BENGALURU CAMPUS

REGULAR COURSE REGISTRATION GUIDELINES

1) Course Registration Process

Registration schedule will be informed by the faculty advisors for upcoming semesters.

Students should register for courses every semester starting from Sem II.

Students can register for a maximum of 28 credits / semester (inclusive of remedial modes excluding supplementary)

Registration is not possible for courses that have prerequisite courses with FA Grade or dropped from registration.

Registration for Elective Courses (Professional/Free Elective) is choice based and registration process would be based on the number of available seats. Courses may have maximum and minimum strength defined by the Departments.

Students cannot register for elective courses that have reached maximum strength and would have to opt for alternative elective.

Elective Courses that do not have minimum strength will be dropped and enrolled students will be given choice to move to other available courses.

Timetable to be checked by student while choosing electives from other departments to avoid overlap of slots.

Students need to have prior knowledge in the languages to choose Language courses under Humanities electives.

Core/Elective courses that are not registered will be deemed as dropped courses. Students have to complete the courses in remedial modes to comply with the requisite credit to award the degree.

2) **Process for Elective Change**

Students are given a single option to change their opted elective during their regular semester registration.

Students should approach faculty advisor and a window of 10 working days will be given for changing the elective.

Elective change will be completed within 24 hrs. subject to availability of slots.

3) **Process for Course Cancellation**

Students are allowed to cancel a registered course within **10 working days** of commencement of semester. Students are supposed to contact faculty advisor for the same.

A Course registered in remedial mode also can be cancelled within **5 days** after class commencement. Students are supposed to write a mail to acroffice@blr.amrita.edu for the same.

REMEDIAL OPTIONS

The following remedial options are available for Students to clear subjects with back logs.

- ❖ Re-Registration

- ❖ Run-time Re-do

- ❖ Contact Course

- ❖ I Grade (Lab Courses)

- ❖ Supplementary Exams

Regular + Re-Registration + Runtime Redo + Contact should not be more than 28credits.

1) Re-registration

Students who have Failed / Dropped a course (Not registered in regular mode) /"FA" grade (Failure due to lack of attendance) can Re-register for the course along with the lower semester batches available during the semester.

Lab Courses with F/ FA Grade can only register in this mode. Students will have the same assessment pattern as regular students.

Circular for Registration would be issued by the Academic Coordinator Office.

Students have to ensure that there are no slot clashes due to timetable overlap with their regular semester.

Regular students do not pay any remedial fee for the registration. Term out students (Students who have exhausted the prescribed duration of study and have not completed) will have to pay remedial fee for validation of registration.

2) **Runtime Redo**

Registration process is for courses that are not offered during the ongoing semester. These are offered as special classes and the following options are available depending on the operational and logistical convenience of the campus:

- o Course will be offered during the last hour of every working day during the semester. The assessment pattern will be similar as in the regular mode.

The regular semester course will not be offered in this mode (During odd semester it would be even semester courses and during even semester it would be odd semester courses, but for all first-year courses).

Students who have Failed / Dropped a course (Not registered in regular mode) / "FA" grade (Failure due to lack of attendance) can register. Lab Courses are noteligible.

The assessment pattern will be similar to that in regular mode.

Not applicable for PG Students and Ph.D Scholars.

Notification for registration will be released from the ACO office with the list of courses offered.

3) Contact Mode

Course is offered in contact mode with no regularly scheduled classes.

Students with **"Grade** with a **maximum of two failed courses"** at the time of registration are eligible to register for this option.

Students with **"FA" grade is <u>NOT</u> eligible** to register for this option.

Students are required to meet the concerned faculty for a minimum of 15 contact hours during the semester.

The assessment pattern will be similar to that in regular mode.

Students can exercise this option from Semester II as long as they meet the eligibility criteria and subject to the approval of the Department Chairperson.

Student is allowed to register for ONLY ONE course under this option.

Registration is through contact mode form submission. Forms will be available in the ACO Page in Intranet/ Website.

Course registration will be validated only after approval from Department Chairperson and remittance of remedial fee.

4) I Grade Conversion

This is an option to clear the Lab courses with Grade "I".

I Grade completion is possible only in the successive semester.

Students Grade will convert to "F" if the lab is not cleared in the successive semester.

FA/ Dropped are not eligible.

Registration is through Online forms.

Notification will be released from ACO office along with registration deadline and link to forms.

Registered student list will be forwarded to respective departments to commence I Grade session.

Faculty to communicate Lab Completion to DyCoE office for conversion of I Grade to awarded grade.

5) **Supplementary Exam**

Student with "F" grade in theory courses can appear for Supplementary Exams. Lab courses are not applicable.

Student can apply for both Odd and Even Semester Courses.

There are two forms Supplementary - Regular (Category 1) and Supplementary- Direct 100 (Category II).

o Category I - Students who have not exhausted the 4 attempts of supplementary option (Regular +3 consecutive attempts).

o Category II- Students who have exhausted 4 attempts of supplementary option (Regular + 3 consecutive attempts).

o Note: Any Re-registration / Runtime / Contact registration will be counted as Attempt 1.

Notification will be released from the ACO office for commencement of registration.

Registration will be validated only after the prescribed remedial fee payment is made.

Guidelines for Term out Students

Students who have exhausted the prescribed duration of study and have not completed can opt to complete the studies through any of the above-mentioned remedial mode

It is mandatory to have the necessary course extension approval before the start of the semester to register for any remedial options.

Approval from **Dean** and The **Vice Chancellor** (Beyond 2 years).

Curriculum Revision and Students with Back logs

Whenever there is a curriculum revision, few courses may not feature in the updated curriculum from the old curriculum. If a student has to clear such courses, there are options for the students to take up the course in Remedial Mode (Re-registration/ Runtime Redo)

A suitable equivalent course will be identified from the new curriculum

o If the equivalent course has higher credits, the student shall register with the new course code. The additional credits will reflect in the grade sheet.

o If the equivalent course has low credits, the student will be registered with higher credit course code. Extra Assignments/ Tests will be included in the pedagogy.

o If there are cases in which, the student has arrears and the course not listed in equivalence, the departments can still have an equivalence suggested, if available or there can be courses opted as in lieu to the Core/ Core Elective/ Science Elective/ Humanities Elective / Current running Lab.

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