No. ACD/SUB REG/4374   **Dated: Aug 24, 2020**

All Students (excluding Ph D)

Notice: Addition/Change of Courses (Autumn 2020-21)

It is to bring to notice of all concerned that requests for Addition/Change of courses (including NPTEL courses) can be made **w.e.f. 24 August, 2020**. The students are advised to first check the courses already registered in on the portal and thereafter proceed for addition/deletion (if required).

Students are required to register for the backlog courses first and thereafter the courses of the Autumn Semester (2020 -21) within permissible limit i.e 24 credits/ as per structure. The permissible limit for students under slow pace is 18-20 credits only.

Procedures to make application for amendment (course wise) are as under: -

1. **PCC(s) – online application at acad portal**

   Step 1- Login to the academic portal http://acad.iitr.ac.in
   Step 2- Click on the tab "**Subject Addition/Deletion Form**"
   Step 3- Enter few letters of the subject to get the code/details
   Step 4- Click at Drop/Add buttons to drop/add subjects, as desired

2. **PEC(s) - by email to DAPC Chair of the Department**

   For change/addition of PECs submit your request along with the following to Chairperson DAPC

   1. Consent(s) of the concerned faculty members.
   2. Total number of credits after adding the PEC.
   3. Current CGPA.

   Department will forward the compiled list of all requests with recommendation to the AAO.

3. **NPTEL Courses -** online application at acad portal- Students who have already processed the request through hardcopy are also required to apply on the acad portal.

   Step 1- Read the Guidelines (Pg 1)- https://www.iitr.ac.in/academics/uploads/NPTEL.pdf
   Step 2- Log in to acad portal and click at the link- application for NPTEL Courses
   Step 3- Fill up the form and submit
   Step 4- The form will be routed to Chairperson, DAPC for recommendation and to ELC for verification.
   Step 5- duly verified form will be submitted to AAO through portal itself
   Step 6- The student can track the status on dashboard

Important Dates

1. **Last date to submit the application by students for PECs in the Deptt./Centre – Aug 28, 2020**
2. **Last date to submit the compiled applications for PECs by the Deptt./Centre to AAO – Aug 31, 2020**
3. **Last date for making online application for PCC and NPTEL courses at acad portal – Aug 31, 2020**

Note: In case of any discrepancy/technical issue, contact academic section at aao@iitr.ac.in before the last date. The above course registration is provisional subject to confirmation from the academic section.

Reeti

Assistant Registrar (Curriculum)

Copy to: -

1. All faculty
2. All Heads- Departments/ centres
3. DoAA/ ADoAA(A/C/E)
4. Assistant Registrar (A/E)
5. Channel i/ acad portal/academic webpage/ students-notices@iitr.ac.in