

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI
PILANI CAMPUS**

Registration & Counselling

SECOND SEMESTER 2019-2020

**COURSE REGISTRATION
INFORMATION BOOKLET**



BITS Pilani
Pilani Campus

Dear Sir/Madam,

Kindly go through the course registration booklet. Please make a note of your registration duty.

Faculty In-Charge, Registration & Counselling

REGISTRATION SCHEDULE

A. Interaction with Registration Advisors for First Degree students admitted in year 2019:

Day & Date : Monday, January 06, 2020

Time : 9:00 AM to 12:00 Noon

Place : Registration Advisors (RA) will be available during 9 AM to 12 Noon in their room numbers as notified against their names (refer page 5).

PRIORITY NO.	REGISTRATION TIME
001 to 300	09:15 AM to 10:30 AM
301 to 650	10:30 AM to 11:30 AM
651 onwards	11:30 AM to 12.30 PM

B. Interaction with Registration Advisors for First Degree students admitted in year 2018 & earlier years; and all Higher Degree students (including students admitted in year 2019):

Day & Date : Monday, January 06, 2020

Time : 12 Noon to 1 PM and 2:30 PM to 4 PM

Place : Registration Advisors (RA) will be available during 12 Noon to 1 PM and 2:30 PM to 4 PM in their room numbers as notified against their names.

PRIORITY NO.	REGISTRATION TIME	PRIORITY NO.	REGISTRATION TIME
001 to 100	01:00 PM to 01:30 PM	651 to 750	03:30 PM to 04:00 PM
101 to 200	01:30 PM to 02:00 PM	751 to 850	04:00 PM to 04:30 PM
201 to 350	02:00 PM to 02:30 PM	851 to 950	04:30 PM to 05:00 PM
351 to 500	02:30 PM to 03:00 PM	951 to 1050	05:00 PM to 05:30 PM
501 to 650	03:00 PM to 03:30 PM	1051 onwards	05:30 PM to 06:00 PM

C. Interaction with Registration Advisors for Ph.D. students admitted in year 2019 & earlier:

Day & Date : Monday, January 06, 2020

Time : 3:00 PM to 5:00 PM

Place : Registration Advisors (RA) will be available during 3 PM to 5 PM in their room numbers as notified against their names.

Admission Year	Registration Time
2019 and 2018	4:00 PM to 5:00 PM
2017 and earlier	5:00 PM to 6:00 PM

NOTE: Semester-wise Pattern for Ph.D. Students is given on Page No. 4.

IMPORTANT NOTE:

1. Student should register **strictly** during the allotted time slot. Registration attempts before the given time slot will **block** your registration process.
2. Normal should register on ERP portal from their Hostel Rooms.
3. **ACB students** **must** register in IPC Room Nos. 6114 or 6116.
4. Follow the **Registration Instructions for Students** given on Page No. 3.

REGISTRATION INSTRUCTIONS FOR STUDENTS

- Check your Priority No. at <https://academic.bits-pilani.ac.in>
- Bring your **ID Card** to collect registration material (last semester grade sheet and slip containing ERP login credentials) from **Registration Advisor (RA)**.
- Refer to ERP Registration Procedure and Time Table at <https://academic.bits-pilani.ac.in>
- Register for the prescribed courses by adding courses in your cart on ERP.
- Students with “ACB” status **CAN NOT ALTER** their **prescribed course package**.
- **Registration of Elective course(s):** Refer Section VI of Time Table for choosing Elective(s) and check your eligibility for the Elective courses.

