

No: NIE/Dean (AA)-102/2022-23/Odd/07

CIRCULAR

Attention students of B.E. – III semester.

Sub: Regarding Course Registration for the ODD semester 2022-23 through Proctor.

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With reference to the above, the III semester is scheduled to commence from 14th November 2022. From 14th to 19th November 2022 students have to compulsorily attend the Skill Development Programme at the respective departments and the regular classes will commence from 21st November 2022. The Course Registration will be enabled as per the schedule mentioned in the Academic Calendar i.e., between 7th to 14th November 2022.

The following points shall be noted and adhered to by the students for Course Registration:

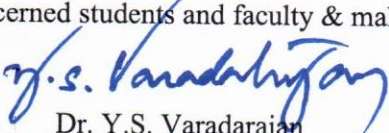
- The process of **Course Registration shall be done only through the assigned proctor** from the respective department.
- As already informed in the Academic Calendar of ODD semester 2022-23, the students have to be physically present in the campus for the Course Registration (Course Registration in Absentia shall not be allowed under any circumstances).
- The Course Registration will be done only after the payment of the Institute fee and hostel dues (if any). The students have to produce a copy of the fee paid receipt at the time of registration to the proctor and then only the proctor would approve the registration.
- The students have to verify the registered courses in the Contineo's Student Portal as soon as the course registration is completed and shall contact the respective proctor if there is any discrepancy in the same.
- As per regulations 7.1., the students have to register for a minimum of 16 credits of regular semester and the maximum number of credits a student can register in a semester is 28; the students have to register only for the backlog courses of **I semester with 'W' Grade/ Dropped courses**; for the backlog courses with **F grade, students can directly register for the SEE in the later stage when announced.**
- The students who are waiting for the Supplementary Examination results also have to do the **provisional course registration**; if necessary, for such students, add/drop course option will be enabled in the later stage (after announcement of Supplementary Examination results).

Note to Proctors:

The proctors may allow the students to register for III semester even if they are having **more than 4 F/W/ Dropped courses**. The **eligibility list** will be announced by the **office of CoE after the announcement of Supplementary examination result** and the course registration for the students who become ineligible to II-year B.E. shall be cancelled in the later stage. The proctors are requested to **make a note of number of F/W/ Dropped courses** of each student so as to make the process of cancellation of course registration if any in the later stage.

Note to HoDs:

The HoDs are hereby informed to bring the contents of this circular to all concerned students and faculty & make necessary arrangements for the same.


Dr. Y.S. Varadarajan

Dean (AA)

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