

## Pass out Students Registration Procedure - Academic Term 2018-2019 Even semester

Please note the procedure of Passout (Term out) student's registration (Re-registration(Redo with Juniors), Extra time and Contact) of courses for the Academic Term 2018-2019 Even semester.

**Course book will be published in the AC website(18-12-2018) for the students to select the courses.**

1. Students have to contact the administrative office. They can fill the form ("Performa for Year Out Students Registration") given in the administrative office.
2. The students can fill the details(redo with juniors, extra time redo and contact) and get approved from the department. Respective advisor or the counselor can check for course equivalence and time table clash. Please check whether extension of the course duration is needed.
3. The approved form signed by the department head and Principal, has to be given to administrative office for fee details.
4. The fee details have to be mailed from administrative office to the accounts.
5. Students pay the fee online.
6. Students can submit the form and the fee receipt to the academic cell.
7. Registration will be done from the Academic Cell and the receipt and the form will be returned to the students.
8. **Complete Registration will be closed by 11-01-2019.**