Note: *Student should take utmost care while preparing their course package on the day of registration. Amendment (Addition/ substitution) of registration is subjected to availability of seats and approval.*

➤ **DIFFICULT TIMETABLE CASE (DTC):**

No DTC will be entertained for the non-availability of Elective course(s). However, if your registration is not possible due to non-availability of core course(s) section(s), then:

- Report to Room No. 6118. After verification, DTC form will be issued to you.
- Make the Time table for the suggested sections on the backside of DTC form, put your signature and **submit it along with your Registration Slip** in the same room.
- Report to AUGSD Office to **settle your DTC** as per the following schedule:

Admission Year	Time	Date
2019	3:00 PM - 6:00 PM	January 08, 2020
2018	3:00 PM - 6:00 PM	January 09, 2020
2017	3:00 PM - 4:30 PM	January 10, 2020
2016 & earlier	4:30 PM - 6:00 PM	

➤ **STUDENTS HAVING DUES:**

- Should clear their dues in SWD and collect a “**Dues cleared**” slip.
- Report to your RA and hand over the “**Dues cleared**” slip to collect the Registration Material.

➤ **LATE REGISTRATION:**

- Late registration is scheduled on **January 13, 2020** and will be allowed only for genuine cases after checking the submitted supporting documents.
- For **LATE REGISTRATION**, student should **apply online** through <https://academic.bits-pilani.ac.in/> latest by **January 9, 2020 (Thursday); 5 PM**. Once login go to other Services and refer “**Application for Late Registration**”
- Please note that for late registration cases, Elective courses will be given depending on the availability of seats.

➤ **REPEAT OF A COURSE:**

- Repeat of course is not allowed on the day of registration.
- Repeat requests will only be entertained through amendment process (Addition).

➤ **NAME VERIFICATION FORM:**

- **Students admitted in First Semester 2019-20** should collect the form containing their certificate name which will appear on all documents like Provisional Certificate, Transcripts, as well as Degree Certificate.
- If your name is spelt correctly, then sign the form and return the “Academic file copy” to the respective RA and retain “student’s copy” for your records.
- If your name is not spelt correctly, then put the correct version in the “student’s copy” and submit to AUGS Division (Room No. 2152) with supporting documents during 4-5 PM on the same day.

SEMESTER-WISE COURSE PATTERN FOR Ph.D. STUDENTS

Pattern 1: Semester-wise registration pattern (from admission in the Ph.D. programme) for **Ph.D. students holding Higher Degree**

Year	First Semester	Units	Second Semester	Units
I	BITS C797T Ph.D. Seminar	1	BITS C797T Ph.D. Seminar	1
	BITS C791T Teaching Practice I (FT) / BITS E793T Practice Lecture Series I (PT)	1	BITS G661 Research Methodology I	5
II	BITS C797T Ph.D. Seminar	1	BITS C797T Ph.D. Seminar	1
	BITS C799T Ph.D. Thesis	10	BITS C799T Ph.D. Thesis	10
III	BITS C797T Ph.D. Seminar	1	BITS C797T Ph.D. Seminar	1
	BITS C799T Ph.D. Thesis	10	BITS C799T Ph.D. Thesis	10

FT = Full Time; PT = Part Time

Note:

- As per the Academic Regulation (Clause 9.02), a student **must** complete BITS C791T Teaching Practice I (FT) / BITS E793T Practice Lecture Series I (PT) and BITS G661 Research Methodology I course to fulfil the requirement of graduation for Ph.D. degree.
- After approval of Ph.D. proposal, a student must register for Ph.D. Seminar (BITS C797T) and Ph.D. Thesis (BITS C799T) courses in all the subsequent semesters of his/her Ph.D. duration.

OR

Pattern 2: Semester-wise registration pattern (from admission in the Ph.D. programme) for **Ph.D. students holding First Degree** as the highest degree

Year	First Semester	Units	Second Semester	Units
I	Course 1 (recommended by DRC) Course 2 (recommended by DRC) Course 3 (recommended by DRC)	Minimum 12 Units (total)	Course 1 (recommended by DRC) Course 2 (recommended by DRC) Course 3 (recommended by DRC)	Minimum 12 Units (total)
II	BITS C797T Ph.D. Seminar	1	BITS C797T Ph.D. Seminar	1
	BITS C791T Teaching Practice I (FT) / BITS E793T Practice Lecture Series I (PT)	1	BITS G661 Research Methodology I	5
III	BITS C797T Ph.D. Seminar	1	BITS C797T Ph.D. Seminar	1
	BITS C799T Ph.D. Thesis	10	BITS C799T Ph.D. Thesis	10

