

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ACADEMIC SECTION**

**REGISTRATION 2015 – 2016 – I SEMESTER**

July 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 21<sup>st</sup> – 24<sup>th</sup> July, 2015 and 27<sup>th</sup> July, 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 April, 2015.

**Note:- Students who are on AP / Warning (after 2014-15-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 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**

Wednesday	July 22, 2015	New PG (AE, ChE, CE, EE & ME) & New M.Sc. 2 Yr students
Thursday	July 23, 2015	Remaining New PG Students (including MS by Research)
Friday	July 24, 2015	Academic Manual Registration and all old UG/PG students with pending academic or administrative tasks
Monday	July 27, 2015	New BT/BS Students, <b>venue of Registration-Auditorium</b>

**Note: The schedule for signing in DOSA Register (Roll Register) is as follows:**

Saturday ( <b>Morning session</b> )	July 25, 2015	2013 & 2014 Batch UG students & All old M.Sc. (2Yr) students
( <b>Afternoon Session</b> )		2010, 2011, 2012 & earlier Batches UG students BT-MT Dual Degree Programme students (Those students who have already migrated in M.Tech. programme)
Sunday ( <b>Morning session</b> )	July 26, 2015	Old PG (AE, CHE, CE, EE, ME, MSE & CSE)
( <b>Afternoon Session</b> )		Remaining Old PG Students

Late registration will take place on Thursday, July 30, 2015 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 JULY 30, 2015.**

All those students who will submit their thesis by last date of registration (30<sup>th</sup> July) need not register.

For those who intend to submit their thesis between 31<sup>st</sup> July and 8<sup>th</sup> August, 2015, they have two options:

1. Do a normal registration on 24<sup>th</sup> July 2015 (as per the schedule given above). If you are able to submit the thesis by 8<sup>th</sup> August, 2015, 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 8<sup>th</sup> August, 2015, then your academic program may be terminated unless SPGC/SUGC allows you to register after last date of registration (July 30, 2015).

Please note that PG office (UG office for BTMT dual-degree students) will not accept thesis submission between 31<sup>st</sup> and 8<sup>th</sup> August, 2015 unless you have paid registration charges. Also, we will not accept thesis submission from 10<sup>th</sup> August, 2015 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 21<sup>st</sup> July, 2015 to July 24 and July 27, 2015. Late registration fee be collected on July 30, 2015.
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 July 30, 2015 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) 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 27<sup>th</sup> & 30<sup>th</sup> July, 2015.
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