INSTRUCTIONS FOR ON-SEMESTER-REDO/COURSE REGISTRATION OF BACKLOG COURSES

UG students (Current and Passed out students) those who have not registered or prevented (V grade) from appearing for the final assessments due to shortage of attendance in earlier sessions are directed to follow the below procedure for registering the on-semester redo / backlog courses (along with junior classes)

1. After the course registration of current semester, download the same from MIS*

2. Fill the courses to be registered for on-semester redo / backlog courses in the attached form (the chosen courses must be offered by the concerned department in the current session)

3. Merge (1) and (2) and send to the Head of the Department concerned within one week after the course registration of regular semester with a request to approve the on-semester redo. E-mail ids of Heads of Department are available in the link: https://www.nitt.edu/home/administration/hods/**

4. The maximum number of courses a student can register in a session, including on-semester redo as per the regulation is given below:

   "A student can register a maximum of six theory courses in the third regular session. From the fourth regular session onwards, students can register for a maximum of seven (7) theory courses, including ReDo courses. The Maximum number of ELR is two per session."

5. Heads of Department will approve the request of the students after checking the condition of maximum number courses (As per Sl. No.4), upload, and allot faculty in MIS for the approved courses.

6. After completing the process (Sl. No. 5), Heads of Department will send a list of courses to be registered with student name and roll number to the academic office (ugcad@nitt.edu and ugsection@nitt.edu).

7. The academic office will register the course, and the same will be informed to the respective Head of the Department and student concerned.

* Sl. No. 1 is applicable only for current students

** For on semester redo / backlog registration of 1st year courses, the senior students are instructed to follow the above procedure, during the course registration of first year students

Associate Dean Academic (UG)

REQUISITION FOR ON SEMESTER REDO / COURSE REGISTRATION OF BACKLOG COURSES

Name of the student	:	
Programme	:	B. Tech. / B.Arch.
Roll Number	:	
Department	:	
Session	:	

LIST OF COURSES TO BE REGISTERED

Sl.No.	Course code	Course Name	Faculty Allotted in MIS (To be filled by HOD)

Signature of the student	:	

FOR OFFICE USE

Approved on	:	
Signature of the HoD	:	