

Frequently Asked Questions on Winter Semester 2019 – 2020 Processes

Dear students

All your queries are being addressed. There may be a slight delay in some of the processes. However, all your genuine requirements will be given due consideration. Make sure that you approach your School first for any clarification. You can also consult your proctors. Here are some of the frequently asked questions related to VITOL courses.

Where should I upload the VITOL certificate?

In VTOP Student login – Menu: Choose “Examination>>MOOC File upload”.

What are the documents to be uploaded to earn credit for the VITOL course?

Upload only the course completion certificate provided by VITOL.

Option for UE category is not appearing for course conversion for VITOL courses. What should I do?

By default VITOL courses are considered under UE.

How do I opt for ‘UE to PE’ for the VITOL courses?

In VTOP Student login - Menu: Choose “Academics>>Course Option Change”.

How do I opt for ‘course substitution’ for the VITOL courses?

In VTOP Student login - Menu: Choose “Academics>>Course Option Change”.

I have chosen the course category wrongly for VITOL courses. I want to change my choice. What should I do?

Once the course category is chosen, it cannot be changed. This should not be a problem. In case you have chosen ‘UE as PE’ for VITOL course and if you feel that you like to do more programme related courses, then during regular registration you can choose ‘PE as UE’, provided you have sufficient balance credits to be completed in UE

The credits earned in the VITOL course is different from the course in which I have ‘F’ or ‘N’ grade. In this scenario, how many credits will I earn after substitution?

For elective courses, credits of the course in which you have obtained the pass grade will be reflected. Suppose you have an ‘F’ grade in a programme elective which is of 3 credits and you have obtained ‘B’ grade in a four credit VITOL course, then four credits will be added to your earned credits. On the other hand if have a ‘F’ grade in a programme elective which is of 4 credits and you have obtained ‘B’ grade in a two credit VITOL course, then only two credits will be added to your earned credits.

I have made the course substitution for the VITOL course. It is not reflecting in my academic history.

The process is not instantaneous. Subsequent to the declaration of results (in VTOP), grade history will be updated. Only then, the course substitution options chosen by you will be reflected.

How should I make the payment for course substitution?

After choosing the substitution option, generate invoice and make use of the 'payment' menu to pay the substitution fee.

I have registered for a course 'X' in VITOL. But it is not reflecting in my registration table. What should I do?

Registration has been done using the data obtained from VITOL. Contact your Academic Coordinator for further clarification. If you do not know your Academic Coordinator, please get information from your School.

Can I substitute for a course which I have registered during Winter or Winter Weekend Intr semester 2019 – 2020?

No. Once you have registered for the course in the regular semester either as re-registration or substitution, you cannot exercise the substitution option again.

I have three credits to earn under UE. However, I have registered for four credit VITOL course. Will the extra one credit be accounted in PE?

No. Partial credits will not be transferred.

I want to substitute a course which I registered in Winter Semester 2019-2020 and secured a 'F' grade with the VITOL course. Is it permitted?

Courses taken during the same period cannot be substituted. VITOL courses are also scheduled as part of Winter Semester 2019 – 2020.