

**GUIDELINES SEEKING REGISTRATION DENOVO / EXTENSION OF REGISTRATION  
EFFECTIVE FROM 1<sup>ST</sup> DECEMBER, 2013**

It has been decided by the Council to simplify the process for seeking Registration Denovo and Extension of Registration. Students whose registrations have expired after the validity period of five years may seek Registration Denovo or Extension of Registration (as per their eligibility) by remitting a lumpsum fee. Online facilities for seeking Registration Denovo and Extension are also being introduced shortly. The details are as under :-

Sl. No.	Particulars	Amount	Eligibility Conditions
1.	Registration De Novo	Rs.2,000/- (lump- sum)	Students may apply for Registration <i>de-novo</i> within two years of the expiry of former registration.
		Rs 3,000/- (lump-sum)	If students fail to apply for Registration <i>de-novo</i> within two years of expiry Registration, they may still seek Registration <i>de-novo</i> within a maximum period of five years from the expiry of former registration
2.	Extension of Registration	Rs 1,000/- (lump-sum)	Students who have passed at least One Module of Professional Programme will be eligible to seek extension of registration for one year at a time. The extension has to be sought within six months of expiry of such registration. No student will be allowed more than two extensions that too on a consecutive basis.

Students are not required to remit any other fee to become eligible for grant of Registration Denovo/ Extension.

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

The revised guidelines are effective from 1<sup>st</sup> December, 2013.

There is no change in the cut-off dates for seeking Registration Denovo/ Extension for appearing in the June/ December Examinations.

Students may please note that the cut-off dates for seeking Registration Denovo and Extension to become eligible for appearing in the respective sessions examinations are 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/ Extension (*)
June	9 <sup>th</sup> April
December	10 <sup>th</sup> October
( *)Students whose status can be ascertained only after declaration of the results in February/ August may apply for Denovo/ Extension alongwith examination application for the June/ December session of examination.	

Please note that while granting Registration Denovo/ Extension, study materials are not 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/ Extension Fee