



Shree Chanakya Education Society's
INDIRA SCHOOL OF BUSINESS STUDIES, PUNE

(An AICTE, New Delhi Approved Institute)

89/2-A, New-Mumbai Pune Highway, Universe Campus, Tathwade, Pune- 411 033.

Re-Registration Process for Failed students

All students should note the following points in regards to re-registration.

- 1) Re-registration is mandatory to all students, who have failed in any/all subject/s in their respective **Mid/End Semester** examination in **1-Regular & 2-Backlog attempts**, provided to students.
- 2) **Absenting** from the examination would be also counted as an attempt.
- 3) The Re-registration must be done within **2 (two) successive years**, before the commencement of the academic year, failing which, re-registration would not be allowed.
- 4) Such re-registered student/s would be permitted **3 attempts (1-Regular & 2-Backlog)**.
- 5) Those Students who have obtained grade **FF (failed)** in one/more subject/s of semester-I/II/III/IV, can re-register his/her name for **maximum 8(eight)** subject/s from all semesters.
- 6) The students apply for re-registration, will pay the prescribed fee & will be permitted to attend classes, Seminar and Library with newly issued Identity Card.
- 7) The student will be permitted to appear for failed subject/s along with regular subject/s examination in the Institute.
- 8) The maximum time permission for completion of the programme is **5 (five)** years, from the date of admission.
- 9) The re-registration is permissible **only once** a time.
- 10) On a re-registration the earlier total score of qualified examination shall be retained until the student clears the registered failed subjects. They have to submit their earlier marks sheet/s at the time of re-registration.
- 11) The final mark sheet will be issued only after successfully completion of all registered failed subjects/s.
- 12) The re-registration process will commencing before the start of each academic year only and it is conducted in the month of June-July in each academic year.
- 13) The re-registration fees for courses of Semester is as follows :

Sr. No.	Particulars	Fees
1.	Semester Fee	12,000/-
2.	Seminar + Workshop	5,000/-
3.	Library Fee	3,000/-
4.	Laboratory Fee	5,000/-
Fee Paid for Re-registration		25,000/-
5.	Library Deposit	1,000/-
6.	Caution Money	1,000/-

- 14) The process for re-registration registration is as follows:
 - Students should collect **Re-registration Form** from Examination Department.
 - Fill up the form & submit previous original mark sheet/s and verify by exam department.
 - Pay the prescribed re-registration fee in the Accounts Section
 - Deposit the re-registration form signed by Director to Examination Department for registration process.

Note: 1. It should be noted that, under no circumstances, once the re-registration is made, no change would be permitted and no fees would be refunded.
2. Institute reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.