REGISTRATION GUIDELINES

The Semester Fee Payment Link for Student is available in their ERP login under <u>Academic module->Fees-> Fee Demand & Payment</u>
For Details: Please refer to "<u>Instruction to students for Fee Payment</u>" posted on ERP login page.

UG SUBJECT REGISTRATION GUIDELINES

The Registration Link for Student is available in their ERP login under Academic module->UG-> Student Academic Activities->Apply (subject registration node 1.7). The student must

1. Ensure that the boxes on the left against subjects in which he/she is registering are **CHECKED.**
2. Confirm the Subject Registration by clicking on the Save and Confirm button of the Registration interface to make the changes final.

> After all the subjects are registered by the student, the faculty advisors must digitally Sign Registration Card through ERP and direct the student to take printout of the registration card.
> **Menu link for Digital Signature in ERP is under Academic – Faculty Adviser-Sign Registration Card**
>
> **If a student is unable to decide on choice of subject to register, for whatever reason it may be, student should seek faculty advisor's guidance on the matter. The faculty advisor shall guide the student for completion of subject registration process.**

From the standpoint of **Subject Registration,** a student's status can be broadly divided into the following four categories:
1. **Completed** all curricular requirements (including EAA) up to the previous semester
2. **Backlog** in one or more curricular components up to the previous semesters **not** belonging to the **academically weak category**.
3. **Academically Weak Students**
4. **Repeating** a particular year of study.

The ERP Subject Registration Interfaces along with the Senate approved guidelines for the above categories are detailed in the Table-1

TABLE-1
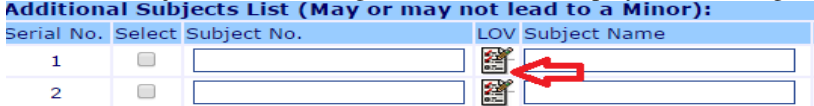**ERP INTERFACE FOR SUBJECT REGISTRATION**

Student's Status	Registration Guidelines in conformity with Senate Approved Regulations	ERP Interfaces
NORMAL : Completed all curricular requirements	1. The student must register for all the curricular requirements of the current semester. 2. Students having a CGPA >= 7.5 can opt for Additional Subjects 3. Students of the 5th semester having a CGPA >=7.5 can also register for a Minor 4. Beyond second semester students with a CGPA >=7 can also register for Micro- Specialization.	1. All the curricular components (Depth/Elective/Breadth) appear on the screen. **The students have to register for all the curricular components.** 2. **Additional Subjects** Boxes appear on the screen only for students with >=CGPA 7.5. as shown below: **Additional Subjects List (May or may not lead to a Minor):** Serial No. Select Subject No. LOV Subject Name 1 ☐ ◄ 2 ☐ A student can register or change additional subject through the process detailed in Table-2. 3. **Minor Course Registration** appears on the subject registration screen for eligible students at the time of 5th semester registration as shown below. **Give the minor choices. :** SELECT ▼ Student can choose a discipline of his choice from the drop down list box. 4. **Micro-Specialization Registration appears for eligible students** on the link **Academic-> Student Academic Activities-> Click here to register or cancel micro specialization—as displayed below:** **Please select Micro Specialization.(If you want to register) :** SELECT ▼
BACKLOG : Backlog in one or more curricular components upto the previous semester but **not belonging to the Academically week category**	• Apart from the subjects in which the student has failed or has been de- registered, **Un-registered curricular component/s** that have accrued up to the previous semester **are also reckoned as Backlogs**. • Students have to first register for the backlog subjects of the corresponding semester. However, in those cases where the backlog subject (example Economics HS20001) is offered both in autumn and Spring Sessions, the student in consultation with the Faculty Advisor can	The ERP Registration Interface is divided into three parts: 1. Un-Registered Block: Academic Components of the curriculum which have not been registered in the previous semester appear here 2. Backlog Block: Those subjects where the student has registered for the subject and has either failed or de- registered appear in this block 3. Regular Depth/Elective Subjects of the current semester appear in these blocks. Un-Registered /Backlog/Regular Electives and Breadth Can be opted for or changed by using the procedure mentioned

