

## INSTRUCTION TO FILL THE CSV FILE

1. Subject Code: should be in form of 'CC ###' or 'CCC###' or 'CCCC ###'. C indicates character. # indicates digit. E.e. CS 501, CSC501, MTAI 101 etc.
2. Subject Name: Actual
3. Credit: in form of '#' or '##'. # indicates digit.
4. Faculty Email: Actual. For Guest Faculty, if email id is not created then use '[guest\\_faculty@iiitkalyani.ac.in](mailto:guest_faculty@iiitkalyani.ac.in)'. For subjects where all faculty involved like project and comprehensive viva use 'all\_faculty@iiitkalyani.ac.in'
5. Subject Type: Allowed value 'COMPULSORY' OR 'ELECTIVE'. For Elective subjects write 'ELECTIVE' otherwise write 'COMPULSORY'.
6. Elective Thread: in form of 'ELECTIVE\_#'. # indicates digit. I.e. for Elective-IV write 'ELECTIVE\_4'. Applicable if 'Subject Type' is Elective, otherwise leave blank.
7. Subject Category: Allowed value 'THEORY' or 'SESSIONAL'. For Sessional subjects (including project and comprehensive viva) write SESSIONAL otherwise write THEORY.