



## ACADEMIC OFFICE

### NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 620 015, TAMILNADU, INDIA

Phone: 0431 – 250 3013, 3910, 3012

Email: [deanap@nitt.edu](mailto:deanap@nitt.edu), [pgacad@nitt.edu](mailto:pgacad@nitt.edu), [ugacad@nitt.edu](mailto:ugacad@nitt.edu)

Ref: AO/UG/Late Registration/JULY 2022

19-08-2022

### CIRCULAR

**Sub:** Late registration/deregistration circular – July 2022 – Reg.

The UG (B.Tech and B.Arch) students who have missed the course registration during the dates in the previous course registration circular, may do the **late registration or deregistration** (if any), following the procedure:

1. Meet and seek permission from the department HoD and the Associate Dean Academic for UG.
2. **Fine of Rs 250** shall be paid through SB-collect - NIT Trichy Institution Fees – UG DUES PAYMENT, and enter 'Late Course Registration Fee' in the remarks.
3. Save the payment receipt.
4. Fill up the **late course registration form** (next page) and **get the signature** of the faculty who's course is being registered/deregistered and department HoD.
5. **Submit both the filled up form and payment receipt** to the academic office UG section.

Students should kindly note that course registration / deregistration with fine is **permitted till 31.08.2022**. Beyond this date no registration or deregistration will be allowed. Students will then have to **do the course in subsequent semester** (if not registered) or **continue completing the course** (if not deregistered).

Associate Dean Academic UG - II



**OFFICE OF THE DEAN (ACADEMIC)**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

Phone : +91-431-2503917, Fax : +91-431-2500133 (O/o the Director), E-Mail : mis@nitt.edu

**Requisition for Late registration/De-registration in MIS / (For Students)**

Name of the Student	
Roll Number(s)	
Semester	
Department	
Specialization (for PG)	

**COURSES TO BE REGISTERED/DE-REGISTERED**

Sl. No.	Course Code	Course Name	Course Type (Core / Elective / Laboratory)	Name of the Faculty	Signature of the Faculty

Date:

Head of the Department

For Office use

Associate Dean (Academic)	:	
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