess. Registration of a student in a course may be cancelled at any stage if it is found that he/she does not meet all the criteria required for that course.