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GENERAL INSTRUCTIONS

Kindly **refer the academic calendar received from Dean, Academics** before the starting of the semester. Because it contains all information about course Wishlist & actual registration date, CAT1, CAT2 duration and last instructional day for theory and lab classes.

Students are requested to go through the **curriculum** which is available in VTOP. Ensure that you are completing the courses as per the curriculum under each category namely Program Core/Discipline core, University/Open elective and so on

REGISTRATION QUERIES

Q1: How will I know the list of courses to be registered for every semester?

ANS: You will get the tentative list of courses to be offered from your HoD.

Q2: Is there Wishlist registration possible before actual registration?

ANS: Yes, it is mandatory to attend the Wishlist registration. School will plan accordingly to offer the courses.

Q3: What is the minimum and maximum credits allowed per semester?

ANS: Minimum credit:16 and Maximum credit:27

Q4: Any suggestion to register the courses without slot clash?

ANS: If theory is registered in morning slot, then labs should be in the afternoon and vice versa.

Q5: How will I drop my course which I registered during the registration process?

ANS: First three days from the first instructional day of the semester, students may add or drop the course which you have added already.

COURSE REREGISTRATION

Q6: How can I clear my backlogs?

ANS: You need to reregister the same course in either regular semester or weekend or summer semester.

Q7: Do I need to reregister both theory and lab If I fail only in theory?

NO, whichever component you got failed, only that component alone needs to be reregistered. For example, if you failed in theory then theory alone can be registered. Same for Lab.

Q8: Do I need to pay the fees for Reregistration?

ANS: Yes.

REREGISTRATION FEES REQUIREMENT

Q9: When do I need to pay an additional amount while doing registration?

ANS:

- Course reregistration
- Grade Improvement
- Course Substitution
- Additional courses registered under any category (Core/Elective)
- Course withdrawal after CAT1 examination.

Q10: How can we pay the fees?

ANS: In your timetable, you will find invoice generate option against the course what you have registered. Once it is generated then you can do the payment through Payment gateway.

Q11: How many days the payment link is enabled after the invoice generation?

ANS: You can do the payment within three days after the invoice generation. Otherwise, you need to generate the invoice again.

GRADE IMPROVEMENT

Q12: Can I do Grade Improvement in summer Semester and Weekend semester?

ANS: No, Grade improvement is allowed only in regular Fall semester or Regular Winter semester.

Q13: How many Grade improvements are allowed per semester?

ANS: Only one grade improvement is allowed for all except final year students. More than one is allowed for final years.

Q14: Do I need to pay the fees for grade improvement?

ANS: Yes

COURSE SUBSTITUTION

Q15: Can I substitute my PE backlog course with another PE Course?

ANS: Yes

Q16: Can I substitute my UE backlog course with another UE course?

ANS: Yes

Q17: Can I substitute my PE backlog course UE course?

ANS: No

Q18: Can I Substitute my UE backlog course with PE?

ANS: Yes, provided maximum credits for PE should be earned/registered.

Q19: If I complete my required PE/ DE credits then am I allowed to do PE course as UE ?

ANS: Yes

Q20: whether course substitution is possible for UC and PC courses?

ANS: No

Q21: Can I transfer extra credits in PE to UE?

ANS: Yes, provided a single course with extra credit will be transferred to UE. For an instance in PE, 3 extra credits of a single course are completed then it can be transferred to UE.

NPTEL COURSE REGISTRATION

Q22: How many NPTEL courses can be registered per semester?

ANS: Only one course can be register per semester.

Q23: Will the NPTEL course credits considered within the maximum limit 27 credits?

ANS: No. NPTEL course credit won't be considered with in maximum 27 credits.

Q24: How will I upload my NPTEL certificate?

ANS: First you need to register the NPTEL course which you have enrolled (Approved by SCHOOL) in VTOP. Then you must upload it in VTOP.

Q25: How the grade will be generated for the NPTEL?

Based on the final mark, equivalent grade will be displayed.

