



CIRCULAR

Sub.: Fall 2016-17 semester – Course Registration

The Fall 2016-17 semester course registration will be carried out on **3rd July 2016 (Sunday)** for all programmes of the University as per the schedule given below. Students can register using their V-Top login. A mock/ trial registration will be available to students on **29th June 2016 (Wednesday)**, as per the same schedule given for 3rd July 2016 course registration.

Fall 2016-17 Course Registration Schedule (for both 29th June and 3rd July, 2016)

Programmes & Batches	Year of Admission	Slot
Ph.D., M.Phil. and M.S. (Research)	All research scholars	8.30 AM – 10.00 AM
All Timed-out students	Students within "n+3" period	
M.Sc. (5-year) Intg. (Final year batches)	2012	
MS(SE) (Final year batches)	2012	
M.Tech. (Senior batches)	2015	10.30 AM – 11.30 AM
B.Tech. (Final year batches)	2013	
B.Sc. (Final year batches)	2014	12.00 Noon – 1.00 PM
BBA (Final year batches)	2014	
BCA (Final year batches)	2014	
B.Com. (Final year batches)	2014	
M.Sc. (5-year) Intg. (Fourth year batches)	2013	
MS(SE) (Fourth year batches)	2013	1.30 PM - 3.00 PM
B.Tech. (Third year batches)	2014	
BSc (Second year batches)	2015	3.30PM – 4.30PM
BBA (Second year batches)	2015	
BCA (Second year batches)	2015	
B.Com. (Second year batches)	2015	
M.Sc. (5-year) Intg. (Third year batches)	2014	
MS(SE) (Third year batches)	2014	
M.Sc. (Final year batches)	2015	
MCA (Second year batches)	2015	
M.Sc. (5-year) Intg. (Second year batches)	2015	5.00PM – 6.00PM
B.Arch. (Second year)		
MBA (Second year)		6.30PM – 8.00PM
M.Tech. (SE) (Second year batches)	2015	
B.Tech. (Second year batches)	2015	

Those who miss their course registration can register courses during the Add/Drop period, scheduled between **11th and 13th July 2016**.

Classes having low strength will be removed after the closing of registration (dynamically indicated to students as 'Subject to offering' in red during their registration and subsequently). Student should check their registration status during Add/Drop. Since Add/Drop is compulsory for all students,

students may move to another course during Add/Drop, if the course requested by them is indicated as 'Subject to Offering' or 'Course Not Offered'.

Add/Drop will be closed at the midnight of **13th July 2015** (Wednesday) and beyond that period students will not be permitted to register courses. For students who have not registered any course beyond the Add/Drop period, the Fall 2016-17 Semester will be considered as 'Discontinuation of Programme' and their studentship is liable to be cancelled. Last date for payment of Re-registered/ Additional courses will be **15th July 2015** (Friday). Re-registered/ Additional courses that are not paid will be removed on **16th July 2015**.

After the registration is completed, classes with low strength (30 for UG and 15 for PG programmes) will be locked and will not be available to register during Add/Drop period. Schools will not be permitted to re-open those courses again for Add/Drop. Depending on the need, Schools may open additional courses/ slots/ seats before the start of Add/Drop. The link available to Schools to schedule courses will be removed at the start of Add/Drop to prevent changes during Add/Drop.

Though students can register (confirmed registrations) for a maximum of 27 credits, they are permitted to add a maximum of two courses under waiting list (independent of credits). Maximum of 60 students will be retained under waiting list in each theory/ lab class. If a student has a confirmed registration, wait listing for the same course under different slot/ faculty is not permitted. When a vacancy arises, wait listed courses will be automatically confirmed subject to other course registration conditions. At that time of confirmation, if the existing rules do not permit confirmation of course registration, the entry will be removed from the waiting list. In case of embedded courses, theory confirmation is given higher weightage than lab waiting list. Due to different positions under waiting list of embedded theory and lab classes, confirmation is possible only when vacancies are there in both theory and lab together. In case of a theory or lab in the pair not being confirmed, student waiting list seniority will be maintained but the students below them will be permitted to move into confirmation, if possible. Students are permitted to 'Delete' a wait listed course on their own also. In few cases, confirmation of wait listed courses will be made within two days after the closing of Add/Drop and the rest of the waited listed courses will be deleted subsequently. Hence students are advised to check their registrations to see whether their "wait list" status is changed to "Confirmed" after the Add/Drop period also. Re-registered courses cannot be 'deleted'.

All students are advised to change their FFCS password before registration, to protect their registrations from hacking. They should use a strong password for their login and should not share their password with their friends. University does not take any responsibility if their course registrations are altered/ deleted by others.

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