

7.0. REGISTRATION:

Each student after consulting his/her faculty advisor shall pre-register for the courses in every semester on the days specified for registration.

- 7.1. Mandatory Pre-registration for higher semester: To ensure proper planning of the academic activity, it is mandatory for all the students to undertake a preregistration process well in advance before actual start of the next academic session. Typically, this pre-registration has to be completed during the last two weeks of the current semester for the following academic session except for minor modification during the 1st week of the ensuing semester
- 7.2. A student has to register for a minimum of 32 credits in each semester. The maximum number of credits a student can take in a semester is 40. However, the minimum/ maximum credit limit can be relaxed by the Principal, on specific recommendations of University only under exceptional circumstances.
- 7.3. For a student to register for some courses he/she may be required to have adequate knowledge about one or many courses which are declared as prerequisite courses in the earlier semesters. The student is deemed to have satisfied this requirement by satisfying the Clause of minimum attendance in the course(s) which is/are declared as pre-requisite(s). The details of the prerequisites will be announced by the University as a part of the programme curriculum.
- 7.4. Late registration up to a cutoff date mentioned in the academic calendar is allowed on payment of a penal fee.
- 7.5. A student will be allowed to register for the next semester only when he/she fulfils the following conditions:
 - a) Cleared the entire previous semester fees due, if any, to the institute, hostel and library and also has paid all advance deposits of the Institute and hostel for the semester for which he/she is registering.
 - b) Satisfies all academic requirements, namely the credits earned and minimum CGPA, to continue with the programme.
 - c) Not restrained from registering due to any specific reason by the college.

- 7.6. REGISTRATION IN ABSENTIA will be allowed only in exceptional cases at the discretion of Principal after the recommendation of the faculty council through the authorized representative of the student.
- 7.7. DROP-option: A student has the option to DROP courses until one week after the second event in consultation with his/her faculty advisor.