CO/EXTRA CURRICULAR COURSES

Q26: Is Co/Extracurricular courses can be registered during the regular registration?

ANS: No. No, EXC course will not be registered during the actual registration.

Q27: How can I register Co/Extracurricular course?

ANS: You will get the registration link separately through academics office.

Q28: Whom do I contact if I have issues on Co/Extracurricular course?

ANS: Assistant Director, Student Welfare office,

INDUSTRIAL INTERNSHIP

Q29: What is the minimum duration for Industrial internship?

ANS: 4 weeks. You can avail this training in a single stretch of four weeks (28 days) or in two stretches of two-weeks duration.

Q30: When can we do Industrial Internship?

ANS: Any time after their first year of study only **during the semester breaks**.

Q31: When do I upload the internship report, Diary report and certificate?

ANS: You will get the circular from Dean, Academics regarding Industrial internship.

Q32: When the review will be conducted?

ANS: Review will be scheduled by the school for an internship approved student. Generally, it happens once in a semester.

Q33: Whom do I contact for queries on Industrial Internship?

ANS: Internship coordinator assigned for your programme.

CAPSTONE PROJECTS/SAP (Semester Abroad Program)

Q34. What are the various categories to do the capstone project?

ANS:

1. In-House (within campus under the faculty guidance)
2. CDC project (Through CDC)
3. Non-CDC Project (Capstone projects in industry but not through CDC)
4. SAP project (Semester Abroad programme thru IR office)

Q35. Which are the institutes I can apply for SAP?

ANS: Partner universities and Top 500 QoS Ranking Universities / Times Higher Education (THE) Ranking Universities and Shanghai Ranking Universities.

Q36. What is the eligibility criteria for applying SAP?

ANS: 7 CGPA and no current backlogs (F / N Grade)

Q37: What is the duration of Study / Internship / Project?

ANS: Minimum One full Semester (4 to 5 months)

Maximum of Two Semesters (8 to 10 months)

Q38: What are the maximum of credits eligible for transfer?

ANS: 21 Credits (exclusive of the number of credits for Masters Thesis / Capstone Project)

Q39: Which are the categories will be considered for credit transfer?

ANS: Credit Transfer will be considered only for the courses under Programme Elective / Discipline Elective and University Elective / Open Elective category.

Q40: How Course Title / Content Verification for Credit Transfer and award of Grade will be done?

ANS: School Committee (Course Coordinator / HoD / Dean) is responsible to verify the course title / content of the course completed by the student through Semester Abroad Program and recommend the number of credits to be considered under each category (Programme Elective / Discipline Elective and University Elective / Open Elective) and the Grade to be awarded.

BRIDGE COURSES

Q41: What is bridge course?

ANS: Depending on the proficiency in language and other necessary fundamental disciplines, the student may be asked to undergo some special courses which is called as bridge course.

Q42: Whether credits and grades of bridge course will be counted in CGPA calculation?

ANS: No , Bridge course credit won't be considered

Q43: Is it necessary to do any bridge course for B.Tech CSE(Bioinformatics) students who did PCB and PCM in HSC ?

ANS: Mathematics bridge course for PCB

Biology Bridge course for PCM

ATTENDANCE

Q44: What is the minimum attendance a student need to maintain to appear for any exam?

ANS: 75%

Q45: Whether students with CGPA of 9.0 and above and also no current backlog are exempted from the minimum attendance?

ANS: Yes

Q46: Whether the exemption status may change before any exam component (CAT/FAT)?

ANS: Yes. Depending on the declaration of results exemption status may get changed.

Q47: Whether such exemptions for 9 pointers are applicable for Summer/ Intersession semesters?

ANS: No. All students need to maintain the minimum 75% attendance to write any exams.

EXAMINATION

Q48: Where can I find my FAT results in VTOP?

ANS: Examination → Marks → Semester Name → Marks for the courses.

Q49: What is F Grade?

ANS: F Grade means that failed in courses not by securing minimum marks required.

Q50: What is N grade?

ANS: If a student attains any one of following grades N1, N2, N3 and N4 for the below reasons.

