

Course Re-Tagging

Re-tagging provision of courses will be provided to the following students through Online Application Form.

1. Final year B.Tech. and B.S. students
2. Final year Dual Degree students (category II and above)

The dates for opening and closing of online re-tagging form will be announced soon through students' notices. Students are advised to read the following guidelines carefully before applying for re-tagging.

ONCE APPLIED, NO FURTHER RETAGGING REQUESTS WILL BE ACCEPTED:

Case I: Following "Re-tagging" requests will be executed immediately on submission of the application form on the online portal. No additional approval will be required.

Tag	Description	Changeable to (No approval is required)
C	Core Course	{H} ^s
D	Departmental Elective	{O,T,E}
E	Honours Elective	{D,O,T}
H	Humanities Elective	{T}
I	Institute Elective	{T}
M	Minor Course	{I,T}
O	Honors Course	{D,E,T}
T	Additional Learning	{D,E,I,O}

^sHS3xx level courses will be allowed to be re-tagged as Humanities Elective if they are currently tagged as C.

Case II: For the following "Re-Tagging requests", students will have to apply on the on-line portal. The application will be reflected on the interface of the interface of the concerned Head of the Academic Unit for approval. The "Re-tagging" request will be executed only upon the approval from the concerned Head of the Academic Unit. Hence, the students must go through the department rules before applying for these "Re-tagging requests".

Tag	Description	*Changeable to (Approval of HOD is required in which student is doing minor)	Changeable to (Approval of HOD of parent department is required)
C	Core Course	----	{D,I} **
D	Departmental Elective	{M}	----
H	Humanities Elective	{M}	{D,I}
I	Institute Elective	{M}	----
M	Minor Course	-----	{D}
T	Additional Learning	{M}	----

*This provision will be available only if a student is already registered for at-least two courses for any other department.

**Allowed only for first two semester courses for students who have changed the branch.

Case III: For the following "Re-Tagging requests", students will have mail to the Head of his / her Academic Unit.

1. to apply for an equivalent core course,
2. "Re-tagging" from core course to any other course except allowed in
 - (a) **Case I** above [*i.e. Core tag to H tag for HS3xx level courses, if currently tagged as "C"*], and
 - (b) **Case II** above [*i.e. Core tag to D and I tags for the first two semester courses for students, who have changed the branch*]
3. Change the tag of any other course to core course.

The request will be executed at the academic office on the receipt of approval. The HoDs will send a list of these unusual cases to Academic Office for manual tag change of courses.