



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
National Institute of Technology Rourkela

No. NITR/AC/UG&PG/2024/M/

Dt. 20.12.2024

NOTICE

[All concerned are requested to read the instructions carefully and completely]

Sub: Semester registration & commencement of classes for UG, PG & Research Programmes for Spring semester 2024-25

This is for the information of all concerned that the **Semester registration for Spring 2024-25** for all UG, PG & **Research programmes** have been fixed as per the following schedule:

Important dates for the semester registration for Spring 2024-25 for UG, PG and Research programmes:

| Sl. | Date and Time | Day | Particulars |
|-----|---|--------------------------------------|---|
| 1 | 23.12.2024 to 28.12.2024 | Monday to Saturday | Pre-registration for Spring 2024-25 |
| 2 | 26.12.2024 to 30.12.2024 [Till 11:00 hrs.] | Thursday to Monday (Working days) | Weak students as described in our Institute academic regulation should discuss with their respective faculty advisors. Submission of recommendation by faculty advisor for resolving issues of the weak students through form 130. |
| 3 | 01.01.2025 | Wednesday | Registration for Spring 2024-25 |
| 4 | 02.01.2025 | Thursday | Commencement of classes for all programmes |
| 5 | 15.01.2025 | Wednesday | Last date for late semester registration (with a fine of Rs. 500/-) |

Note: - Those students who have not cleared their outstanding dues till Autumn 2024-25 will not be allowed to do pre-registration for Spring 2024-25. Students need to clear all their semester dues (including for Spring 2024-25) to do semester registration. It is pertinent to mention that any request for condonation of absence of classes because of late registration (due to non-clearance of dues) will not be entertained.

- Normally no late registration is allowed beyond 10 working days from the scheduled date (i.e. **01.01.2025**). However, under exceptional cases, the Director on the recommendation of Associate Dean (AC)/Dean (AC) can permit late registration with payment of **the late fee**.
- **Late Registration is applicable from 02.01.2025 to 15.01.2025 with a fine of Rs. 500/- as Late Registration fee.**
- All UG students and concerned faculty advisors are requested to go through the summarised regulation (**B. Tech., B. Arch., Int. M.Sc. (5 yrs.), B. Tech. M. Tech. Dual Degree (5 yrs.) (Summarized)**) (para-5) carefully which is available on the institute website under the following link:

<https://nitrkl.ac.in/docs/AcademicRegulation/04012020192115698.pdf>

Before attempting the Registration process, each student should ensure the following during the Pre-registration process:

1. Subject details including Backlog, X, and UR papers are to be duly verified by the Faculty Advisor of the concerned batch of students with respect to the regulations.
2. **Every student has to complete the pre-registration process successfully.** For students who have not completed pre-registration due to some reason (clash of the time slot or any other reason), should contact concerned Faculty Advisor/HOD and submit an online request before **30.12.2024**. Students facing any other technical difficulty in pre-registration are advised to resolve the issue[s] between **26.12.2024 to 30.12.2024** through e-mail intimation to their concerned faculty advisor.
3. If any issue cannot be resolved by the faculty advisor/HOD then they are requested to forward application through **Academic Form No. 130** to the academic office with their recommendations or email the softcopy to ugpghelp@nitrrkl.ac.in with a copy to acad.ug@nitrrkl.ac.in (for UG students) and acad.res@nitrrkl.ac.in (for PG and Research students) by **30.12.2024 before 11:00hrs.**
4. Once registered, a student may amend his/her registration within **10 working days** of the original registration date i.e. latest by **15.01.2025**.
5. A student is required to appear in both Mid-semester and End-semester examinations for each paper registered for the Spring semester 2024-25. Under no circumstances, a student will be allowed to write an examination if he/she has not registered for a paper.
6. Students are advised to consult their concerned Faculty Advisors in advance for any complications in their registration and devise a plan **before 30.12.2024** to escape administrative worries and ensuing loss in attendance. **This applies to all those students who have more number of Backlog or UR or X courses [Theory, Lab & Research Project] and those who are in 08th, 10th [B. Tech.], 10th, 12th [Integrated M. Sc./ B. Arch./ Dual Degree], 6th [M.A./M. Sc./M. Tech./MBA] & above semesters.**
7. **Students are requested to refrain from any other mode of communication as any direct communication without the recommendation of concerned faculty advisor shall not be entertained.** Therefore, they are advised not to communicate through emails/phone calls/WhatsApp/text messages to the higher authorities/other functionaries directly. **Such communications will not be entertained and will lead to further delay in resolving the problems as they cannot be registered/tracked at our end.**
8. **Late registration leave will be considered only for Medical issues and Family calamities.**

NOTE:

For any pre-registration/registration-related query, you may please contact your Supervisor/Faculty Advisor. In case of any other technical issue write an email through your Supervisor/Faculty Advisor (preferable mode of communication) or contact:

Sri Ashis Kumar Behera, Assistant Registrar (PG & RES)

E-mail: acad.res@nitrkl.ac.in

Sri Dipti Ranjan Das, Assistant Registrar (UG & Examination)

E-mail: acad.ug@nitrkl.ac.in

Helpdesk number: 0661-246 4060

E-mail: ugpgghelp@nitrkl.ac.in & acad.pg@nitrkl.ac.in

This is issued with the approval of the competent authority.

Asst. Registrar (Academic)

Copy to:

1. Director for kind information
2. Dean (AC/SW)
3. Registrar
4. Associate Dean (AC)
5. PIC (Exams/Time Table)
6. Chief Warden of Halls
7. All H.O.Ds with a request to notify in their Department and to make arrangements for semester registration for all students [including Research Scholars] of the department and verification of the registration forms on the scheduled date.
8. Notice Boards (Institute/Halls/Departments), Institute Website.
9. Group e-mail to all students & faculty (Committee on weak students is requested to settle issues of weak students before registration)