



24 February 2014

## Late Registration or Course Adjustment policy and Fixation of Fine

1. Late registration (only for the purpose of fee payment) is allowed from the date of commencement of classes till the last date of late registration as specified in the Academic Calendar.
2. Alteration in Registration beyond the time frame specified in the Academic Calendar for Add/Drop Course adjustment and Drop Course adjustment is not allowed.
3. However, the amendment in Registration beyond the time limit is allowed only in **special case** subject to the payment of fine (after following appropriate procedure) prescribed as under:

Particular	Amount of Fine
<b>Up to Add/Drop Course Adjustment period - No Registration done in the E-campus within the stipulated time:</b> <ul style="list-style-type: none"><li>• Fees paid</li><li>• Fees not paid</li></ul>	Rs. 2500/- Rs. 2500/- + applicable fine for the late payment i.e. @ Rs. 300/- per day or Rs. 2500/- whichever is less
<b>After Add/Drop Course Adjustment period - No Registration done in the E-campus within the stipulated time:</b> <ul style="list-style-type: none"><li>• Fees paid</li><li>• Fees not paid</li></ul>	Rs. 5000/- Rs. 5000/- + applicable fine for the late payment i.e. @ Rs. 300/- per day or Rs. 2500/- whichever is less
<b>Missed to register some course(s) (after the last date of add and drop courses):</b> subject to convener's approval– only addition of some course(s)	Rs. 2500/-
<b>Amendment in registration (after the last date of add and drop courses):</b> subject to convener's approval. – replacement of course(s)	Rs. 5000/-
<b>Drop a course(after the last date of and drop courses):</b> subject to convener's approval	Rs. 1000/- per course or Rs. 2500/- whichever is less.

**Jalpesh Pandya**  
**Asst. Registrar (Academic)**