

NOTICE

SCHEDULE FOR PRE-REGISTRATION & ORIENTATION CLASSES FOR ELECTIVE COURSES FOR THE ODD SEMESTER 2018

GENERAL

All students as below are required to complete the pre-registration process.

- (a) Who have to choose electives (including replacement of backlog electives)
- (b) Who have backlogs in core courses in any semester.

Courses registration Sequence

The system shall allow the student to proceed with pre-registration in following priority only:

- Priority-1** - Backlog Courses on offer.
- Priority-2** - Core Courses of the semester.
- Priority-3** - Compulsory electives like HSS.
- Priority-4** - Other electives on offer (as per requirement of the curricula)

Schedule-Pre-Registration :

U.G 2nd Year(4th Semester) - 14-11-2018 to 16-11-2018

U.G 3rd Year (6th Semester) – 17-11-2018 to 19-11-2018

All Others - 20-11-2018 to 22-11-2018

ORIENTATION SCHEDULE

- **Attending orientation classes is mandatory for students who have to take-up the elective courses.**
- The schedule for the Orientation Programme is as follows;

JAIPRAKASH SABHAGAR (Auditorium) for Sec-62 & LT-1 for Sec-128		
U.G 2nd Year(4th Semester)		
HSS	13-11-2018	4.00PM – 4.30 PM
U.G 3rd Year (6th Semester)		
PHY	14-11-2018	4.00 PM to 4.20 PM
MATH	14-11-2018	4.20 PM – 4.40 PM
HSS	14-11-2018	4.40 PM onwards
U.G 8th Semester and DD 8th Semester (Open Electives)		
Department	Date	Time
Maths	15-11-2018	3.00 P.M. – 3.20 PM
PMSE	15-11-2018	3.20 PM – 3.40 PM
HSS	15-11-2018	3.40 PM – 4.00 PM
Biotech	15-11-2018	4.00 PM – 4.20 PM
CSE/IT	15-11-2018	4.20 PM – 4.40 PM
ECE	15-11-2018	4.40 PM onwards
U.G 8th Semester and DD 8th Semester (Departmental Electives)		
Department	Date / Venue	Time
CSE/IT	16-11-2018 (Auditorium for Sec 62, LT 1 for Sec 128)	4.00 P.M. – 4.30 PM
ECE	16-11-2018 (LT3 for Sec 62, LT 2 for Sec 128)	4.00 PM – 4.30 PM
Biotech	16-11-2018 (LT1 for Sec 62)	4.30 PM – 5.00 PM
Dual/Intgt 11 th Sem	16-11-2018 (LT1 for Sec 62)	4.00 PM – 4.20 PM

- **In case student fails to pre-register, he / she may:-**
 - Register only for non-clashing courses during regular registration as time table would have already been made without considering the choices. No other choices shall be provided.
 - Pay a fine of Rs. 500/- for delay.

Schedule Flow Chart

Attend orientation talks on Elective courses, to be conducted under Deptt. arrangement



Pre Registration to be completed by



You shall be required to deposit fee and take final registration document for next semester.

As per above Table

As per above schedule

As per schedule announced in the Academic Calendar.

ONLINE PRE-REGISTRATION ON WEBKIOSK PROCEDURE

- (a) The pre-registration shall be done through the web kiosk.
- (b) The pre-registration shall be carried out as per above schedule after which web kiosk window shall closed:

How to use webkiosk for pre-registration:

- ☞ Open IIIT webkiosk <https://webkiosk.jiit.ac.in/>
- ☞ Login with your valid Login ID and Password.
- ☞ Under section -- Academic Information, click on pre-registration.

Courses registration Sequence

- (a) Back log core courses starting from the first semester
- (b) Core subjects of the Odd semester subject to the maximum credit restriction.
- (c) HSS and Science Electives courses ONE from each basket minimum **4 choices may be prioritized**.
- (d) Departmental electives. **ONE per basket** shall be allowed. However, student may choose all the courses from the basket duly prioritized.
- (e) Courses to improve the grades (on offer and subject to the credit limit and eligibility criteria requirement).
- (f) Those who wish to do some electives through MOOC's may follow the MOOC's regulation given in Academic System.

Special Instructions for Pre- Registration

- (a) Electives will be allotted based on CGPA criterion, where the number of seats are fixed for the electives.
- (b) Incase courses dropped/CGPA criteria not met, next course in order of priority within the basket shall be taken into consideration..
- (c) No changes shall be allowed on pre-registered courses.
- (d) Once the subjects are properly ticked the student shall have 2 options;
 - ☞ Click on save draft
 - ☞ **Click on Freeze.**
- (e) In case student presses on **save draft** then he/she shall be able **to re-access the draft** and modify it.
- (f) In case student presses **freeze** then the choices of subjects are frozen and treated as final.
- (g) **In case student fails to freeze the choice it will automatically be locked on the last announced date.**
- (h) **Please retain a copy of frozen choices for future reference**

DY. REGISTRAR

PRE-REGISTRATION SCHEDULE : FOR EVEN SEMESTER 2019

S. No.	ACTION	Date	Responsibility
1.	Orientation talks on the Elective Courses for the students to be organized under respective HODs / Deptts.	13-11-2018 to 16-11-2018	HODs (As per schedule displayed on the notice board)
2.	Students to interact with respective HODs / faculty / Coordinators. Faculty/Course Coordinators to assist students in filling the data and making correct choice of courses.	14-11- 2018 onwards	Faculty/Course Coordinators and students (overseen by HODs)
3.	Pre-registration through Kiosk	14-11-2018 to 22-11-2018	All Students
4.	Compilation of Data on pre-registration	24-11-2018	Registrar
5.	Issue of pre-registration count list of Elective course to the HODs. HOD's have the same data on their Kiosks and can directly view the same	24-11-2018	HODs and Registrar
6.	Meeting of HODs, Dean (A&R) and the V.C, to finalize electives list	26-11-2018	VC/Dean /HODs
7.	Once the list is approved, the same to be forwarded to the Registrar for finalization of pre registrations process	28-11-2018	Dean
8.	Uploading of final course registration list on webkiosk of students by deleting the dropped courses and allocating the next on priority	30-11-2018	Registrar

Notes:

1. The Core Courses shall be registered through back-end **except students with backlogs in core courses.**
2. Elective Courses will be pre-registered by the students, as per Notice and guidelines to be issued.
3. **Student should exercise the choice of subjects very carefully. No Changes shall be permitted unless approved by the HoDs of add/drop departments based on justifiable reasons.**
4. The system shall allow the student to proceed with pre-registration in following priority only:
 - Priority-1** - Backlog Courses on offer.
 - Priority-2** - Core Courses of the semester.
 - Priority-3** - Compulsory electives like HSS.
 - Priority-4** - Other electives on offer as per the curricula structure and baskets (one from each basket or as defined)
5. The students shall automatically be allocated the next elective course in order of priority exercised by them (in the basket) in case the elective chosen by them is dropped for the reason of under subscription.
6. **No late pre-registration is allowed.** All students must stick to the time schedule. Delay may lead to fine or not allowing the student to pre-register. **Thus, student may not have choice of his / her own courses subsequently.**

A maximum limit of candidates in each elective have been specified and the students may exercise their choice keeping this number in view. Electives will be allotted based on CGPA criterion, where the number of seats are fixed for the electives. Incase courses dropped/CGPA criteria not met, next course in order of priority within the basket shall be taken into consideration.

Dy. Registrar