

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION

REGISTRATION 2015 – 2016 – II SEMESTER

December 16, 2015

All students of the Institute are required to register in each semester. The registration process for this semester is the same as was in the last semester.

A STUDENT WILL BE DEEMED TO HAVE REGISTERED FOR THE SEMESTER WHEN HE / SHE SIGNS THE ROLL REGISTER FOR THE PURPOSE KEPT IN NEW LHC. DURING REGISTRATION PERIOD RELEVANT TO THE STUDENT.

For this a student will present himself / herself at the appropriate **REGISTRATION DESK IN LECTURE HALL COMPLEX** with the following documents:

- *A: IDENTITY CARD (NOT REQUIRED FOR NEW STUDENTS)
- *B: INSTITUTE DUES RECEIPT (See Para 1 below)
- *C: HALL DUES RECEIPT (See Para 2 below)

- D: ONE COPY OF THE ACADEMIC REGISTRATION FORM duly stamped.
(See Para 3 below)
- E: A PERSONAL ACCIDENT NOMINATION FORM (Available in New LHC)

- 1. Pay Institute dues (all students except all fresh B.Tech. and BS students) at the appropriate Cash Counter in the Lecture Hall Complex between 26th, 28th & 29th December, 2015 obtain a receipt between **10:00 A.M. to 1:00 P.M. & 2:00 P.M. to 4:30 P.M.**
- 2. Clear Hall dues at your Hall of Residence and obtain a receipt.
- 3. **ACADEMIC PROGRAMME REGISTRATION**

ACADEMIC REGISTRATION for not required for all those students who had undergone academic pre-registration in November, 2015.

Note:- Students who are on AP / Warning (after 2015-16-I sem.) are required to register again manually in consultation with Convener DUGC and Chairman SUGC.

- (I) All new students (except BT/BS) and **ALL CONTINUING STUDENTS (UG/PG) WHO DID NOT UNDERGO ACADEMIC REGISTRATION SHOULD REPORT DIRECTLY TO THEIR DPGC/DUGC CONVENER FOR ACADEMIC ADVICE.** After manually filling the designated forms, please get them signed by the Convener DPGC/DUGC.
- (II) Present the completed Registration Form at the appropriate **ACADEMIC DESK** in Lecture Hall Complex where the forms will be stamped and a copy collected. Save other copies for presentation, along with the dues receipts, at the **REGISTRATION DESK** for final registration and for submission to the Convener, DPGC/DUGC.
- (III) All continuing students who did not **pre-register** are required to pay a fine of Rs. 1000/- before they proceed for registration.
- (IV) The registration for Library must also be completed on the same day by presenting the Institute Dues Receipt at the designated counter in the Dr. P K Kelkar Library.

4. SCHEDULE OF REGISTRATION

Time: 10:00 AM – 1:00 PM & 2:00PM – 4:30 PM

Saturday	December 26, 2015	All new PG students
Monday	December 28, 2015	Forenoon Session Old PG -(AE, CHE, CE, EEM, EE, CSE, MSE & ME) Afternoon Session Old UG B.Tech/BS students of 2013, 2014 and 2015 batches
Tuesday	December 29, 2015	Forenoon Session Old PG - (BSBE, ES, MSP, PSE, NET, IME, DES, CHM, HSS, PHY & MATHS) Afternoon Session Old UG –BT/BS students of 2012, 2011 & earlier Batches and Dual Degree students All Old M.Sc. (2yrs.) students

Late registration will take place on **Monday, January 04, 2016** in Academic Section (UG & PG Offices) only. However, late registrants will also be required to pay a fine of Rs.1000 at the counters to be opened in L – 7 Annex.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER JANUARY, 04, 2016.

All those students who will submit their thesis by last date of registration (04th January, 2016) need not register.

For those who intend to submit their thesis between 05th January and 11th January, 2016, they have two options:

1. Do a normal registration on 28th & 29th December 2015 (as per the schedule given above). If you are able to submit the thesis by 11th January, 2016, your tuition fee will be refunded in full. The non-academic charges (like hostel fee and mess establishment charges, etc.) will be refunded partially as per the rules of DOSA office (the exact refund will depend on your duration of stay in the hostel).
2. Do only non-academic registration by the date of late registration. It means that you only pay the non-academic components of the charges (fee excluding tuition fee). When you finally leave the hostel, some of these charges can be refunded partially as per the rules of DOSA office. Please note that if you do non-academic registration only, and you are unable to submit thesis by 11th January, 2016, then your academic program may be terminated unless SPGC/SUGC allows you to register after last date of registration (January 04, 2016).

Please note that PG office (UG office for BTMT dual-degree students) will not accept thesis submission from 12th January, 2016 onwards, unless you are registered (academic as well as non-academic) for 2015-16-II semester.

Sd/
(Neeraj Misra)
Dean, Academic Affairs

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All Associate Deans
5. All Heads of Departments
6. Chairperson, SPGC
7. Chairman, SUGC
8. Registrar
9. Sr. Deputy Registrar (F & A) with a request to depute staff to collect Institute dues from 26th December, 2015 and December 28th and December 29, 2015. Late registration fee be collected on January 04, 2016.
10. Warden In charge, All Hall of Residences with a request to depute a clerk authorized to collect the dues in the Hall Offices at the timings mentioned above. The dealing officials should also be available on January 04, 2016 from 9:30 AM to 4:30 PM in the Hall office. **COPY OF THIS NOTICE MAY PLEASE BE DISPLAYED ON HALL NOTICE BOARDS.**
11. Head, Counseling Service
12. Chairman, Security Advisor to make appropriate security arrangements in Lecture Hall Complex (New & Old) 23rd, 24th, 25th, 26th, 27th, 28th, 29th & 04th January, 2016.
13. All DPGC/DUGC Conveners
14. In-charge Lecture Hall Complex to make necessary arrangements in various rooms at the Lecture Hall Complex.
15. Office of Dean of Students Affairs (**Two copies**)
16. Chairman, Council of Wardens
17. Notice Boards for information to all students.
18. Librarian, Dr. P K Kelkar Library for necessary action.
19. Foreign Students Adviser, International Relations
20. In charge, Physical Education Office to depute staff for registration of CPA courses.
21. Office Automation Unit.
22. UG/PG sections of DOAA office