

## Course Re-Tagging

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

1. Final year students from B.Tech., B.S., 5 Year Integrated M.Sc. programmes.
2. Final year Dual Degree Programmes' Students (B.Tech.+ M.Tech., B.S.+ M.Sc., B. Des.+ M.Des.) of 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} <sup>\$</sup>
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}

<sup>\$</sup>HS3xx 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 are required to apply on the on-line portal. The application will be reflected on 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}	{C}***
H	Humanities Elective	{M}	{D, I, ,C***}
I	Institute Elective	{M}	{C}***
M	Minor Course	-----	{D}
T	Additional Learning	{M}	{C}***

\*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.

\*\*\* Change of Tag from {D, H, I, T} to {C} will be allowed only as per bulletin of the programme.

**Case III: For the following "Re-Tagging requests", students are required to email 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 a course which is not covered in Case I and II above.

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.