

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION

REGISTRATION 2016 – 2017 – I SEMESTER

July 12, 2016

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 DESIGNATED ROLL REGISTER AND COMPLETES OTHER REGISTRATION FORMALTIES DESCRIBED BELOW. REGISTRATION FORMALTIES ARE TO BE CARRIED OUT IN THE LECTURE HALL COMPLEX (LHC) AND Dr. P K KELKAR LIBRARY ON THE DAY OF REGISTRATION APPLICABLE TO YOU. SCHEDULE FOR SIGNING THE ROLL REGISTER WILL BE PUT ON THE DOSA WEBSITE AND NOTICE BOARD IN DUE COURSE OF TIME.

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 at Registration Desk)

- 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 21st – 26th July, 2016 and 01st August, 2016 and obtain a receipt between **10:00 A.M. to 1:00 P.M. & 2:00 P.M. to 5:00 P.M.**
- 2. Clear Hall dues at your Hall of Residence and obtain a receipt.
- 3. **ACADEMIC PROGRAMME REGISTRATION**

ACADEMIC REGISTRATION is not required for all those students who had undergone academic pre-registration in April, 2016.

Note:- Students who are on AP / Warning (after 2015-16-II 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 PRE-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 – 5:00 PM

Thursday	July 21, 2016	New PG (AE, ChE, CE, EE & ME) & New M.Sc. 2 Yr students
Friday	July 22, 2016	New PG students (BSBE, CSE, ES, MSE, MSP, PSE, NET, IME, DES, CHM, HSS, PHY & MATHS)
Saturday	July 23, 2016	B.Tech/BS students of 2013, 2014 and 2015 batches
Sunday	July 24, 2016	New UG 2016 Batch (BT/BS students)
Monday	July 25, 2016	BT/BS students of 2011, 2012 and earlier batches and Dual Degree. All old M.Sc. (2 yrs.) students. Old PG students (AE, CHE, CE, EEM, EE & ME).
Tuesday	July 26, 2016	Old PG students (BSBE, CSE, ES, MSE, MSP, PSE, NET, IME, DES, CHM, HSS, PHY & MATHS)

Late registration will take place on Monday, August 01, 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 LHC.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER AUGUST 01, 2016.

All those students who will submit their theses by last date of registration (01st August, 2016) need not register.

Students who intend to submit their thesis between 01st August and 09th August, 2016 have following two options:

1. Do a normal registration on 25th & 26th July, 2016 (as per the schedule given above). If you are able to submit the thesis by 9th August, 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 9th August, 2016, then your academic programme may be terminated unless SPGC/SUGC allows you to register after last date of registration (August 01, 2016).

Please note that PG office (UG office for BTMT dual-degree students) will not accept thesis submission between 02nd and 9th August, 2016 unless you have paid applicable registration charges. Also, we will not accept thesis submission from 10th August, 2016 onwards, unless you have a proper academic registration done.

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 21st July, 2016 to July 26 and August 01, 2016. Late registration fee be collected on August 01, 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 August 01, 2016 from 9:30 AM to 5:00 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) 21st, 22nd, 23rd, 24th, 25th, 26th & 01st August, 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