FT = Full Time; PT = Part Time

Note:

- As per the Academic Regulation (Clause 9.02), a student **must** complete BITS C791T Teaching Practice I (FT) / BITS E793T Practice Lecture Series I (PT) and BITS G661 Research Methodology I course to fulfil the requirement of graduation for Ph.D. degree.
- After approval of Ph.D. proposal, a student must register for Ph.D. Seminar (BITS C797T) and Ph.D. Thesis (BITS C799T) courses in all the subsequent semesters of his/her Ph.D. duration.

REGISTRATION ADVISORS

ID.NO.	Registration Advisor	Room No.
A. Ph.D.		
All Ph.D. students	Head of the Department of respective discipline	HoD office
B. ACB		
All ACB Probation Students	Madhushree Sarkar Anupam Yadav	2152-B
ACB Non-Probation students	Head of the Department of respective discipline (Dual degree students should contact HoD of their First Degree)	HoD office
C. Normal/BL Students		
(I) HIGHER DEGREE		
2018 & earlier admission 2019H101 to 2019H112	Rajneesh Choubisa Satyendra Kumar Maurya (EEE)	6104
2019H123 to 2019H147	H Gopinadhan Nair Karri Babu Ravi Teja	6156
MBA 2019 and earlier admissions	Jyoti Neetu Yadav	6068-S
(II) FIRST DEGREE		
Chemical Engineering (A1)		
1. PhD/ACB-Non probation	H K Mohanta Srinivas Appari	1216
2. 2015A1PS/TS, 2015YYA1 2016A1XX, 2016YYA1 2017A1XX	Sheth Pratik N Etika Krishna Chaitanya	1216-F
3. 2018A1 PS/TS	Banasri Roy Tanu Shukla (HSS)	1215-D
4. 2019A1 PS/TS	BhanuVardhan Reddy Shelaka Gupta	1215-G
Civil Engineering (A2)		
1. PhD/ACB-Non probation	Anshuman Nishant Roy	1209
2. 2015A2PS/TS, 2015YYA2 2016A2XX, 2016YYA2 2017A2XX	Ravi Kant Mittal Mukund Lahoti	1210-A
3. 2018A2 PS/TS	S N Patel Priyansh Singh	1210-E
4. 2019A2 PS/TS	Rajesh Kumar Kamlesh Kumar	1211-D
XX: Implies PS/TS or 2nd degree		YY: Implies First Degree

ID.NO.	Registration Advisor	Room No.
Electrical & Electronics Engineering (A3)		
1. PhD/ACB-Non probation	V K Chaubey Ankush Jahagirdar	2210-I
2. 2015YYA3, 2015A3PS/TS 2016YYA3, 2016A3XX 2017A3XX	Dheerendra Singh Pankaj Arora	2210-L
3. 2018A3PS/TS	Rajneesh Kumar Yenuganti Sujana	2210-S
4. 2019A3PS/TS	Bijoy K Mukherjee Meetha V. Shenoy	2210-E
Mechanical Engineering (A4)		
1. PhD/ACB-Non probation	M S Dasgupta Amit R Singh	2224-A
2. 2015YYA4, 2015A4PS/TS 2016A4XX, 2016YYA4 2017A4XX	Murali Palla A R Harikrishnan	1215-O
3. 2018A4PS/TS	Shyam Sunder Suvanjan Bhattacharyya	1215-K
4. 2019A4PS/TS	Arun Kumar Jalan Deepak Sharma	1215-N
Pharmacy (A5)		
1. PhD/ACB-Non probation	Paul Atish Tulshiram Deepak Chitkara	3170-G
2. 2015A5 PS/TS, 2015YYA5 2016A5XX, 2016YYA5 2017A5XX, 2018A5PS/TS	S Murugesan Dixit Vaibhav Anil	3170-Y
3. 2019A5PS/TS	Rajeev Taliyan	3170-O
Computer Science & Information Systems (A7)		
1. PhD/ACB-Non probation	Poonam Goyal Abhishek Mishra	6121-Q
2. 2015YYA7, 2015A7PS/TS 2016A7XX, 2016YYA7	Vandana Agarwal J. Jennifer Ranjani	6121-Z
3. 2017A7XX	Vishal Gupta Amit Dua	6121-T
4. 2018A7PS/TS	V S Shekhawat Pratik Narang	6121-R
5. 2019A7 PS/TS	Mukesh Kumar Rohil Sadhana Jha	6120-H
Electronics & Instrumentation Engineering (A8)		
1. 2015YYA8, 2015A8 PS/TS 2016YYA8, 2016A8XX	Hari Om Bansal Syed Mohammad Zafaruddin	1209-B
2. 2017A8XX	Nitin Chaturvedi Puneet Mishra	2210-P
3. 2018A8PS/TS	Rahul Singhal Vaibhav Soni (CSIS)	2210-K
4. 2019A8PS/TS	Anantha Krishna Rupam Goswami	2210-O
XX: Implies PS/TS or 2nd degree		YY: Implies First Degree

