

**PONDICHERRY ENGINEERING COLLEGE
COURSE REGISTRATION**

Consolidated List of Students who Failed to Complete / Do Course Registration

Department		Academic Year		
Programme	<i>B.Tech. / M.Tech. / M.C.A</i>	Specialization		
Semester				
S.No.	Enrol. No.	Name	LR (Registered Late)	NR (Not Registered)
1				
2				
3				
4				
5				
6				
7				
8				
Signature of Class Advisor				
Submitted the Form CRF02-A to Dean (Academics)				
Date :			Signature of HoD	
Submitted the Form CRF02-B to Dean (Academics)				
Date :			Signature of HoD	

Note:

- HoD will complete this form, take a photocopy of it and forward the photocopy (**after marking a Tick against CRF02-A on the top of the form**) to Dean (Academics) so as to reach Dean's Office on the first day of the period earmarked for '*Late Registration with Penalty Fee*'.
- When a student is permitted to do Late Registration after payment of Penalty Fee, mark a tick in the **LR column** against the name of the student listed in the **original CRF02 form** kept with the HoD.
- Soon after the last date earmarked for '*Late Registration with Penalty Fee*', mark ticks in the **NR column** against the names of the students who failed to register for the courses. Strike of the names of the students who registered late. Take a photocopy of the form and forward the photocopy (**after marking a Tick against CRF02-B**).
- File the **Original CRF02** form in the Course Registration File of the department