

# **IMPORTANT NOTICE**

## **Subject: Add/ Drop Period Fall 2018 (All Existing Batches)**

Course Add/ Drop **will remain active from September 10, 2018 till September 17, 2018**

Visit batch advisors for the same

### **STEPS TO BE FOLLOWED FOR ADD/DROP:**

1. Get add/drop form from photocopy shop
2. Visit your batch adviser with your form
3. Fill the form and submit it to batch adviser for entering in PIMS
4. Take the acknowledgement slip for your record

### **STUDENTS WHO HAVE NOT REGISTERED THEIR COURSES FOR FALL 2018 (LATE REGISTRATION):**

1. Get late registration form from photocopy shop
2. Visit your batch adviser and get the form approved and signed by them
3. Visit Accounts Office for fine challan after written comments from Office of Registrar for Fine
4. Submit the form to Office of Registrar along with paid fine slip for entering in PIMS
5. Fine of Rs.500/- per day will be charge w-e-f May 14, 2018 as late registration fine
6. No registration will be allowed after September 17, 2018

### **STUDENTS WHO FAILED TO REGISTER THEIR COURSES FOR FALL 2018:**

1. Will not be allowed to sit in the classes after September 17, 2018
2. Their names will not appear in the attendance roster

*Note: Violation of late registration in add/drop week by batch advisors without fine can result in strict disciplinary action*