Student's Status	Registration Guidelines in conformity with Senate Approved Regulations	ERP Interfaces
	opt to register for the subject in the Spring Session. • Students who have a Backlog in a Breadth or an Elective may register in another Breadth or Elective. The Elective must be in the same group of Electives offered in the Semester concerned. • Students with one Backlog will be allowed to register for the prescribed credits of the semester in addition to the Backlog. • Non final year students having two backlogs will be restricted to **28** credits. • Final year students are allowed to take prescribed credit and, in addition, maximum of two Backlog subjects in a semester provided their **CGPA is >= 6** • The credits of Industrial Training, field Trips (GG and MI students), comprehensive viva voce and EAA are excluded while calculating the 28 or 16 credit limits per semester for backlog/year repeating students. These subjects are also discounted while counting the number of Backlogs for Registration.	in Table 2. The interface imposes a credit limit as specified by the regulation. Subjects that are not counted towards the credit limit are indicated in pink color including the concurrent project component.

Academically Weak Students	• **Students will be divided into two categories based on their Notional CGPA (calculated on the basis on Total Credit Taken)**
	  1. **Category 1: Students with notional CGPA >=6.0 having more than two backlog subjects (Unregistered Components are also reckoned as Backlogs)**
	  2. **Category 2: Students with notional CGPA < 6.0 regardless of the number of Backlogs.**
	
	• **Registration limits will depend on the students' category and the following**
		Such students will be flagged in ERP and they can complete their Academic Registration only through their faculty advisor.

Student's Status	Registration Guidelines in conformity with Senate Approved Regulations	ERP Interfaces
	limits will be imposed based on the number of subjects: **Category 1 (CGPA>=6 but > 2 Backlogs): A student may register for a maximum of 24 credits. It is mandatory for the student to register for the Backlog/Unregistered subjects first, if they are offered in the semester they are registering. In case of final year, where the normal credit loading itself may be around 24 credits due to the Project component, a student may be allowed two backlogs over and above the prescribed credit limit of the semester.** **Category 2 (Notional CGPA<6):** **A student in this category is allowed to take upto 20 credits coursework per semester in consultation with Faculty Adviser and Head of the Department. However, on the recommendation of the Department and approval of the Academic Dean , a student may be allowed to take maximum 23 credits coursework in a semester"** **The student must register for the Backlog/Unregistered subjects first. Students, in this category, will be allowed to register only for one Project at a time. The credit limit is inclusive of the improvement subjects.**	
Repeat: Repeating an Year of Study	Students who are repeating a year of study • Will have to first register for the Backlog subjects of the corresponding semester. • A student repeating an year of study is allowed to take upto 20 credits coursework (within the framework of repeat rules) per	*Academic Registration is possible only through faculty advisor* The ERP Registration Interface is divided into three parts: 1. Un-Registered Block: Academic Components of the curriculum which have not been registered in the previous semester appear here

Student's Status	Registration Guidelines in conformity with Senate Approved Regulations	ERP Interfaces
	semester in consultation with Faculty Adviser and Head of the Department. However, on the recommendation of the Department and approval of the Academic Dean, a student may be allowed to take maximum 23 credits coursework in a semester (within the framework of repeat rules). • Students Repeating an Year of Study can also re-register in subjects with P grade to improve their performance, along with Backlog subjects. However, the total registered credits inclusive of the Improvement subject should be restricted to 20 or 23 as the case may be.	2. Backlog Block: Those subjects where the student has registered for the subject and has either failed or de-registered appear in this block 3. Improvement Block : In this block the student is presented with the subjects in which he/she has obtained a 'P' grade. Subject to the maximum credit limit of 20 or 23 with the approval of Academic Dean the student can choose a 'P' grade subject of his choice to improve his/her grade. Un-Registered /Backlog/Regular Electives and Breadth Can be opted for or changed by using the procedure mentioned in Table 2. The interface imposes a credit limit as specified by the regulation.

TABLE-2
Online Procedure for Changing (or opting) Additional/Elective/Breadth Subjects

Curricular Component	Procedure
Additional Subjects	Additional Subject Boxes(for Eligible Students) are displayed on the Registration Screen as shown below: **Additional Subjects List (May or may not lead to a Minor):** | Serial No.	Select	Subject No.	LOV	Subject Name
---	---	---	---	---
1	☐			
2	☐				 The student can opt for any subject/s across departments/centers/schools. In order to register for an Additional subject a student must apply online and get the approval*** of the concerned teacher. The student can apply for multiple subjects at a time. The status of his/her application will be indicated online. The student will be able to register only for those subjects where the teacher has concurred.
Students who have failed in previously registered Additional Subjects	Students who have failed in a previously registered additional subject can repeat the additional subject by registering for the same in next offered semester. If the additional subject is not offered then the student is permitted to take an alternate subject in lieu of the failed additional subject. The additional subject so cleared by re-registration will not be counted for Minor. The procedure for opting an alternate additional subject will be same as shown above.
Breadth Subjects are classified as	**Change of breadth is not allowed except under extenuating circumstance. Options given below are to be used with extreme caution by the subject teacher before approving.**

