Procedure for online Course Registration through MIS
NO PRINT OUTS BY STUDENTS / SAVE PAPER

1. Student should fill and submit the online Course Registration form at http://192.168.1.234/gcoej/ through student MIS login. The page is available at

   Academic ▶ Student Section – Transaction ▶ Course Registration

2. **Do not** print the copy of Provisional Course Registration Form; **contact Class Teacher immediately after submitting the form.**

3. Student should contact the Class Teacher and get it approved from the class Teacher through class Teacher login in MIS.

   Academic ▶ Student Section – Transaction ▶ Course Registration

   a. Write the date and time of approval on registration/Attendance list available with class Teacher.

   b. **Collect the APPROVED REGISTRATION FORM print.**

   Students shall approve the registration form on same or next day.

4. Class Teachers will submit the consolidated Student Course Registration List for Summer-2017 to AEC office through HODs on 23/01/2017.

5. Student section clerk Shri. P. R. Teli will coordinate the flow of consolidated Student Course Registration List for Summer-2017 from Class Teachers to AEC office.

6. Cashier will ensure and track that the late registration fees will be received from the students. [The procedure for the payment of fees will be communicated by the Cashier]

All the Class Teachers hereby informed to contact Smt. J. C. Patil, Programmer in the MIS section for demonstration of the Course Registration module. Extension Number: 263

Last Date of Registration without Late Fee:	10th January 2017
Last Date of Registration with Late Fee:	20th January 2017

Last date of approval by class Teacher 21st January 2017.

7.1.17

Dean Academic

Government College of Engineering, Jalgaon

Copy to:
1. All concerned Class Teachers through HODs
2. Notice Board
3. Programmer to start the Activity
4. Cashier
5. Student Section Clerk