



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
शैक्षणिक कार्यालय

IISERB/DoAA/2019/493

December 02, 2019

Notification

Sub: Semester Registration and Timelines for submission of Documents.

Ref: Senate 55 (Agenda Item No. 55.8) dated November 06, 2019.

With reference to the 2019-3/55th Senate meeting, the following registration procedure must be strictly adhered to by all students. Also the students must obtain prior approvals, wherever needed and abide by the timelines specified for various activities.

I. Semester Registration:

Registration procedure comprising of the below listed steps to be followed by all students during each semester:

1. Every student is required to register online in each semester for the courses to be credited by him/her during that semester within the date notified.
2. Fees pertaining to tuition, hostel, mess etc. should be paid by the student before the start of each semester within the date notified. Students who are yet to clear their outstanding balance of dues are not allowed to register until all dues are cleared and the fee for the on-going semester is remitted.
3. Submission of duly signed hardcopy of course registration, undertaking for Academic Probation/Warning and anti-ragging, fee payment proof and other documents within the specified timeline and signature on the registration rolls, in person.
4. Late registration charge, as approved by the Senate, is imposed on students not abiding by the above procedures.

To facilitate students who is on approved leave during the entire duration of registration owing field trip/conference/MS thesis outside IISER Bhopal, the student designated by the HoD of the department will be permitted to carry out registration procedure on behalf of the student not present in the Institute, on production of copy of approved leave application and nomination letter from the HoD.

II. Timelines:

The timeline specified for submission of leave application, submission of contingency claims, reports of comprehensive exams, graduate seminars etc. must be strictly adhere to.

Hence forth no financial claims without prior approval will be admitted. The Dean, Academic Affairs may relax the deadline for a maximum of a week depending upon the merit of the case and after imposing late charges as per the discretion of the Dean, Academic Affairs.

Dean, Academic Affairs

- To:
1. Students via E-mail.
 2. Faculty via E-mail.
 3. Notice Board/Website.