

## **Sub: Modality for late registration and In-absentia registration**

The registration date for each semester is announced in the Academic Calendar duly approved by the Senate and published on the Institute website six months in advance for necessary compliance. The students are expected to book their travel tickets to be present physically on the registration date. It is advisable that physical presence of students for registration is a must on the day of registration.

However, keeping in view some exceptional circumstances often faced by some students, it is proposed that provisions may be made in context with

- 1. Late Registration**
- 2. Registration In-absentia**

### **1. Late Registration**

- A. Late registration under normal circumstances is not permitted. For unforeseen circumstances, like train late/cancelled due to any natural calamity, students may be allowed for late registration with permission from DoAA Office & DoSA-Office maximum up to three working days with payment of sum of rupees 1000/- (One thousand only). In such cases, the student should submit tickets as evidence that he/she prepared to appear on the date notified for registration in the Academic Calendar
- B. However, under exceptional cases like hospitalization of the student for severe illness and accident, a student may be allowed to do late registration without any late fee. In such situation, a prior email to Academic Office acadoff@iiserkol.ac.in and dos-office@iiserkol.ac.in from the student/parents is sought on or before the scheduled date for semester registration. In case of critical medical cases/hospitalization students may be allowed to register after the expiry of the notified date for late registration with necessary documents like hospitalization certificate.
- C. If students cannot register on time due to some personal reasons and request for late registration, in such cases also, a prior email to Academic Office acadoff@iiserkol.ac.in and dos-office@iiserkol.ac.in from the student/parents is sought on or before the scheduled date for semester registration. They may be allowed for late registration with permission from DoAA Office & DoSA-Office maximum up to seven working days with payment of sum of rupees 1000/- (One thousand only).
- D. Registration beyond the stipulated time will not be entertained. It will be done only through the recommendation of the Academic Senate.

### **2. Registration In-absentia applicable for IPhD (3<sup>rd</sup> year onwards) and PhD students**

- A. Students who cannot register on stipulated time for academic visit/summer internship, visit to conferences, workshops and field trips are exempted from paying late fee based on DoAA's approval. If a student is unable to present himself/herself for semester registration due to academic visit, visit for conferences, workshops and field trips etc, registration may be allowed to be done in-absentia by producing a letter of authority with explicit approval from the Dean of Academic Affairs, within the notified date of semester registration. A prior email to DoS-Office should also be sought in this regard. In such case no late fee will be charged.

**\*\* In any other cases apart from the late registration fees, a warning letter may be issued stating that no class tests/assignments conducted during his /her absence will be considered for evaluation. Repeat offenders may be listed for necessary disciplinary action.**

**\*\* However, to join the class and selection of course, the students have to strictly follow the Academic guidelines of the Institute.**

**\*\* Late fee will not be waived due to any other reason except critical medical issues/hospitalization and academic visit.**

For both the above cases a form "LATE REGISTRATION AND REGISTRATION IN-ABSENTIA" to be filled in.  
(Pls see the Form attached)





भारतीय विज्ञान शिक्षा और अनुसंधान संस्थान कोलकाता  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
Mohanpur – 741246, Dist. Nadia, West Bengal.

**FORM FOR LATE REGISTRATION & REGISTRATION IN-ABSENTIA**

NO. IISER-K/SA/SF-25/

Date: \_\_\_/\_\_\_/20\_\_\_

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Registration for Autumn/Spring Semester, Year \_\_\_\_\_ (Put “√” Tick in the following box whichever is applicable)

**1. Registration within 7 (seven) days from the date of registration –**

i) I could not register on the notified date due to some personal reasons/unforeseen circumstances, but I am registering within 7 (seven) days from the date of registration. Hence, I am ready to pay late fees of ₹ 1,000/- as per Institute Rules. \* Prior email to [acad-off@iiserkol.ac.in](mailto:acad-off@iiserkol.ac.in)/[dos-office@iiserkol.ac.in](mailto:dos-office@iiserkol.ac.in) is required.

or

b) I could not register within stipulated time due to medical reason and I request late fee of ₹ 1,000/- to be waived . In case of no proper Hospitalisation Certificate is attached point 1(a) to be followed.

\* Prior email to [acad-off@iiserkol.ac.in](mailto:acad-off@iiserkol.ac.in)/[dos-office@iiserkol.ac.in](mailto:dos-office@iiserkol.ac.in) is required.

**2. Registration after 7 (seven) days from the date of registration –**

I understand that I failed to register within seven working days after the expiry of the notified date. I could not register due to the following reason/s:

i) I could not register on the notified date due to some personal reasons/unforeseen circumstances.

ii) I could not register due to academic visits/summer projects/ and I do not have the prior approval of DoAA.

iii) I could not register within stipulated time due to medical reason.

I agree that my registration will be done through the recommendation of the Academic Senate. If Senate approves my late registration, I am ready to pay late fees of ₹ 1,000/- as per Institute Rules for point 2 (i) & 2 (ii). I request the late fees of ₹ 1,000/- to be waived in case of 2 (iii) if I can produce proper hospitalization certificate.

\* Prior email to [acad-off@iiserkol.ac.in](mailto:acad-off@iiserkol.ac.in)/[dos-office@iiserkol.ac.in](mailto:dos-office@iiserkol.ac.in) is required.

**3. Late registration or registration in-absentia for –**

BS-MS (subject to prior approval of DoAA), IPhD (3<sup>rd</sup> year onwards) & PhD students:

I could not register on time due to my academic visit for conference/workshop/project/field trip/medical reason.

Hence, I would like to opt for Registration in-absentia.

i) Attach is approval of DoAA

ii) Copy of the original Academic Offer & Authorisation Letter/Email is attached

Therefore, I would like to register myself for Autumn/Spring Semester \_\_\_\_\_ with your kind permission and approval. Thank you for your consideration.

Signature of the Student

**FOR OFFICE USE**

Dealing Assistant Students Affairs Section	<b>F &amp; A Section</b> The late fee of ₹ 1,000/- may kindly be charged as given below: 1) Point No.1(a). 2) Point No.1(b) –in case of no hospitalization certificate. 3) If Senate permits with late fee for Point No.2.	DoSA/ Officer in Charge (DoSA Section)

CC: 1. AR (Academic) – for information and necessary action  
2. AR (F & A) – for information and necessary action