N1: Students fails to clear in one or more components of a course.

N2: Student who has been get debarred due to lack of attendance.

N3: Student who has been absent in the Final Assessment Test.

N4: Student debarred in FAT due to indiscipline/ Malpractice.

Q51: Do I need to reregister the course if I get F and N Grade?

ANS: Yes

Q52: What is “P” grade?

ANS: Passed in Pass-Fail course.

Q53: What is the minimum mark required to get passed in FAT theory?

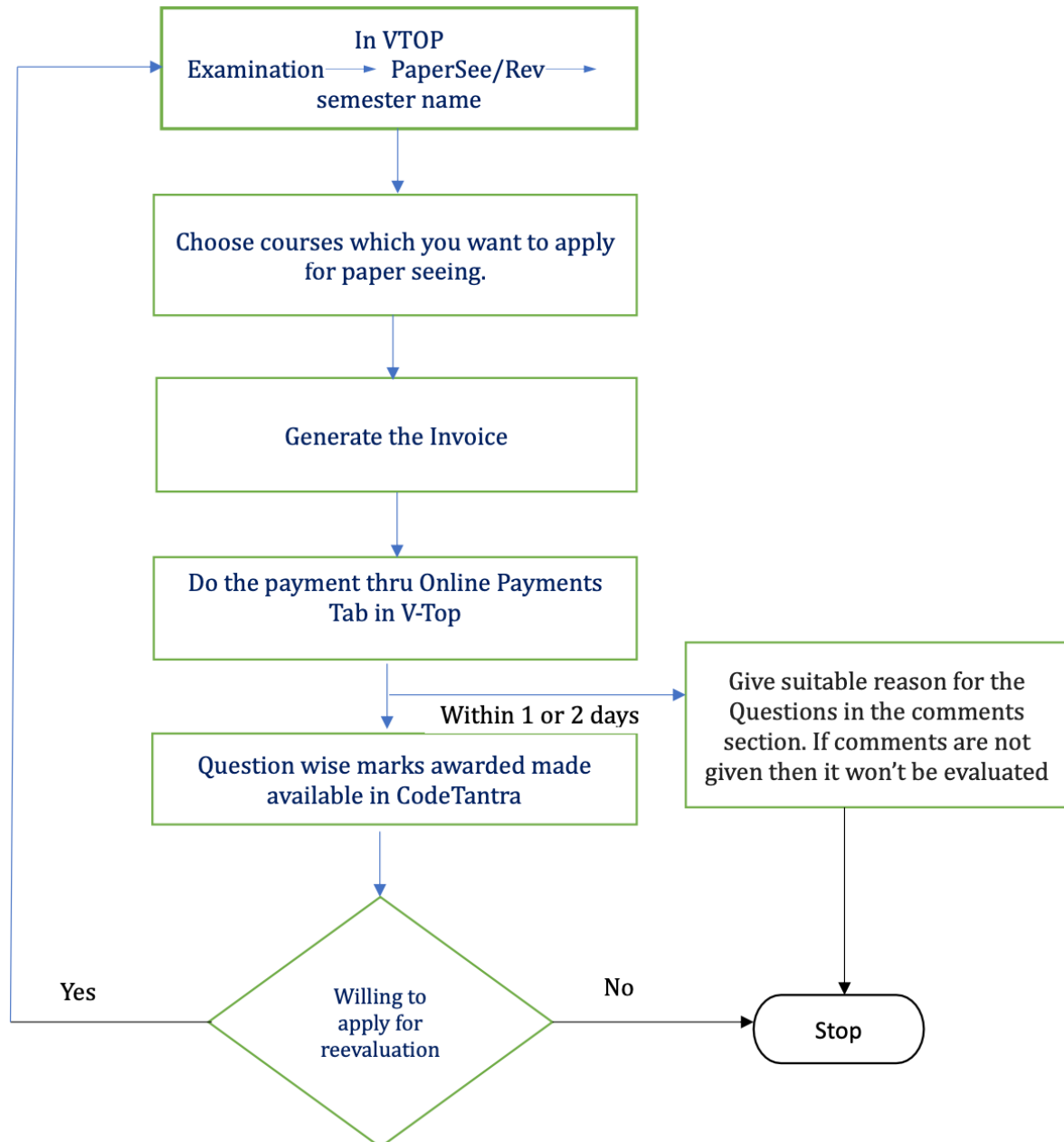
ANS: 40/100

Q54: What is the minimum mark required to get passed in Lab and J component?

