



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS

Phone No. +91-535-270-4565/4566/4568

Email: academic@rgipt.ac.in

Office of the Associate Dean
(Academic Affairs)

Ref No.: RGIPT Jais/LR/2019-20/1

25th July 2019

NOTIFICATION

The following are the guidelines for the semester registration circulated for the information of all UG and PG students at RGIPT, Jais;

- Students are urged to report in person on the registration date to complete the registration procedure.
- No proxy shall be allowed to complete the registration related formalities
- Payment of fees within the stipulated date doesn't amount to the registration of students. The student has to be physically present on the specified date to complete the process.
- Under extraordinary circumstances, if a student is unable to register on the specified registration date for any compelling reason like illness, internship etc., he/she may be permitted for late registration within next three working days on payment of the late registration fee. For this, the student has to submit an application to the Dean academic affairs through the Convener, DUGC/DPGC citing the reason of absence with valid supporting documents. Dean Academic affairs on recommendation from the Convener DUGC/DPGC may approve the late registration after assessment.
- Any request for late registration beyond three days of the specified registration date is subjected to suitable recommendations from the Convener, Head of the department & Dean Academic affairs and approval from the Director of the Institute. Such cases are subjected to scrutiny and will be considered on case to case basis.
- If the student fails to report and register on or before the date of late of registration without any bona fide reason, his/her programme is liable for termination.

This has the approval of the Director of the Institute.

Umaprasana Ojha

Associate Dean Academic Affairs

Umaprasana Ojha
25/7/19

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- All the Heads of the Departments
- All students, RGIPT