

ACADEMIC REGISTRATION RULES

(i) Academic Registration

- (a) Every Student will register every semester for courses that he wishes to pursue in that semester.
- (b) The Dean Academics shall issue the list of courses to be offered during the next semester before the Pre- semester Academic Registration dates specified in the Academic Calendar.
- (c) Each Head of Department with the approval from Dean Academics shall nominate **Academic Counselors** from amongst the faculty of the department to provide necessary information on the courses and advise students on registration.
- (d) The entire registration procedure will involve the processes indicated below:

(ii) Pre- semester Academic Registration (for continuing students):

- (a) The process of selection of courses to be studied in the next semester by the continuing students will be completed before the End- semester Examinations as per the schedule specified in the Academic Calendar.
- (b) Student will fill Pre- semester academic registration semester form listing the courses to be studied in the following regular semester /summer semester in consultation with and with the approval of the concerned Academic Counselor.
- (c) In case a student is not able to obtain Pass grades in all the registered courses that he registered for in the current semester, his Pre- semester Academic Registration shall stand cancelled, and he has to complete the filing of the

registration form again before the beginning of the next semester (during the Final Registration as per the specified schedule).

(iii) Final semester Registration:

- (a) Final semester registration has to be completed as per the specified schedule. It will involve:
- (1) Clearance of all dues of the University,
 - (2) Signing the registration roll on the specified date.
- (b) A student who does not sign the registration roll will be deemed not a registered student, and will not be allowed to attend classes and take examination even if he has paid the fees.
- (c) For freshmen, the process of filing up the registration form (choice of courses to be studied in the coming term) will be done during final registration only.
- (d) Unless prescribed otherwise in the Regulations of any specific programme, a student will normally not be allowed to register for more than 30 credits or 8 courses in a semester.
- (e) A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student concerned.
- (f) In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University will not be responsible for a clash-free scheduling of time table for such course(s). Student himself shall verify that timetable of such course(s) do not have clash with other courses he is choosing.

(g) The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree/ Diploma/ Certificate' does not permit so.

(h) A student will not get credit for any course for which he is not registered.

(i) **Registration of Deficient Student:**

1. A deficient student is one who has either not registered for or has registered for but not completed successfully one or more courses of the previous semester (s) or has at present a CGPA less than the 'Minimum CGPA requirement for the award of Degree/ Diploma/ Certificate' for the concerned programme. The deficiency may be due to poor attendance, poor grades, not registering for course(s), or any other reason(s).

2. The programme of a deficient student will be framed by the Academic Counselor in such a manner that as many backlog courses as are available may be included. Further, backlog courses may be registered for, as far as possible, in the sequence of their accumulation.

3. Unless prescribed otherwise in the Regulations of any specific programme, the maximum number of courses that an efficient/ deficient student will be allowed to register for in a term will be as follows:

3.1. A student of UG or PG, having a CGPA of more than or equal to 8.0 may be allowed to register for at most one course more than the normal load for that semester subject to maximum of 32 credits.

- 3.2. For UG programmes, student having CGPA between 4.0 to 5.0 and for PG Programmes, student having CGPA between 4.5 to 5.5 will be allowed to register for at least one course less than the normal load for that term.
- 3.3. For UG programmes, a student having CGPA less than 4.0 and for PG Programmes, a student having CGPA less than 4.5 will be allowed to register for at least two courses less than the normal load for that term.
4. In case a student fails in a compulsory course of a programme, he can avail more chances to register for the same course in subsequent terms, whenever offered by the University, provided the 'Maximum Duration for the completion of Degree/ Diploma/ Certificate' permits so.
5. In case a student fails in an optional course of a programme, he can opt to re-register for the same course or may opt for some other course as prescribed under the programme requirements provided the 'Maximum Duration for the completion of Degree/ Diploma/ Certificate' permits so.
6. In case the CGPA of a student is less than the 'Minimum CGPA requirement for the award of Degree / Diploma/ Certificate', he may be allowed to re-register for marginal course(s) (i.e., course(s) in which the student has obtained marginal grade, i.e., 'D' grade) to improve his CGPA.
7. In case a student has registered for a course for improvement of result, the old grade shall only be replaced by the new grade, if there is an improvement in the grade; and the new CGPA shall be calculated accordingly.

