

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
Academic Affairs



**NOTICE**

**Subject: Late Semester Registration for July November 2020 semester – reg.**

Students who missed the semester registration, within the period notified earlier, are requested to do so within 5 PM of **Thursday, 10 September 2020**.

Those students are advised to contact the following official of Academic Affairs for completion of semester registration.

Programme	Name of the concerned Official	Email/Phone Number
BTech and BDes	Mr. Naba Kumar Malakar	nkm@iitg.ac.in/ 0361-258 2963
MA and MSc	Mr. Hirakjyoti Das	hirak456@iitg.ac.in/ 0361-258 2191
PhD	Mr. Riju Mahato	riju.mahato@iitg.ac.in/ 0361-258 2197

Registration will be confirmed by the registration official subject to the following.

- Payment of Semester Fee Online before the stipulated time.
- Having No No-Dues (Check the Dues/ Fines Status in the AAMS).
- Clear pending dues or make online payment for the fines and send the proof of clearing dues or payment of fines to the concerned Registration Official as per the contact details given above.
- Academic Course Registration (except for PhD students who have completed course work), if it is not done yet.
- Receipt/ Proof for payment of the semester fee after the last date or Dues amount for any section to be sent to the concerned Registration Official by email.
- If any item is pending as dues, then those items need to be sent to the concerned Registration Official by any reliable means including speed post/ registered post/ courier service. Institute will not be responsible for any loss during transit. Only after the receipt of the due items, the concerned registration officials will allow you to do complete the semester registration.

**Semester Registration Procedure**

**Step-1:**

- To check **Dues** Status of semester registration in the AAMS.
- To clear pending dues or make online payment for the fines and send the proof of clearing dues or payment of fines to concerned Registration Official by Email

**Step-2:**

- If Academic Course Registration (except for PhD students who have completed the course work) is not done yet, then Please do Academic Course Registration online in AAMS



**Step-3:**

In the following cases, the continuing students will NOT be allowed to do Semester Registration.

<b>NOT ALLOWED FOR SEMESTER REGISTRATION</b>	<b>Remedial Solution</b>
Students having Pending Dues/ Fines at any section (Hostel/ Gymkhana/ Department/ Medical)	They should clear pending dues/ make online payment of fines and submit proof for it to the Registration Official by Email
PhD students having Pending Academic Requirements as on 01 September 2020 in the LAAPS	They should complete pending academic requirements and inform Mr Gourish Majumdar by email Email:gourish@iitg.ac.in
UG and PG students who have not done Academic Course Registration in AAMS. PhD students who has to do course work but not done Academic Course Registration in AAMS.	They should complete Academic Course Registration in AAMS or through MS-Forms by contacting Faculty Advisor and DUPC/ DPPC/ CPPC Secretary. Then only they will be allowed to complete final part of semester registration.
Students who are placed under liable to be terminated due to less CPI as per the academic ordinances.	Only after the approval of the Chairman, Senate, they will be reinstated and allowed to do the semester registration.
Students who have exceeded maximum duration of academic programme stated in the academic ordinance.	Only after the approval of the Chairman, Senate, they will be reinstated and allowed to do the semester registration.
Students who are debarred for Semester Registration due to any Disciplinary Action.	NIL

This is issued with the approval of the Competent Authority.

Date : 07-09-2020

D.Sharma  
Joint Registrar (Academic Affairs)

Joint Registrar (Academic Affairs)  
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