

26th September 2022

CIRCULAR

Sub: Regarding Add/ Drop courses for the students who have already completed the Course Registration process for the Academic Year 2022-23.

With reference to the above subject, **after the announcement of Makeup examination results**, the students **who have already done the course registration** may Add/ Drop courses according to the minimum/ maximum number of credits to be registered. The following points shall be followed for the same:

- It is compulsory for the student to register for a **minimum of 16 credits in the regular semester.**
- The **maximum** number of credits the student can register in a semester is **28.**
- The student has to approach the respective Proctor for the Add/ Drop courses.
- Based on the request given to the proctor, the proctor will send the student's details to SDSC and then the edit option will be enabled to the proctor (See Note – 2).
- Then the proctor can Add/ Drop courses and approve the same based on student request. The students can give the request to the Proctors **on or before 27th September 2022.**

Note to HoDs:

1. The HoDs are hereby informed to bring the contents of this circular to all concerned students and faculty members.
2. The departments can consolidate the list of USN to be enabled for Add/ Drop Courses and the same shall be sent to SDSC on or before 28th September 2022, 11.00 A.M.
3. The entire process of Add/ Drop courses shall be completed by 30th September 2022.


PRINCIPAL

Copy to: 1. Vice Principal/ Dean (AA) – for information/ CoE./ SDSC. / ADM. / Head IQAC/ Dy. Dean (AA)
2. HoD's of CIV. / MEC. / EEE. / ECE. / IPE. /CSE. / ISE./ PHY./ CHEM./ MATHS.