

Student Registration Guidelines & Deadlines**Commencement from Jan-June, 2025****Semesters II, IV, VIII, and BBA**

1. The student registration process for the Even Semester (Jan–June, 2025) will go live at **7:00 PM on November 21, 2024**, for Semesters II, IV, VIII, and BBA too.
2. Students will get an email by respective Heads of the department for the next semester course syllabus (in PDF format) by 5:00 PM on November 20, 2024. This will help you to avail the options while going for registration process.
3. On November 21, 2024, by 5:00 PM, the concerned faculty/mentors will provide guidance on the registration process. This will involve a 10–15-minute session during class or in free time to ensure students are well-informed and prepared for registration.
4. The registration process, deadlines and fine dates are as under:
 - i. **Student Registration Period**
 - a. Start Date : 20-11-24
 - b. End Date : 28-11-24 (Portal will remain editable)
 - ii. **Registration without Fine**
 - a. Start Date : 29-11-24
 - b. End Date : 04-12-24
 - iii. **Registration with Fine of Rs. 500/-**
 - a. Start Date : 05-12-24
 - b. End Date : 11-12-24

Any registration changes or new registration will require **HoD approval** and must be made at the department level until 11-12-24. One attempt to change will be allowed with fine only.

- iv. **Registration with Fine of Rs. 1000/-**
 - a. Start Date : 12-12-24
 - b. End Date : 02-01-25
- v. **Registration with Fine of Rs. 5000/-**
 - a. Effective from : 03-01-25

Any registration will require **Dean Academics approval**, fine paid slip is mandatory to get registered.

Note:

1. If you encounter any server issues while attempting registration on the first day, please wait for at least 20 minutes and try again. If the problem persists, promptly reach out to your respective mentor, who will coordinate with the IT team to provide assistance and further guidance.

Regards
Dean Academics