SOP-02

Dissemination of Program Announcement and Registration for the Next Semester

3.6 Add/Drop Week

The Add/Drop week **starts with the commencement of the semester and runs for one week.** During the Add/Drop week, students are allowed to attend classes to choose the particular teacher and section that they are comfortable with. However, this week is considered the first week of the semester and the teachers conduct the classes and take attendances as usual. Any absence from the classes held in the Add/Drop week is considered a real one and counted towards the total number of absences allowed to the students during the semester. **The attendance for this week is however transferable. No change in the schedule or time tables is allowed during the ADD/Drop week.** However, after the commencement of the regular semester, if the teachers and the students find it convenient to change the class time table, they can do so with mutual consent and with prior approval of the concerned program officers.

Add/Drop Week

Please bear in mind the following points:

- Students will be allowed ONE chance to add, drop or swap their courses online in the first week of semester.
- Students will NOT allowed to change their courses afterwards.