

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, PILANI CAMPUS**  
**AUGS/AGSR DIVISION**

**Frequently Asked Questions**

**ERP & Registration**

**Q1. What is the maximum number of courses or units that can be taken in a semester? Does it depend on the number of courses or the number of units?**

**Answer:** It is dependent on the number of units, not courses. A first degree student can take maximum of 25 units per semester.

**Q2. Can we withdraw a course taken by addition/ substitution?**

**Answer:** Yes.

**Q3. How many courses can a student add/ substitute?**

**Answer:** Registration amendments are allowed only for elective (EL) course(s). Thus a student can add/ substitute any number of EL courses. However, the total units of registration per semester should not exceed 25. **The Registration amendment requests will be accepted through ERP portal only. Registration amendment requests will be processed irrespective of PR number on first come, first served basis in real time.**

**Q4. How do I repeat a course? Is there any specific procedure that I need to follow? Do I need special permissions?**

**Answer:** Repeat of course is NOT allowed on the day of registration. There is no special procedure/permission required to repeat a course. Student needs to apply for repeat courses as per the details given in Registration Booklet. The repeat request will be processed in the order starting from Final year to Second year based on the previous performance in the course and subjected to the availability of seats.

**Q5. In case of repeat of a course which grade will reflect in my grade sheet/ transcript?**

**Answer:** In case of repeat, the recent grade/ report will be considered for CGPA calculation, however, transcript will reflect both previous and recent grades.

**Q6. Can a course being repeated be withdrawn?**

**Answer:** No. The courses taken through repeat will not be allowed to be withdrawn. Student should exercise repeat option carefully.

**Q7. Can a student take a CDC of other discipline as an elective?**

**Answer:** Yes, provided the student has fulfilled all the pre-requisites for that course.

**Q8. Can a first degree student take a higher degree course as elective?**

**Answer:** Yes. A first degree student who has CGPA  $\geq 7$  can take one higher degree course as elective in a semester. Student can take maximum two such courses as per his/her graduation requirement, during entire degree program.

**Q9. Are audit courses counted as open electives? Do they contribute to the CGPA?**

**Answer:** Audit courses are not letter-graded. So they don't contribute to the CGPA.

**Q10. Are higher degree courses of my discipline considered discipline elective for me, or shall they be counted as 'open'?**

**Answer:** Those courses will be counted as Discipline electives (DEL) only if courses are listed in

the “pool of discipline elective” of the respective discipline in the Bulletin or else it will be considered as open elective.

**Q11. How will I check the requirement (unit/ number of courses) of electives courses (DEL/OPEL)?**

**Answer:** One should refer Bulletin Section-IV to check the requirement (unit/ number of courses) of electives courses for respective discipline. Student need to fulfill both unit and number of courses requirement. The course(s) will be counted as Discipline electives (DEL) only if course(s) are listed in the “pool of discipline elective” of the respective discipline in the Bulletin or else it will be considered as open elective.

**Q12. If I have not completed elective(s) (HEL/ DEL / Open), will it be considered as Backlog?**

**Answer:** No

**Q13. Can a student do more electives than the number required for degree completion and will it be considered in CGPA?**

**Answer:** Yes. The CGPA will be based on all the courses completed.

**Q14. How many audit courses are allowed per semester?**

**Answer:** A student is not allowed to take more than two audit courses in a semester as per the academic regulations.

**Q15. If a student gets a NC report, does he need to repeat that course?**

**Answer:** If it is a core course of his/her discipline then he needs to re-register it. However, if it is an elective course, student can register in other elective course.

**Q16. Where can I find the pre-requisites of a course?**

**Answer:** The prerequisites of courses are available on the AUGS-AGSR division website.

**Q17. What is meant by unaccounted courses?**

**Answer:** Unaccounted course are courses more than stipulated for graduation but, grades of these courses are used for CGPA calculation.

**Q18. What makes a student come under ACB?**

**Answer:** A CGPA less than 4.5 / ‘E’ grade in two or more courses/ 2/3 number of structured courses are not cleared.

**Q19. What is summer term registration?**

**Answer:** A student is allowed to summer term registration during Summer. Summer term registration is allowed for exceptional circumstances with Associate Dean AUGSD’s permission. During summer term registration a student is allowed to take maximum three courses and limited to 10 units.

**Q20. If a student gets a transfer from PS-TS / TS-PS, when his/her changed ID number will reflect in ERP? Will the ID change happen automatically?**

**Answer.** In such case, student ID number will be changed in ERP before starting of the very next semester. The change in ID number will happen automatically and get reflected in ERP.

**Q21. A particular course ‘A’ is not marked as DEL/OPEL/HEL in my performance sheet. However, the course is listed as a DEL/OPEL/HEL course in the Bulletin. Will it be rectified automatically OR do I need to write to AUGSD for the necessary action?**

**Answer.** In all such cases, tagging of electives will be verified as per Bulletin while checking the

graduation requirement of student at the end of his/her graduation. However, the student may contact AUGSD to settle it as soon as possible.

**Q22.** Can a student who has opted for a Minor Certificate Program take up more than 25 units in a semester?

**Answer.** No, a first degree student can take maximum of 25 units per semester.

### **Specific to Higher Degree**

**Q1.** Can a higher degree student take additional course than the prescribed number mentioned in the bulletin?

**Answer:** A higher degree student can take one extra course every semester with prior permission from HoD.

**Q2.** Can a higher degree student take a course from other discipline as an elective?

**Answer:** Yes. But it needs permission from the Departmental Committee on Academics (DCA) of his/her Department as well as other Department in which the desired course is offered.

**Q3.** What makes a higher degree student come under ACB?

**Answer:** A CGPA less than 5.5 or an 'E' grade in any course.

**Q4.** What change will happen in my ID No., if I take a transfer from Dissertation to Practice School?

**Answer.** In such case, student ID number will be changed in ERP from xxx**H**xxxxxxxP to xxx**K**xxxxxxxP before starting of the very next semester.