Curricular Component	Procedure
Professional (IT/Science), HSS and Management. Allocation is made for all categories based on the Choices exercised by the student and CGPA, before the commencement of subject Registration.	**Case-1(Professional Breadth):** If a student wants to take a subject from the breadth list where seats are still available then the student can pick the subject by clicking against the box shown by the red arrow and register for Breadth [_____] 📇 ⬅ for the same. This is also true for students who desire to change their centrally allotted breadths. No approvals are needed. **Case-2(Professional Breadth)::** If a student wants to take a breadth subject whose maximum intake is already full then the student can apply online to concerned teacher for breadth change with proper reason from the breadth list icon Breadth [_____] 📇 ⬅ available in the Subject Registration in ERP. If the concerned teacher approves, the student canselect the subject from the breadth list. **Case-3(Professional Breadth)::** If a student wants to take a breadth subject which is not listed in the breadth list then student can take the subject after approval of the concerned subject teacher subject for recommendation from faculty advisor. **Case-4 (HSS/Management Breadth)** : **No change** will normally be allowed in the allotted breadths for **HSS and Management**. However in special cases like Branch Change /Switch Over/ Backlog or Additional subject slot clash, the student may request for a change on similar lines as mentioned in Case 1 & 2 above. The student must apply with proper reason and justification. HSS [_____] 📇 ⬅ If the concerned teacher approves, the student can select the subject from the **HSS and Management** list. HSS and Management Breadths will be confined to a specified list. In all cases **Concerned subject teacher shall approve/reject on ERP using link** **Work Alloc.->Your Work.->Get Roll list-> View and Approve student request**
Electives (Discipline Specific) Changes can be initiated only through faculty Advisor's login	Students can only opt for the subjects only from the Senate Approved list that is displayed in Elective list. **Faculty advisor should use extreme caution while allowing a student to select an elective which deviated from the Senate approved elective.** A student can deviate from the list only if the reasons are genuine and justified. The possible scenarios for which online - interfaces have been provided are: 1. Include a subject from the parent department in the List of Electives for that particular semester—The request for this is initiated by the ERP representative of the Department from the link Work Alloc- Your Work – Inclusion of subject as elective, and HOD has to approve from the same link. 2. Include a subject from a non-parent department in the List of Electives/ Include a subject from parent department in the List of Electives irrespective of particular session, semester— Approval from Academic Dean is required for the same and after approval the subjects will be included in the Elective List By ERP. Permit change in the elective only for a particular student (for fully justified reasons). The request for taking a subject outside the Elective list is raised through the Faculty Advisor's login on behalf of the student. The fac. Adv should recommend first with proper justification. After faculty adviser recommendation, student's departmental HOD has to approve from the link Work ALloc.- York Work.- Approval For Other department Elective subject. After HOD approval, concerned faculty has to approve from the link,Work ALloc.- York Work.- Get RollList and Exam. Attendance. -- View and Approve Students Request. Then only the subject will be made available in elective list for selection.

Curricular Component	Procedure
	. **Link for Faculty Advisor to recommend for other departmental subject as Elective in ERP : Work Alloc. ->Your Work->Sign Registration Card-> Subject Registration->** Elective [ ]
Open Electives	**Open Electives are available only for a restricted category of students.** **For open elective I : Only those students whose Minor/Micro Specialization is active can opt for the first Open Elective.** Eligible students will get the normal senate approved elective list along with the subjects his/ her minor/micro curricula. That elective subject will be made available to the student for selecting from the elective list icon Elective [ ] **For subjects in the Minor/Micro Specialization the student must apply online and get the approval of the subject teacher for registration.** **For open elective II : Apart from the students whose Minor/Micro Specialization is active students who have a CGPA >=8 without any backlogs can also avail this slot towards an Open Elective.** Eligible students will get the normal senate approved elective list along with the subjects his/ her minor/micro curricula/other department subjects. That elective subject will be made available to the student for selecting from the elective list icon Elective [ ] **For subjects in the Minor/Micro Specialization and those from non-parent department the student must apply online and get the approval of the subject teacher for registration.**

