Procedure for Repeat Registration

Inform HoD & Shroff about registration time period by a notice

UGS

➡

Fill repeat registration form
(i) Level Coordinator has to sign except L1
(ii) Should include index number and contact number

Student

➡

Is academic concession?

No ⬇

Yes ➡

Shroff

Payment to shroff

Form + Concession letter

Student

Form + Bill (Blue copy)

Student

Add to database

Confirmation with exam division

UGS

⬇

Add student details to exam list + Final mark sheets

UGS

Legend:

Responsibility of Student (blue)	Reminder (yellow)
Responsibility of UGS (orange)	
Responsibility of Shroff (tan)	Responsible party (oval)