



# NATIONAL INSTITUTE OF TECHNOLOGY

WARANGAL-506 004, Telangana , INDIA.

## **Revised GENERAL INSTRUCTIONS FOR Students (UG and PG) for Registration during Academic Year 2014-15 (December Session)**

- Online Attendance entry of all UG and PG students by the faculty concerned for all theory and laboratory classes is made mandatory from Academic year 2014-15. In view of this, all UG and PG students shall register in their respective departments positively during 19-20, December 2014 and attend class-work from 22<sup>nd</sup> December 2014.
- **Students other than newly admitted Ph.D students in December session of 2014 must register subjects of the current year II semester and backlog subjects of odd semester of previous year(s), if any at the respective departments either in **STUDY mode** or in **EXAM mode**.**
- Students with backlog subjects of previous even semester need to compulsorily register, if necessary by dropping a few current year subjects.
- Second year students of UG, if they register for backlog subjects of 1<sup>st</sup> year have to register courses either in Physics Cycle or Chemistry Cycle only.
- Students having an R grade in the previous year(s) must register in **STUDY** mode only.
- Students registering for backlog subjects along with current year subjects have to make sure that there are no time table clashes. The time table clash cannot be presented as an excuse for attending lower than the required number of classes in any subject. All students with less than 75% attendance for UG and 80% for PG in any subject, with or without time table clashes, are awarded R grade and have to repeat the course as and when it is offered.
- Late registration with fine of Rs 2000/- is allowed during 22-29, December 2014 in the departments. However, for such students attendance is counted from 22<sup>nd</sup> December 2014 only.
- **No registration is allowed for any student after 29<sup>th</sup> December 2014 in the departments. In view of this, all students other than newly admitted Ph.D students in December session of 2014 should register positively without fail in their respective departments as per schedule.**
- Students other than newly admitted, who fail to register at departments before 29<sup>th</sup> December 2014 **must obtain permission from Dean, Academic and Director** and such students should pay the fine as decided by the Institute for Registration up to 2<sup>nd</sup> January 2015. However for such students attendance is counted from 22<sup>nd</sup> December 2014 only.
- At the time of registration all faculty advisors are required to include into the registration portal, without fail, the following information from each student:
  - **Father's Name/Guardian Name, Admission type** (to be selected from drop-down list), **Category**, **Physically challenged**, **Permanent Address of the student** ( for all official correspondence) and **Place of Domicile**.
- **Compulsorily collect three undertakings from each student in the prescribed format duly signed by the student as well as parent / guardian.** Soft copy of the undertakings are available with respective Heads of Departments as well as in the institute website.

Dean, Academic