ID.NO.	Registration Advisor	Room No.
Manufacturing Engineering (AB)		
1. 2015YYAB, 2015ABPS/TS 2016ABXX, 2016YYAB 2017ABXX, 2018AB PS/TS	Girish Kant Garg Saket Verma	1212-C
2. 2019AB PS/TS	Aakash Chand Rai	1212-D
Biological Sciences (B1)		
1. PhD/ACB-Non probation	P N Jha Rajdeep Chowdhury	3272
2. 2015B1PS/TS, 2015YYB1 2016B1PS/TS, 2016YYB1 2017B1XX	Uma S Dubey Sandhya Amol Marathe	3277-U
3. 2018B1XX	P R Deepa Richa Shrivastava (PHA)	3277-S
4. 2019B1XX	Pankaj Kumar Sharma Sandeep Sundriyal (PHA)	3277-I
Chemistry (B2)		
1. PhD/ACB-Non probation	Saumi Ray Paritosh Shukla	3268-C
2. 2015B2 PS/TS, 2015YYB2 2016B2 PS/TS, 2016YYB2 2017B2XX	Ram Kinkar Roy Indresh Kumar	3268-S
3. 2018B2XX	Anil Kumar Shishir Maheswari (EEE)	3268-U
4. 2019B2XX	Bharti Khungar I R Laskar	3268-L
Economics (B3)		
1. PhD/ACB-Non probation	Arun Kumar Giri Nirankush Dutta	6165-I
2. 2015B3 PS/TS, 2015YYB3 2016B3 PS/TS, 2016YYB3 2017B3XX	Arun Kumar Vaish Saurabh Chadha	6165-E
3. 2018B3XX	Anil K Bhat Satyendra Kr Sharma	6068-X
4. 2019B3XX	Monika Gupta Jayashree Mahesh	6165-C
Mathematics (B4)		
1. PhD/ACB-Non probation	B K Sharma Rajesh Kumar (MATHS)	6067-H
2. 2015B4 PS/TS, 2015YYB4 2016B4 PS/TS, 2016YYB4 2017B4XX	Chandra Shekhar Gaurav Dwivedi	6067-E
3. 2018B4XX	Sangita Yadav Sumanta Pasari	6067-K
4. 2019B4XX	Shivi Agarwal Krishnendra Shekhawat	6067-T
XX: Implies PS/TS or 2nd degree YY: Implies First Degree		