ANS: 50/100

Q55: What is procedure to apply for paper seeing and reevaluation?

The procedure is given in the following steps.



Q56. How much do I need to pay for paper seeing and reevaluation?

ANS: ₹100 for paper seeing and ₹300 for reevaluation.

Q57: If my reevaluation mark is lesser than my actual mark, then which mark will be considered?

ANS: Best of Two will be considered.

Q58: If my grade after grade improvement is lesser than the actual grade, then which grade will be considered?

ANS: Best of Two will be considered.

Q59: What grading is followed for Laboratory and Project component?

ANS: Absolute grading.

Q60: Is there any procedure available If I am not satisfied with reevaluation?

ANS: Yes, it is appellate evaluation. Write a letter and get it signed by your HOD and School Dean. Based on their approval you can submit the same to COE office.

Important Note: Previous mark will be made zero. Appellate evaluation mark will be final.

Q61: When I will apply for Appellate evaluation?

ANS: within 10 days after the reevaluation results.

Q62: Do I need to pay for appellate evaluation?

ANS: Yes, ₹500 need to be paid.

Q63: Who is eligible to apply for arrear examination?

ANS: Timed out students and eighth semester students (Final year).

Q64: Am I allowed to write arrear exam only for the failed component?

ANS: No, you need to write all components (theory and laboratory) of a course.

Q65: How many attempts are allowed in taking the arrear exams?

ANS: There is no limit on the number of attempts under the arrear option.

Q66: If I fail to secure a pass grade in the arrear exam, then do I allow to do reregistration?

ANS: Yes, but you need to reregister all components.

Q67: If I did the following course with embedded theory with project component then how my marks will be distributed?

Course code	Course Title	L	T	P	J	C
CSE4022	Natural Language Processing	3	0	0	4	4

ANS: 3:1 ratio will be considered for theory and Project component respectively.

Sample calculation

Regno	DA	Quiz 1	Quiz 2	CAT1(50)	CAT2(50)	FAT (100)	Project Final Mark	Grand Total
19BBS0000	7.5	7	7	31.5	35	58	90	71

Grand Total in Theory

Component	Weightage	Marks obtained
DA	10%	7.5
Quiz 1	10%	7
Quiz 2	10%	7
CAT1	15%	9.45
CAT 2	15%	10.5
FAT	40%	23.2
	Grand Total	64.65

Grand Total calculation

Theory Total=64.65

Project Total=90

Grand Total = $\frac{3}{4} * 64.65 + \frac{1}{4} * 90$ (as per 3:1 ratio)

= 71

GENERAL QUERIES

Q68. How can I get the certificate which states that I am currently studying in VIT?

ANS: Bonafide certificate and you can apply it in VTOP under **APPLY BONAFIDE**.

Q69: How can I get No Objection Certificate for Industrial Internship?

ANS: Send a mail to your programme HoD with company details.

Q70: Whom do I contact for student ID card any other attestation for scholarship?

ANS: Student Record section (ara@vit.ac.in)

Q71: Whom do I contact for NPTEL queries?

ANS: Academic coordinator of your School

Q72: Whom do I contact CDC related query?

ANS: patqueries.vlr@vit.ac.in

Q73: Whom do I contact VTOP related issues?

ANS: helpdesk.sdc@vit.ac.in

Q74: Whom do I contact Examination/ mark sheet related query?

ANS: helpdesk.coe@vit.ac.in

Q75: Whom do I contact finance related query?

ANS: helpdesk.finance@vit.ac.in

REFERENCES:

FFCS Academic Regulations. Version 3.2