

## **Guidelines for Semester Registration**

### **Registration**

Every student is required to register in each semester for the courses to be credited by him/her during that semester. Registration process will be carried on the dates mentioned in the academic calendar. The Office of Academic Affairs will carry out registration of students for all the semesters including the summer semesters, centrally, under the supervision of IAAC and Heads of all Departments. It is the duty of every student to ensure that he/she has completed the prerequisites, if any, required to register for a course. Also, the student must ensure that there is no conflict in the timetable of the courses that he/she wishes to register in. All students must be present, in person, on the day of registration. They should also carry a copy of their grade report along with them to the registration desk.

All students are strongly advised to meet with course Instructors/ DUGC/HoDs/ DOAA prior to registration for academic advising.

Registration to various semesters of BS-MS will be subject to the following conditions:

1. A student will not be allowed to register for the fifth semester (third year), if he/she has backlogs ('F' grade) in more than 12 credits in core courses. He/she will have to drop a year to clear all the backlogs.
2. A student will not be allowed to register for the seventh semester (fourth year), if he/she has not cleared all courses of first and second semesters (first year). In addition, he/she should not have backlogs ('F' grade) in more than 6 credits in core courses of second year and no more than two backlogs (2F grades) in third year courses, of which no more than 1F grade in theory and 1F grade in the laboratory course in his/her major discipline.
3. A student will not be allowed to register for ninth semester (fifth year), if he/she has not cleared all courses of third and fourth semesters (second year). In addition, he/she should not have more than four backlogs (4F grades) in all courses, of which no more than 1F grade in theory and 1F grade in the laboratory course in his/her major discipline.

*A student can also choose to drop a year to clear all the courses in which he/she has earned 'F' grades in the previous years. Voluntary year drop will also be taken into account for determining maximum residence.*

**The student is entirely responsible for registration in appropriate courses.**