ID.NO.	Registration Advisor	Room No.
Physics (B5)		
1. PhD/ACB-Non probation	Raj Kumar Gupta Srijata Dey	3266
2. 2015B5 PS/TS, 2015YYB5 2016B5 PS/TS, 2016YYB5 2017B5XX	V Manjuladevi Tapomoy Guha Sarkar	3205
3. 2018B5XX	Vaidya Rishikesh D Divyum Sharma (MATHS)	3265
4. 2019B5XX	Amol Holkundkar S Gangopadhyay	3242-T
Humanities and Social Sciences (C2/D2)		
1. PhD/ACB-Non probation	S K Choudhary V S Nirban	6168-A
2. 2015C2XX, 2015D2XX 2016C2PS/TS, 2016D2PS/TS 2017D2XX 2018D2XX 2019D2XX	Anil Rai Vijaya Kr Chintapali	6170-B
XX: Implies PS/TS or 2nd degree YY: Implies First Degree		

The following faculty members will be on standby duty during registration

Aditya R Gautam	EEE	K S Bhattacharya	HSS	Jagat Sesh Challa	CSIS
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Guidelines for Registration Advisor (RA)

1. Time slot for interaction with students

All First Degree students admitted in 2019	09:00 AM to 12:00 PM
All First Degree students admitted in 2018 & earlier and all Higher Degree students	12:00 Noon to 1:00 PM & 02:30 PM to 4:00 PM
Ph.D. students	3:00 PM to 5:00 PM

2. Registration material will be delivered in your Department by 8.30 AM on/before January 6, 2020 which includes:
 - (a) List of the students allotted to you.
 - (b) Registration Slip containing ERP login credentials (User ID & Password).
 - (c) Performance Sheet and Grade Sheet
 - (d) Name Checking Form (only for 2019 Admissions)
3. Registration material for some students might have been **withheld** (it will be marked in the list) due to administrative reasons like **Incomplete (I)** report etc.
4. Check student's ID card & priority number (PR No.) and ask him/her to put signature in the list available.
5. After verification, issue the registration material to the student.
6. Students having '**Dues**' will be marked in the list 2 (a). Release the registration material of such students when they submit "**Dues Cleared Slip**" issued by SWD.
7. If a student having difficult timetable case (DTC), report to you, ask him/ her to follow the guidelines given in "Registration Instructions for Students" (Page No. 3).
8. As we are not using Registration Cards, students will not report/come back to you.
9. Name Verification Form (only for students admitted in First Semester 2019-20):
 - If student name is spelt correctly, ask him/her to sign the form. Keep the "Academic file copy" with you and give the "student's copy" to the student.
 - If student name is not spelt correctly, ask him/her to put the correct version. Keep the "Academic file copy" with you and give the "student's copy" to the student. Ask him/ her to submit the "student's copy" to AUGS Division (Room No. 2152) with supporting documents during 04:00 PM -5:00 PM on the same day.
10. After completion of above mentioned time slot, make appropriate entries in the list and submit it along with uncollected registration material, Due Cleared Slips (if any) and Academic file copy of Name Verification Form (if any) to AUGSD Office (Room No. 2152).

CONTACT PERSONS

Following members can be contacted in case of any clarifications / problems regarding registration process:

Subject	In-charge(s)	Room No.
Registration	Dr. Jitendra Singh Rathore (IP-5243)	2152-Q
ACB/ BL Registration	Prof. Madhushree Sarkar	2152-B
Time table FD & HD charts	Prof. Udayan Chanda (IP-5314)	2152-R
Project allotment	Dr. Praveen Goyal	2152-R
ERP help desk	Dr. Haribabu K Mr. Abhishek Dadhich Mr. Harpal	6117
Student chief volunteer	Mr. Swadesh Vaibhav	6114
Difficult time table cases (DTC)	Mr. Rakesh Kumar (AUGSD) Mr. Dhanna Ram Saini (ME)	6118
Dues and fees	Mr. Sharwan Kumar (SWD, IP-6211)	2101

Registration booth management in-charges

Room	In-Charge
6114	Mr. Pramod Saini (PMRU)
6116	Mr. Yogendra Kumar (WS) Mr. Naveen Kumar Rana (PHA)
6118	Mr. Dhanna Ram Saini (ME)