(iv) Late Registration

- (a) The maximum time stipulated for late registration on payment of prescribed late fee shall be one week from the actual beginning of the semester.

- (b) The late registration may be allowed only for valid reasons after the approval of the same from the Head of Institution or any other authorized official subject to certain condition(s), if deemed necessary.
- (c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice- Chancellor.
- (d) The late registration of a freshman who is admitted after the start of the semester may be done at the time of admission by the authorized official.
- (e) The calculation of attendance for determining the eligibility to appear in ESE shall be based on the actual date of registration for the candidates permitted late registration.
- (f) For a student registering late, compensation for the loss of any component of continuous assessment may be allowed with the approval of Head of the Institution, i.e. if the assignment or any other component has been missed due to late registration, a student may be allowed to complete the same in future as per notified schedule.
- (g) The sections of the students of a programme may be reframed every term based on student's performance or as decided by the University from time to time.

(v) Adding and Dropping of Courses

- (a) A student may on recommendation of HOD add or drop course(s) within **two** weeks of the beginning of the semester or the last date(s) as specified in the Academic Calendar with the permission of the Dean Academics through Head of Institution.

- (b) For this, he must fill up the prescribed form, get the endorsement of the Academic Counselor and the Head of Department, and submit the form to the Head of Institution for getting approval of Dean Academics.
- (c) A student who is on disciplinary probation may be allowed to change/ add/ drop the course, only with the approval of the Vice- Chancellor.
- (d) A student may be required to drop a course at any stage if it is found that he does not meet the pre- requisites of the course, or if there is a clash in the student's time table preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s).
- (e) In case a student has been allowed to change the course or programme during the current semester by the University, the classes attended in the previous course may also be considered in calculation of attendance to determine the eligibility for appearing in ESE in the corresponding manner.

(vi) Summer Term

- (a) The Vice Chancellor may decide to hold a Summer Term on the recommendation of the **Academic Advisory Committee**.
- (b) Summer semester is a special privilege to be offered at the discretion of the University and the University will not be under any obligation to offer Summer Term every year. The student(s) shall not have any right to cite the non-availability of this facility as an excuse for his poor performance.

Explanation: Students are advised not to wait for Summer semester and perform to the best of their abilities in the regular semesters.

- (c) Summer semester, if offered, may be allowed only for students who are not on disciplinary probation.

- (d) Summer semester may be offered to a student only if there is no other obligation of the programme and enough time is available after close of the current semester (after ESE and evaluation process) and beginning of next semester.
- (e) A list of courses to be offered in the Summer semester is brought out during the even semester before the ESE.

Only a few selected courses as decided by the University may be offered during the Summer semester.

- (f) A course may be offered in the Summer semester if there are a minimum of ten students registering for it.
- (g) Unless prescribed otherwise in the Regulations of any specific programme, the Summer semester is a fast-paced semester where all the rules for the normal semester shall apply but the registration shall be limited to three courses having total credits not exceeding 12.
- (h) The Summer semester may be of about seven to eight weeks duration and each course may run on about two times the normal load, thus imparting equivalent to about 16 weeks of teaching, but at an accelerated pace.
- (i) Whenever possible, the deficient students may be allowed to register for backlog courses and/ or marginal courses in the Summer semesters on payment of necessary fees per course, and on approval of the Academic Advisory Committee.
- (j) A student can normally register only for backlog or marginal courses for the Summer semester. However, if a student has a backlog of three or more courses, but there are no more than one or two courses of backlog being offered, the student may be allowed to register for new courses as per the programme requirement.

- (k) In view of the short duration of the Summer semester, late registration and adding and dropping of courses are not permitted beyond three days of the start of classes.

- (l) Registration for marginal courses (where the grade obtained is D) will be allowed only in case the current CGPA is less than the 'Minimum CGPA required for award of degree/ diploma/ certificate'.