



ADDING & DROPPING

[NO SECTION CHANGING]

Summer' 2021-2022

May 26 & 29, 2022.

- 1. All ADD/DROP procedure can be completed online.**
- 2. Login into the VUES account → Click ADD/DROP button → Select the courses to ADD/DROP → Click CONFIRM button.**
- 3. Full Course Fee should be paid for the Added Courses within 24 hours. The printout for the payment must be collected from the concerned department.**
- 4. 10% Penalty will be charged for dropped course.**
- 5. Minimum load should be maintained even after dropping (as per following table):**

Program	Minimum Number of credits	
	<i>Regular Load</i>	<i>Load for Discount/Scholarship</i>
Undergraduate	12	14-15
Graduate	12	12
EMBA	4 Courses	4 Courses

- 6. Adding / Dropping is not allowed for PROBATION STUDENTS.**
- 7. Important note: Before adding/ dropping starts, all courses will be cleared from the pre-registration if the pre-registration is not confirmed.**