

**Guidelines for Registration De novo
Effective from 3rd February 2020**

The registration to CS Student is valid for a period of five years from the month of registration in Executive Programme. Students whose registration gets expired on completion of five year period shall be required to get the validity of registration renewed till passing the Professional Programme Stage.

The details of fee payable Fee as prescribed by the Council from time to time and eligibility conditions shall be as under:

Sl. No.	Particulars	Amount	Eligibility Conditions
1.	Registration De Novo	Rs.2,000/-	Executive/Professional programme Students may apply for Registration de-novo within two years of the expiry of former registration.
		Rs.3,000/-	<p>If such students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.</p> <p>Please Note :</p> <p>(i) On approval of Registration Denovo request, the registration of the student shall be renewed for a period of five years from the date of receipt of such request with requisite fee in the Institute. He/She shall be deemed for all purposes to have been admitted as a fresh registered student except that he/she shall be entitled to claim exemption, without payment of any exemption fee, from individual subject or group or module of the Executive Programme</p>

			<p>Examination and Professional Programme Examination, previously secured by his/her under his/her former registration with the Institute, as the case may be.</p> <p>(ii) Students may seek Registration Denovo for any number of times as per requirement.</p> <p>(iii) A student, who has passed the Professional Programme examinations at any time during the validity of such registration, may continue to undergo the training as may be required during the balance period of validity of the registration.</p> <p>(iv) If Executive student fails to apply for Registration Denovo within five years from expiry of former registration, his/ her registration shall be cancelled and all benefits accrued shall be withdrawn.</p>
--	--	--	--

Executive & Professional Programme Students shall also be required to remit Pre-Exam Test Fee and the students may make use of the facilities in the E-learning portal and also appear in Pre-Examination Test.

The Extension of Registration stands discontinued with the aforesaid changes in the guidelines pertaining to Registration Denovo

Students may please note that while granting Registration Denovo, Study Materials shall not be issued to the students. Study materials, if any, required by them may

be purchased from the Institute by remitting the requisite amount separately as the cost of study materials is not covered under the Registration Denovo Fee.

Students belonging to Physically Handicapped Category and SC/ST Category shall be required to remit only 25% and 50% respectively of the lump sum fee applicable for General Category Students as mentioned above for seeking Registration Denovo

The cut-off dates for seeking Registration Denovo for appearing in the June/ December Examinations shall be as under:

For becoming eligible to appear in the Examination conducted in	Cut-off Date for submission of application and fee for seeking Registration Denovo
June	9 th April (Last for enrollment to June Session of examination with Late Fee)
December	10 th October (Last for enrollment to December Session of examination with Late Fee)