



## ACADEMIC OFFICE

### NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 620 015, TAMILNADU, INDIA

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Ref: AO/UG/Deregistration/JULY 2023

11-08-2023

### CIRCULAR

**Sub:** Deregistration / Elective change / Late registration circular – July 2023 – Reg.

The UG (B.Tech and B.Arch, except 1<sup>st</sup> year) students who need to **change or drop electives (PE / OE / MI / Honours)** may do so on **21.08.2023** and **22.08.2023**, following the regular registration procedure in MIS.

Students should note that drop / change of electives **will not be permitted after 22.08.2023**. This is also the last date for **late course registration with fine (Rs 250)**. Beyond this date no registration or deregistration will be allowed. Students will then have to **do the course in subsequent semesters** (if not registered) or **continue completing the course** (if not deregistered). No requests will be accepted to delete from transcript and records if the student does not attend the course and ends up with an X or V.

Fine is only for late registration of compulsory courses and there is **no fine for change or dropping of electives, minors or honours**.

The adjoining **late registration form\*** **must be submitted with sign** of the faculty and HoD. If students change their electives without getting faculty sign (i.e., without consent of faculty), the **students will be removed from the course in MIS** without any notice and no alternative will be allowed at that time. It is the **responsibility of the student** to register and reasons such as open electives reaching their full limit will not be accepted.

*\*the form is only for purpose of ensuring faculty consent. The registration and deregistrations must be done by students in MIS only. The academic office will not be doing the registrations and deregistrations.*

*R. Parthasarathy.*

Associate Dean Academic UG - I



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**Requisition for Late registration in MIS / Partial / (For Students)**

Name of the Student	
Roll Number(s)	
Semester	
Department	
Specialization (for PG)	

**COURSES TO BE REGISTERED / DEREGISTERED**

Sl. No.	Course Code	Course Name (specify deregister or register)	Course Type (Core / Elective / Laboratory)

Name of the Faculty	
Department	
Signature of the Faculty	

**Date:**

**Head of the Department**

**For Office use**

<b>Associate Dean(Academic)</b>	:	
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