Indian Institute of Technology Guwahati

Academic Affairs

NOTICE

Subject: Summary of Course Registration Process for July December 2019

June 25-29: Continuing students online course registration

July 1-10: Course registration portal opens to the Department Time Table Coordinator, DUPC Secretary, DPPC/CPPC Secretary and Faculty Advisors to sort out examination and class timing clashes. All the backloger student course registration will be recommended/rejected as per the ordinance by the concerned faculty Advisor or concerned DUPC/DPPC/CPPC secretary including checking minimum and maximum permissible credit limit as prescribed by the respective ordinances. For regular students if there are no examination time clashes and no class time clashes, then their registration will be auto approved after 10th July.

July 11-18: Backlog students whose course registration is rejected by the faculty Advisor/DUPC /DPPC/CPPC Secy will register with suggested courses and approved by the faculty Advisor/DUPC/DPPC Secy through online. All the Backlog students are advised to check their course registration approval status on 11 July.

July 19-23: Online course registration opens for the continuing students who missed course registration.

THOSE WHO WERE NOT ALLOWED COURSE ONLINE REGISTRATION due to NON-SUBMISSION OF COURSE FEEDBACK

Students who were not allowed course online registration due to non-submission of course feedback and undertaking within stipulated time **should submit duly signed undertaking form on the day of registration (23 July) and they will be allowed to do online course registration during July 19-23, 2019.** However, their course registration will be confirmed only after submission of the mandatory undertaking form on 23 July.

July 24: Online course registration will be approved by concerned faculty advisor, DUPC and DPPC/CPPC Secretaries in the portal

July 25-Aug 7: Online course adjustment for the registered students. Addition of courses will be approved by the concerned Instructor and course add, drop information will be automatically updated in the list of registered student's data.

OFFLINE COURSE REGISTRATION:

July 20-23 : Offline course registration. Following category of students are not able to register online course registration

BTech/BDes Joined in 2015 and before
MTech/MDes/MS joined in 2017 and before
MA/MSc joined in 2017 and before
Students who wish to take other department courses as electives
Students who are having issues in online course registration

July 23: Last date for submitting reinstatement appeal for the continuing students who are liable to be terminated due to poor academic performance

July 23 - 30: Course registration for Audit and Extra credit courses.

July 23 - 30: Course registration for course(s) as Open Elective other than the announced one. Similarly, students may register for open elective course(s) although not prescribed by the course curriculum. Student must submit an application addressed to DoAA/ADoAA(PG)/ADoAA(UG) duly forwarded by the concerned instructor, DUPC/DPPC/CPPC Secretary and HoD(s).

July 25-30: Offline course registration and semester registration with fine

July 29-30: Course registration by the re-instated students.

Minor course allocation and HSS elective course allocation will be uploaded by the Academic Section. Students need not register these two courses. Students who do not want to continue with their minor discipline must mandatorily submit the minor discipline dropping form (UG/05) as available in the academic section's intranet page (Academic->Forms->BTech/BDes/MSc->UG/05).

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Attachments

1 Offline course registration form (Regular, Backlogger)

2 List of courses available for registration in July Dec 2019 (There might be some changes in class timing and examination timing, pl refer academic section web page for the recent update)

3 Undertaking form