



## ACADEMIC OFFICE

### NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 620 015, TAMILNADU, INDIA

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Ref: AO/UG/Deregistration/JANUARY 2024

30-01-2024

### CIRCULAR

**Sub:** Deregistration / Elective change / Late registration circular – January 2024 – Reg.

UG students of all years who need to **change or drop electives (PE / OE / MI / Honours)** or **register courses that they have missed out** may do so on **31.01.2024 ONLY**.

Students should note that drop / change of electives / late registrations **will not be permitted after 31.01.2024**. Beyond this date no registration or deregistration will be allowed. There will be no later date for registering or deregistering even with fine. Students will 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.

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. Even for **electives that were initially offered and later scrapped** by departments, the **students have to themselves deregister** that elective and register the alternate elective in MIS. **It will not be done automatically** and students who fail to deregister the scrapped elective will be awarded a V grade in that elective.

*\*the form is only for purpose of recording 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. Partasarathy.*

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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