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Curricular Component	Procedure
BTP Project	1) The B.Tech. project will be optional. BTP I will be of 3 credits and BTP II will be of 6 credits. 2) Allotment of projects will be done once the list of students who opt for BTP are available in the 6th semester. 3) If a student opted BTP I in Autumn Semester, then the faculty supervisor should inform the student whether BTP II is necessary in the Spring Semester. 4) After Autumn Semester, the student will have two options : I. The student can continue with BTP II as an extension of BTP I in the Spring Semester, OR II. The student will be allowed to take theory subjects of equivalent credit in the Spring Semester in lieu of BTP II, if there is no condition is attached by faculty supervisor at the beginning. 5) A student who does not opt for BTP, must take subjects of equivalent credit in both Autumn and Spring Semester 6) A student can also register for B.Tech. projects in other departments (with necessary approval of the Head of the Department in which he/she is originally enrolled, and the Head of the Department in which he/she wants to pursue B.Tech. project), and in that case, the project will be evaluated by the department where the student is pursuing the project, in both the semesters. The link for applying for equivalent crd subject is as follows- Academic- UG- Student Academic Activities(UG) - Click here to apply for Exercising the choices of B.Tech Project/Equivalent subject option. After exercising the choices, student must select the subject code/project code against the project type component during subject registration. **Project-I SUBJECT LIST** 	Subject No.	Subject Name		LTP	Credi
---	---	---	---	---
EP60007	TECHNO-ENTREPRENEURIAL LEADERSHIP		3-0-0	3
MA31011	OBJECT ORIENTED SYSTEMS DESIGN		3-0-0	3 | Select Department : SELECT.... **Project/Equivalent Subjects List.:** | Select	Project Type.	Subject No.	LOV	Subject Name	LTP	CRD
---	---	---	---	---	---	---
☑	Project-I	EP60007	📝	TECHNO-ENTREPRENEURIAL LEADERS	3-0-0	3	

TABLE-3
OTHER ASPECTS OF SUBJECT REGISTRATION

Registration Aspect	Procedure
Improvement of Grades in a subject	Registering for Improvement of grade in a subject is applicable to 1) **Repeating UG students** desirous of improving CGPA. 2) **UG Students having CGPA < 6.00** after final year 3) **Students who have cleared all the curricular requirements up to the**

Registration Aspect	Procedure
	previous semester and obtained CGPA lower than 6.00 For Case 2 & 3 students have to apply in writing to the Dean with the recommendation of the Faculty Advisor and Head of the Department. If approved by Academic Dean, the faculty advisor can enable re-registration of the subject/s towards improvement by the students. *Cases 2 & 3 will be governed by the credit restrictions imposed for Academically Weak Students in Table-1.* **Faculty Advisor's Menu link for Improvement Subject - Work Alloc. ->Your Work-> Sign Registration Card-> Subject Registration**
Waiver of Pre-requisites As per Senate rule, in order to register for a subject, pre-requisite(s) (as approved by the senate) if any, must be completed. However the teacher concerned would have the prerogative to waive the pre-requisite for a student, if he/she is satisfied through a test that the student has otherwise gained sufficient proficiency to take up the subject.	Student has to apply to the subject teacher for a pre-requisite waiver through the link – **Apply for Waiver**--provided on the Registration interface against the subject. The subject teacher can allow the waiver through the menu **Work Alloc. ->Your Work-> Waive Pre-Requisite** The type of test and the details must be mentioned by the concerned subject teacher and waiver approved online by Head of the Department (offering the subject). The student's registration will be allowed by the interface only after the Head has approved online. The status of the application can be monitored by the student.
Problems arising out of curricular transition.	**If any subject/s is not appearing or appearing incorrectly in unregister subject block due to mixed curricula or change in subject number or any other reason, the student must apply in writing to the Academic Dean through the Head of the Department and faculty advisor. Upon receiving the approval from Academic Dean academic section will make the necessary changes.**
Equivalent Subjects	**If a student has a Backlog in a Core Subject that is no longer offered then the parent department of the student should specify in writing to the Academic Dean the equivalent subject/s in lieu thereof. On obtaining approval from Academic Dean , Academic section will make the necessary changes so that the student can get the equivalent subject/s in his/her backlog block.**