

# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT, SOLAN (H.P.)

JUIT/WKG/REGR/2022-2023/0357

November 18, 2022

## NOTIFICATION

### REGISTRATION OF COURSES - STANDARD OPERATING PROCEDURE

**Preamble:-** Registration of the courses as per the approved course structure for the specific batch/branch has to be carried out prior to the commencement of the Semester on the date / day specified in the Academic Calendar. Following SoP shall be followed for registration of the courses.

**Orientation:-** Orientation schedule will be notified well before the commencement of the semester wherein departments will conduct orientation program and students will be guided for the selection of the courses and courses on offer during the semester.

**Pre-registration Process:-** Schedule of online pre-registration process will be notified for the information of the students and students will have to complete the process of pre-registration well within the given time frame only. Students who fail to complete the pre-registration process will have to pay the fine of Rs. 1000/- and will have to compromise with the available elective courses only.

#### **Types of Registration:-**

1. Registration of Regular Courses of the Semester (without backlog courses).
2. Registration of Regular Courses of the semester along with backlog courses, if any.
3. Registration to the Accelerated Semester (for the final year students having short of credits upto 12 credits only).
4. Registration of Backlog Courses / Special Arrear Papers (beyond 8<sup>th</sup> Semester studies).

#### **A. Registration of Regular Courses of the Semester (without backlog courses)**

1. All the courses as per the specified scheme are automatically taken by the system and student is registered for the specific credits of the semester.
2. For selection of the Elective Courses, students have to give priority of the choice during pre-registration process and system will register for the courses on CGPA merit basis considering registration upper limit assigned for the course. Students unable to get their first choice shall be offered 2<sup>nd</sup>, 3<sup>rd</sup> choices and so on.

#### **B. Registration of Regular Courses of the semester along with backlog courses, if any**

1. System will select backlog courses on offer during the semester first (upto maximum 28 credits).
2. After considering all the backlog courses on offer, system will select courses of the regular semester (upto maximum 28 credits including backlog courses).
3. Regular Courses beyond the ceiling of 28 credits will be auto dropped by the system.
4. If students want to change the courses due to clash in the time table or want to register for the courses beyond the ceiling of 28 credits, they will have to apply for the same through Add / Drop Form (**Annexure – I**) and can only do so after approval by the Dean (A&R).

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5. Before recommending registration of the courses as mentioned at S.No. 4, department Coordinator / Head of the department must ensure that the recommended course is as per approved curriculum and there is no repetition of the course by the student. Such requests should only be processed / approved in the format given at **Annexure – II**.
6. Equivalence of the old course with the new course shall also be vetted by the department coordinator / Head of the department before recommending registration of the course to the Dean (A&R).

**C. Registration to the Accelerated Semester (for the final year students having short of credits upto 12 credits only)**

1. This is special semester conducted for final year students (beyond 8<sup>th</sup> Semester studies) who are not able to complete the award of degree requirement upto the 8<sup>th</sup> semester and are short of credits upto 12 credits for meeting the conditions for award of degree.
2. This semester will be offered to the student alongwith ODD SEMESTER for other students.
3. Backlog courses / Special Arrear Papers (SAP) courses on offer during the semester will be offered to the students on one to one basis irrespective of the fact that course is being run in the semester for other regular students.
4. Duration of the Accelerated Semester will be 02 months.
5. Mid Term (40 Marks) and End Term (60 Marks) evaluation will be followed for evaluation and grading of the marks.
6. Registration of such courses should be routed through the Dean (A&R) only.
7. Before recommendation for registration of such courses, department coordinator / Head of the department must ensure course as per the approved curriculum and the course is not being repeated by the student. Such requests should only be processed / approved in the format given at **Annexure – II**.
8. Equivalence of the old course with the new course will also be vetted by the department coordinator / Head of the department before recommending registration of the course to the Dean (A&R).

**D. Registration of Backlog Courses / Special Arrear Papers (beyond 8th Semester studies for students having short of credits beyond 12 credits)**

1. A student can be short of credits beyond 12 credits towards the requirement for award of degree.
2. Such students have to attend the complete regular semester and have to pay the complete Tuition Fee for the semester.
3. Students can register for the courses on offer during the semester alongwith their junior batch.
4. Such students can request for registration of course(s) on one to one basis, provided department is ready to offer such course considering teaching load of the faculty. Registration of such courses should be routed through the Dean (A&R) only. Before recommendation for registration of such course, department coordinator / Head of the department must ensure the course as per the approved curriculum and the course is not being repeated by the student. Such requests should only be processed / approved in the format given at **Annexure – II**.

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5. Normal evaluation process as for regular students should be followed.
6. Equivalence of the old course with the new course shall also be vetted by the department coordinator / Head of the department before recommending registration of the course to the Dean (A&R).

**Add / Drop, Registration of Backlog Courses, Registration of Special arrear papers should be recommended by the Departmental Course Coordinator / Head of the Department and the student will be registered after approval by the Dean (A&R), only.**

**Equivalence of old courses with new courses should only be vetted and approved by the Department Head, only.**

**Even after the course is recommended for registration by the Faculty Coordinator / HoD of the concerned department, the Transcript of the student will be verified for repetition of the course by the Registration Desk.**

**Rechecking of the registered courses for each student should be done by the personnel detailed for registration of the courses during the extended registration period to finally freeze the registration of courses.**

  
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**Maj Gen Rakesh Bassi, SM (Retd)  
Registrar & Dean of students**



## Jaypee University of Information Technology, Waknaghat, Solan

**FORM : ADD/DROP OF CREDITS**

1. Name of Student :
2. Roll No and Batch :
3. Department :

S. No.	DROP COURSE				ADD COURSE				
	Course Code	Course Name	Credit	Faculty	Course Code	Course Name	Credit	Batch (L/T/P)	Faculty
1.									
2.									
3.									
4.									
5.									
6.									
	<b>Total Drop Credits</b>				<b>Total Add Credits</b>				

**Summary :**

- (a) Registered Credits : \_\_\_\_\_
- (b) Extra Credits (Add) : \_\_\_\_\_
- (c) Drop Credits : \_\_\_\_\_
- (d) Total Credits : \_\_\_\_\_

**Attach :**

- ✓ Registration Slip
- ✓ Time Table of subjects registered for current semester and extra subject

(Faculty Coordinator)

(HoD)

(Chairperson Time Table Committee): [To ensure clash of the course, if any, before putting signature]

Dean (A &amp; R)

Forwarded to AR (Acad.)

University Division  
(Subject Regn Dealing Hand)

**FORM : REQUEST FOR ONE TO ONE COURSE**

1. Name of Student :
2. Roll No and Batch :
3. Department :

Recommendation for Registration					
S.No.	Course Code	Course Name	Credit	Batch (L/T/P)	Faculty
1.					
2.					
3.					
4.					
5.					
6.					
<b>Total Add Credits</b>					

**Faculty Coordinator / HoD Recommendation**

I have gone through the record / transcript of the student and recommended course(s) are as per the approved course curriculum and the said course(s) is/are not repeated.

(Faculty Coordinator)

(HoD)

(Chairperson Time Table Committee): [To ensure clash of the course, if any, before putting signature]

Dean (A &amp; R)

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