



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
ACADEMIC SECTION
CIRCULAR

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Date : 28.12.2018

On-line Course Registration Guidelines for BACK-LOGGERS in MA/MTech/MDes/PhD
program on January 02, 2019

1. The pre-requisite for a course must be fulfilled in the previous semesters for registration of that course.
2. Clash of examination time table must be avoided while filling in the online course registration forms.
3. **Backlog and Dropped courses of the previous relevant semesters must be filled-in as a priority.**
4. 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 two criteria (1-2) mentioned above:** prerequisite criterion, and examination timetable clash.

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
Deputy Registrar (Academic Affairs)
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ANNEXURE-I [BACKLOG REGISTRATION VENUES, ON 02.01.2019]

| | |
|-----------------|---|
| Lecture Hall -1 | <p>Registration Desk -1</p> <p>All Backlog students [Dept. of Physics]</p> <p>Registration Desk -3</p> <p>All Backlog students [Dept. of CSE]</p> |
| Lecture Hall -2 | <p>Registration Desk -1</p> <p>All Backlog students [Dept. of BSBE + Dept. of Chemistry+ Centre for NT+ Centre for Ling.Studies]</p> <p>Registration Desk -2</p> <p>All Backlog students [Dept. of Mathematics + Dept. of Design+Centre for Energy+Centre for Rural Tech.]</p> <p>Registration Desk -3</p> <p>All Backlog students [Dept. of ME]</p> |
| Lecture Hall -3 | <p>Registration Desk -1</p> <p>All Backlog students [Dept. of CE]</p> <p>Registration Desk -2</p> <p>All Backlog students [Dept. of EEE]</p> <p>Registration Desk -3</p> <p>All Backlog students [Dept. of CL+ Dept. of HSS+ Centre for Environment]</p> |

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