F.No: Dean(UG)/Guidelines Registration/ 2022-23/6987   Dated: 07/12/2022
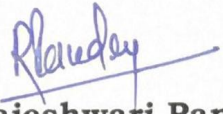
Subject : General Guidelines for course registration.

Attn: All Under Graduate Students

The registration for even semester is starting from 07.12.2022. Students are required to consider following points while registering for courses:

1. To pursue a course, registration is mandatory irrespective of whether it is a compulsory or an elective course. No credits of a course shall be awarded if a student attended a course which (s)he has not registered.

2. For each semester university has prescribed a certain number of credits. However, students can register a maximum/ minimum of 32/16 credits in a semester.

3. Student should first register for the courses in which (s)he has been declared failed in the previous year/semester and then register for the remaining courses of the semester to make up the total required credits for that semester.

4. A student of an undergraduate program shall not be allowed to register for the courses offered to students of third year, if (s)he has not cleared all the courses of first year and a student of a program of more than 3 years duration shall not be allowed to register for the courses offered to students of fourth year, if (s)he has not cleared all the courses of second year.

5. For a re-registered course, a student has a appear for all evaluation components a fresh and all classes are also to be attended. Course registration fee of Rs. 5500/- is to be paid for re-registration of a course.

6. Students of B. Tech programs must note that out of 12 electives courses which are to be completed during 5th to 8th semester, at least 6 courses should be chosen from Departmental elective course (DEC) to fulfil the requirement of award of degree. However, a student may opt for more than 6 DECs.

7. A student who are keen on pursuing Minor of other discipline must note that if any of his/her DEC is equivalent to any course of a Minor then this course would be considered either as a DEC or as a course towards Minor. If student is willing it to be counted towards Minor then (s)he will have a register for another DEC to fulfill the minimum requirement of 6 DECs.

8. A student can register for two elective courses (08 credits) through MOOCs. Whether a MOOC is to be counted for DEC or Generic Elective Course (GEC) would be decided by the concerned Department.

9. An elective course would be offered only if at least 20 students have registered for the course. Students who registered for an elective course which is not being offered on account of less number of registrations, should register for another elective course as per timeline specified by the examination branch through its notices as and when applicable.
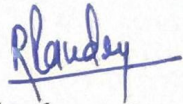
10. If a student has registered for a course and is not willing to pursue it in the current semester, then (s)he has to deregister it as per timeline notified by the examination branch.

11. Students registering for any of the courses (i) XX 391- Mini Project, (ii) XX393 – Research Project and (iii) XX 395 –Entrepreneurship and Venture Development, should adhere to guidelines related to these courses as specified in "Academic Programmes Ordinance and Regulations 2020" available at following link (http://dtu.ac.in/Web/Academics/ordinance/BTech_2020_ordinance.pdf Pages 168-175) at DTU website.

12. Students may reach out to the office of the Dean Academic (UG) / Academic Section (UG) for any other query related to registration, not covered in this notice.

(Prof. Rajeshwari Pandey)
Dean Academic (UG)

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Copy to: -
1. PS to the VC for information to the Hon'ble Vice Chancellor, DTU
2. Registrar, DTU
3. All Deans
4. All HODs: With the request to circulate among faculty members for necessary action on priority.
5. COE
6. COO & Head (CC); With the request to upload on Academic (UG) webpage on DTU website.
7. Librarian
8. Chief Warden: With the request to arrange display on deptt. notice boards.
9. Director Physical Education
10. Head (T & P)
11. Notice board Academic (UG)
12. Guard file.

(Prof. Rajeshwari Pandey)
Dean Academic (UG)