



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
ACADEMIC SECTION  
CIRCULAR

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**On-line Course Registration Guidelines for BACK-LOGGERS in B.Tech/B.Des program on January 02,2019**

1. Backloggers with  $CPI < 4$  : register for 4 courses.  
Backloggers with  $5 > CPI \geq 4$  : register up to maximum 42 credits.  
Backloggers with  $CPI \geq 5$  : register for courses totalling up to 48 credits.  
Backloggers with  $CPI \geq 7$  : can register for an additional course beyond 48 credits (**on medical ground**)
2. The pre-requisite for a course must be fulfilled in the previous semesters for registration of that course.
3. Clash of exam timetable must be avoided while filling in the online course registration forms. If any clash is noticed later, the higher level course has to be dropped immediately.
4. **Dropped courses of the previous relevant semesters must be filled-in as a priority.**
5. A student must mandatorily register for all the backlog courses of the relevant semester **from the first year** before registering for **the third or fourth year** courses (in spirit of the Clause 9.3.a of the Ordinance).
6. The students will register through an online system at <https://online.iitg.ernet.in/acad> with their IITG login ids and passwords. 100 PCs in the **Computer Centre Lab** will be available on **January 02,2019 from 09:30 am to 03:30 pm** for online course registration, and staff members will be present there for assistance. **The online facility will automatically check the first three criteria (1-3) mentioned above:** fulfilment of CPI, prerequisite criterion, and examination timetable clash.
7. There will be no offline facility for Back-loggers' course registration.

**Role of Faculty Advisor:** When a faculty advisor logs into the online facility for approval of course registration of a student with backlog, he/she will have online access to the up-to-date transcript of the back-logger at <https://online.iitg.ernet.in/acad>. It is important that the faculty advisor verifies, in particular that the criteria 4 and 5 above are fulfilled based on online transcript before giving online approval. The online approval by faculty advisor should be given by January 04, 2019 .

**Steps for a back-logger after online filling of course registration forms:** backloggers must come with their identity cards to designated Registration halls, as indicated at ANNEXURE-I below, during 10.00 a.m. to 4.00 p.m. on January 02,2019, only after

- (i) successful completion of course registration in CC Lab: and
- (ii) obtaining No Dues Certificate (from Hostel and Gymkhana by those who had pending dues).


*The registration staff in designated Registration Halls will first verify (a) the above three points, (b) the identity card and (c) fee payment status, and then (d) ask a back-logger to put the signature on the roll list at the registration desk.*

*After completion of all the above steps, a back-logger will approach the faculty advisor for getting online approval for the course registration. The online approval must be obtained from the faculty advisor by January 04, 2019.*

Encl: ANNEXURE-I

Copy to:

1. Dean (Academic Affairs)/Dean (Students' Affairs)
2. Associate Dean of Academic Affairs(PG)/(UG)/Associate Dean of Students' Affairs (ADOSA-1)(ADOSA-2)
3. All HoDs/HoCs
4. Head, Computer & Communication Centre.
5. Chairman, HAB
6. Jt. Registrar(F&A)/Asst. Registrar(AA&ER)/Asst. Registrar (Students' Affairs)
7. All Notice Boards.
8. Office File.

  
(D. Sharma)  
Deputy Registrar (Academic Affairs)  
Indian Institute of Technology Guwahati  
Guwahati-781039, INDIA



**DISTRIBUTION OF STAFF FOR REGISTRATION OF CONTINUING UG  
(BTECH/BDES) STUDENTS,  
ON 03-01-2019**

Venues	Details of students	Name of Staff
Gallery - 1 (Core-1)	<b>2017</b> Batch <b>BTech/BDes</b> [EEE + CST+ DD+BT]	Mr. Syed Samimul Mazid, JTS(EEE)
Gallery - 2 (Core-1)	<b>2017</b> Batch <b>BTech</b> [ME+CL]	Mr. Jiten Basumatary, TS(ME)
Room No. 1201 (Core-1)	<b>2017</b> Batch <b>BTech</b> [CSE + CE]	Mr. Pranjit Talukdar, JTS(CSE)
Room No. 1202 (Core-1)	<b>2017</b> Batch <b>BTech</b> [ECE + EPH + M&C]	Mr. Jayanta Das, SA(S&P)
Lecture Hall - 1	<b>Registration Desk -1</b>  <b>2016</b> Batch <b>BTech</b> [ECE+ EPH + M&C]  <b>Registration Desk -2</b>  <b>2016</b> Batch <b>BTech/BDes</b> [CE+DD + EEE]  <b>Registration Desk -3</b>  <b>2016</b> Batch <b>BTech</b> [CSE+ME]	Mr. Kaushik Rajbongshi, JA(Academic Section)  Ms. Karishma Rubab, JA(AER)  Mr. Hirak Jyoti Das, JA (Academic Affairs)
Lecture Hall - 2	<b>Registration Desk -1</b>  <b>2016</b> Batch <b>BTech</b> [BT+ CL + CST]  <b>Registration Desk -2</b>  <b>2015</b> Batch <b>BTech/BDes</b> [CE+DD + EEE]  <b>Registration Desk -3</b>  <b>2015</b> Batch <b>BTech</b> [BT+CST+EPH+MC]	Mr. Rahul Saxena, JA(R & D)  Mr. Sajal Mani Pathak, JA(Academic section)  Mr. Amarendra Das, JA(Academic Section)

Lecture Hall -3	Registration Desk -1	Ms. Mridusmita Sharma, JA ( S & P)
	<b>2015</b> Batch <b>BTech</b> [ECE+ME]	
	Registration Desk -2	
	<b>2015</b> Batch <b>BTech</b> [CSE+CL]	Mr. Ananta Saharia, SA (F & A)
Lecture Hall -4	Registration Desk -3	
	<b>2018</b> Batch <b>BTech</b> [CSE + EPH + CST]	Ms. Bandita Baishya, JA (Students' Affairs)
	Registration Desk -1	Mr. Pranab Rajbongshi, JA(Academic Section)
	<b>2018</b> Batch <b>BTech</b> [ECE + ME]	
Coordinator, Lecture Hall Complex	Registration Desk -2	
	<b>2018</b> Batch <b>BTech/BDes</b> [CE + DD + M&C]	Ms. Purabi Das, JA(Academic Section)
	Registration Desk -3	
	<b>2018</b> Batch <b>BTech</b> [BT + CL + EEE]	Mr. Parag Sarma, JA(Academic Section)
Coordinator, Core-1		Mr. Bibekananda Pathak, SA(Academic Section)
		Mr. Maradona Moshahary, JA(Academic Section)
		Mr. Nilotpai Sarma, JA(Academic Section)
		Mr. Tapu Ghosh, JA(Academic Section)