



CIRCULAR

(For E1, E2, E3 and E4)

**Subject: Academic Section – AY25-26, Semester – II, E1, E2, E3 and E4 –
Manual re-registration for backlog courses at the Academic Section – Reg**

It is to inform all the students, who have acquired remedial grades in certain courses due to poor internal scores in their previous semesters that they can re-register manually for such courses on or before 20/11/2025 at the Academic Section. The last date for re-registration of courses will not be extended under any circumstances.

Rules for re-registration of a course are attached with this circular.

Associate Dean Engineering

Copy to:

1. The PS to Vice -Chancellor
2. The Administrative Officer/OSD
3. All the Associate Deans
4. All the HoDs for information
5. The Controller / Additional Controllers of Examinations
6. The Finance / Scholarship Section
7. All the Notice Boards / University Hub

Rules for re-registration of a course:

1. Re-registration is allowed only for students who meet BOTH the following criterion:
 - a. Student must have remedial in the subject.
 - b. Must have internal marks less than or equal to 50% of the internal weightage. For example, internal marks are 40 and external marks are 60 for a total of 100 in a subject. 50% of internal is 20 marks. Hence, students having less than or equal to 20 will have partial eligibility to apply for re-registration into a course.
2. A student will be permitted to re-register only for one course per semester. A maximum of 4 re-registrations (which is logically the highest possible) will be permitted per student in a 6-year program.
3. No student will be allowed to re-register for the same course twice. Re-registration into a course is permitted only if the course is being offered by the department during the semester.
4. Students who re-register in a course have to put in the mandatory attendance for the course and are expected to take all the intra semester and semester end examinations as per the University schedule. Failure to put in the required attendance or take the scheduled examinations will automatically result in disqualification from the course. No further opportunity will be given for re-registration into the same course.
5. The credits acquired earlier in the re-registered course will become null and void.
6. Heads of the departments of the concerned stream will help facilitate re-arrangements in time table to enable the re-registered students attend the courses regularly. Students re-registering into a course must consult the HoDs to help with the time table.
7. For a re-registered course, taking the course through the credit transfer mode from NPTEL (where the course is available through MOOC's Swayam platform) is permitted. In this case, the student can, with consultation of the respective HoD, take the course in self-study mode as per the rules governing the credit transfer course of NPTEL. Failure to meet the rules will lead to automatic disqualification from the re-registered course and the student will not be permitted another chance to re-register for the course.
8. Regular students of RGUKT, Basar, will have to pay a re-registration fee of Rs.2,500/- per course per semester. Non-regular students will have to pay the complete semester fee of Rs. 20,000 per semester for a re-registered course.