

**Office of Dean Academics  
Pondicherry Engineering College**

General Instructions for Online Course Registration

All the students, who are enrolled for attending classes in a particular semester of the Academic Year are required to register for the courses as per the *Course Registration Schedule* notified by the Academic Section of the College through the circular. Students will carry out online registration of the courses through IIS Portal of the college.

Instructions for Course Registration are as follows:

- During the period earmarked for course registration, the student shall log on to the Student Portal of IIS and complete the course registration by making appropriate online entries in the web portal.
- On completion of the course registration, a pdf file of the 'Course Registration Form' will be generated. The student shall print **two copies** of the Course Registration Form.
- The student shall submit the printed copies of Course Registration Forms to the respective **Faculty Advisor** for verification and signature. The Faculty Advisor, before affixing his signature, shall check if the entries in the form are correct (*particularly, verify if the student has made the correct entry of the elective subjects allotted to him as per the pre-registration of electives*). If any discrepancy is found in the Course Registration Form, the faculty advisor shall write the remark on the form and return the same to the student for *re-registration*. The student shall approach the IIS coordinator (*Professor F. Sagayaraj Francis*) for initiating the *re-registration* process.
- The student, after getting the forms signed by the Faculty Advisor, shall submit the same to the **Class Advisor (Programme Coordinator for M.Tech. / M.C.A programmes)**. The Class Advisor, after collecting the registration forms from all the students, shall submit the same to the HoD along with the list of defaulters on the last day of the Course Registration.
- HoD, after affixing his/her signature in the Course Registration Forms, shall keep one copy as the '*Department Copy*' and return the other copy of the form to the student marking it as the '*Student Copy*'. It is the responsibility of the student to keep this copy safely for any future reference.
- Any specific request for 'Dropping of failed elective courses' and / or 'Auditing of elective courses' shall be made by the student to the HoD. HoD will forward the request letter to Dean (Academics) with suitable recommendation that is in accordance with the regulations. Dean (Academics) will initiate necessary action.

- HoD will submit a '*Consolidated List of Students who failed to Complete Course Registration*' to the Dean (Academics) in the Prescribed Form (**CRF02-A**), so as to reach the Dean's office on the first day of the period earmarked for '*Late Registration with Penalty Fee*'.
- The student, who failed to complete the Course Registration before the prescribed last date will be allowed to do '*Late Course Registration*' during the period earmarked for '*Late Registration*' after the payment of **penalty fee of Rs. 500/- (Rupees Five hundreds only)** prescribed for late registration. The student shall submit a '*Late Course Registration Application Form*' (**CRF03**) to Dean (Academics), duly forwarded by the HoD, along with the Penalty Fee payment receipt. The student shall be permitted to complete the Course Registration through IIS portal after the approval of '*Late Course Registration*' by Dean (Academics).
- HoD shall take necessary steps to ensure that all the students listed in the Nominal Roll complete the 'Course Registration' before the last date of late registration, by invoking the facility available in the IIS for sending reminders through SMS and e-mails to the Students / Parents. ***The enrolment of all those students who fail to complete the 'Course Registration' before the last date prescribed for late registration will be cancelled and their names will be removed from the Nominal Roll.***
- Soon after the last date prescribed for late registration with penalty fee, the HoD shall submit the '*Consolidated List of Students who failed to do Course Registration*' to the Dean (Academics) in the Prescribed Form (**CRF02-B**). Necessary steps will be initiated to delete the names of these students from the Nominal Roll.

***Dean(Academics)***

***Principal***