

### CIRCULAR

**BACKLOG COURSE REGISTRATION FOR THE AY 2023-24**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Semester</th>
<th>Event</th>
<th>Last Date</th>
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<tbody>
<tr>
<td>UG</td>
<td>II, IV, VI &amp; VIII Semester (P18/17/15 Scheme)</td>
<td>Submission of application form for Backlog Course Registration with fee paid receipt.</td>
<td>27-03-2024</td>
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<tr>
<td>PG</td>
<td>II &amp; IV Semester</td>
<td></td>
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</tbody>
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UG (P18/17/15 Scheme) and PG (P22 Scheme) students who have secured ‘F’, ‘N’ or ‘W’ grades during Even Semester of the previous Academic Years are hereby informed to register in person for the Backlog Course/s on or before 27-03-2024 without fail.

Ensure

- The online application form will be open from 18-03-2024 and is available in ERP software.
- Students who have secured ‘F’, ‘N’ or ‘W’ grades in the Even Semester of the previous academic years are hereby informed to register for such courses as a Backlog Course in the Academic Year 2023-24 through their Mentors.
- Students who have received ‘F,’ ‘N,’ or ‘W’ grades in previous academic years must register for the Backlog Course by paying a fee of Rs. 2800/- per course for Theory/Lab. Additionally, these students need to meet the eligibility criteria for CIE and Attendance to be able to sit for the Semester End Examination.
- Pay the Backlog course registration fee through ERP software.
- **Verification and signature by Mentors and HoDs are compulsory.**
- Completely filled and signed application form should be submitted to the office of the concerned department on or before 27-03-2024.
- Department office has to keep the record of the collected application in bind form and the same to be submitted to office of CoE on or before 28-03-2024 before 5.00pm.
- In case of wrong entry in the course codes, students will be solely responsible for the same.

“Students should submit duly filled Backlog Course registration application form to the office of the concerned department on or before 27-03-2024”

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**Copy to:**

1. The Dean Academic for Information
2. All Heads of the Departments to display in notice boards
3. General Notice Board
4. Office – Examination & Account Sections