**Detailed procedure for Term out Student’s Registration - (2019-2020 Odd 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 2019-2020 Odd semester. The same will be published in the academic Cell website.

1. Course book will be published in the AC website (20-May-2019) for the students to select the courses.
2. Students have to contact the administrative office. They can fill the form ("Performa for Year Out Students Registration") given in the administrative office.
3. The students can fill the details (redo with juniors and extra time redo) and get approved from the department. Respective advisor or the counsellor can check for course equivalence and time table clash. Please check whether extension of the course duration is needed.
4. The approved form signed by the department head and Principal, has to be given to administrative office for fee details.
5. The fee details have to be mailed from administrative office to the accounts.
6. Students pay the fee online.
7. Students can submit the form and the fee receipt to the academic cell.
8. Registration will be done from the Academic Cell and the receipt and the form will be returned to the students.

**Note: For registration details please refer to “Instruction for registration of Regular and Remedial courses for the coming Odd Semester (2019-2020)”.**