

Steps for PG Registration Process

Date: 12 Apr 2010

- Step 1** A student will meet with his/her Adviser/Supervisor and consult about the schedule of courses, pre-requisites (if any), and course registration.
- Step 2** A student will collect money Deposit Form from Registrar Office and pay required amount of Admission + Course Registration Fee.
- Step 3** The student will perform the Online Registration Process first by filling Amount Paid, Bank Scroll No and Date of Payment, and then by selecting desired courses. After successful submission of registration request, the student will be sent (by server) a "**Submission No. for Registration Request**". The student is asked to take note of this Submission No. for future use.
- Step 4** The student will meet with his/her Adviser/Supervisor after online registration request and inform him/ her about the registration. The student will give a clearly legible photocopy of Deposit Receipt to his/her Adviser/Supervisor. The student will keep the original copy of Deposit Receipt.
- Step 5** The Adviser/Supervisor will verify the courses as applied by the student. The Adviser/Supervisor will also verify the Amount Paid, Bank Scroll No, and Date of Payment. The Adviser/Supervisor will then forward it to the Head/Director.
- Step 6** The Head/Director will verify the courses as applied by the student. The Head/Director will finally approve the courses for registration.
- Step 7** The "List of Registered Students and Their Registered Courses" will be printed by Registrar Office in about five weeks time, and will be sent to the department/ institute for verification by the students and Advisers.
- Step 8** The "Course Registration Form" will be printed by Registrar Office in about ten weeks time, and a photocopy will be sent to the department/ institute for distribution among the students. Since the Form will be printed electronically, no signature on this Course Registration Form will be necessary.

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