

Course Registration (B. tech/Dual Degree)

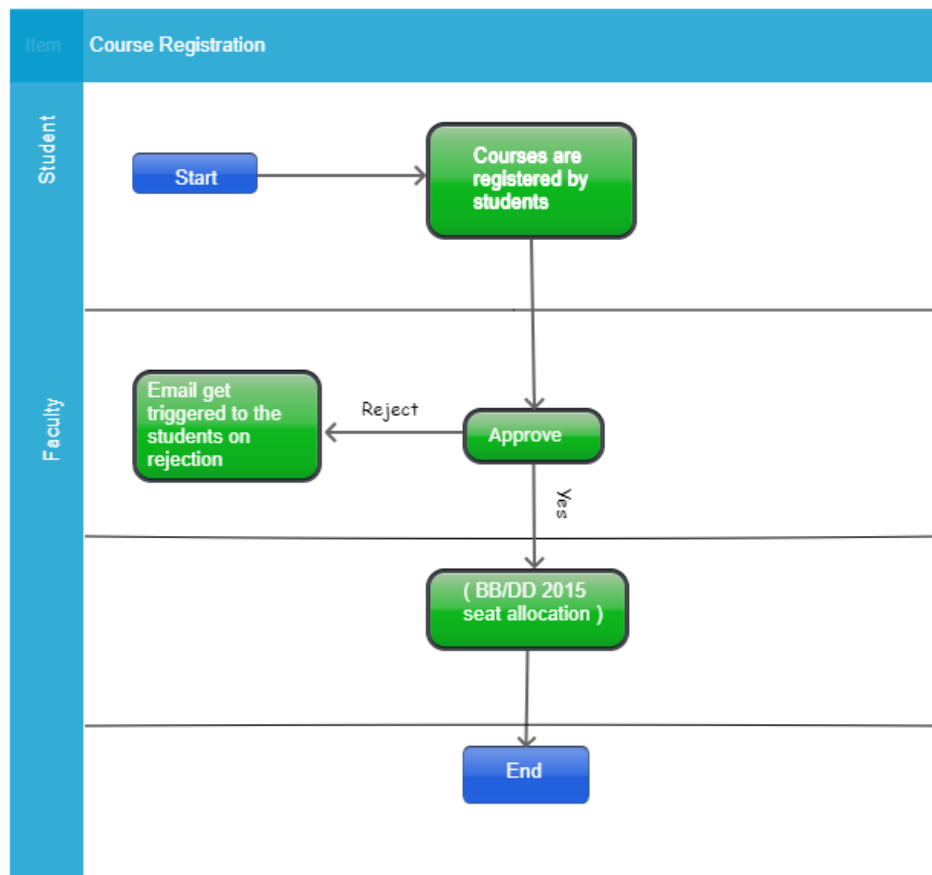
Overview

1.1 Scope

This process describes the procedure involved in course registration done by the students during the student course registration period.

1.2 Flowchart

Flowchart for processing course registration is given below



1.3 User Roles:

User	Roles
Student	Submit the course registration
Guide	Approve the course registration (BB/DD 2015 seat allocation)

Process Description

2.1 Key Information Captured

The following are the Key Fields in this process.

1. Student registers courses
2. Approve Request.
 - Guide approval - (BB/DD 2015 seat allocation)

User Interface Design

3.1 Student Initiation Screen

3.1.1 Functional Specifications

When student invokes the 'Course Registration', the system generates the 'course registration' screen.

Menu: Course Registration

For B. tech / Dual Degree Students

Students will be able to see their CORE and Backlog courses (if offered in current semester slot book) on their screen. The students need to select 'Register' check box to register for these courses.

They can choose the electives in the bottom portion of the same screen, choose the color category to group them as their preference for SEAT allocation. One course may get allotted from the list chosen under each color category until the overall registration comes to their max credit limit.

Course Registration - IIT MADRAS

Task status
Grade Info
Course Registration
Add/Drop Courses
Make-Up Exam
Travel Advance
Travel Claims
Club Subscription
Bank Account No Update
Club Payment
Club Id Card
Branch Change
Change Residency
Payment History
Document Upload
Document Details
Initiate Adhoc Recruitment
Ticket / Feedback
Student IAR Request

Registration of Courses

Help Document
Registration Period - JAN-MAY 2020
Registration Semester - 04

Courses Registered

View Curriculum Courses
Pick From Curriculum
View Backlogs

Curriculum Backlog
Max Credits: 66 Total Credits: 0

Category	Course No	Course Name	Credit	Slot	Additional Slot	Is Backlog	Register
Engineering	CS1100	Introduction to Programming	12	F		☐	☐
Science	MA2020	Differential Equations	9	A		☐	☐
Professional	AS2080	Vibrations	10	B		☐	☐
Engineering	EE1101	Signals and Systems	10	E		☐	☐
Professional	AS2050	Aerodynamics	11	C	J1	☐	☐
Professional	AS2030	Gas Dynamics	11	F	H1	☐	☐
Professional	AS2070	Aerospace Structural Mechanics	10	D		☐	☐
Professional	AS2510	Low Speed Lab	5	J2	L1	☐	☐

Curriculum Rules

No Data Found

Add More Courses

View Available Electives

Course Category *
Select
Course No *
Course Name
Slot

Additional Slot
Credit
Course Type

PreRequisite
Allocation Type :
Overall Max Strength :

Proposed Content
Add Delete

- View Curriculum:** Students shall view the list of curriculum courses offered.
- Pick from Curriculum:** Students shall pick and register courses from curriculum.
- View Backlogs:** List of backlog courses will be displayed (if any)
- View Available Electives:** Students shall view/choose the list of elective courses offered from other departments starting as early as in their third semester.
- Type:** Students shall select the type of course to register.
- Course No:** Valid course number to entered.
- Add:** Enables to add new row.

Add More Courses

View Available Electives

Course Category *
Science
Course No *
BT4230
Course Name
Environmental Biotechnolog
Slot
E

Additional Slot
Credit
9
Course Type
Theory

PreRequisite
NIL
Allocation Type :
Stratified Random
Overall Max Strength :
80

Proposed Content
Microbial diversity – recent advances in use of gene probes in industry and environment; design of gene probes, 16S RNA amplification, primers, PCR, FISH techniques etc.; Poliphasic approach to detecting microbes in the uncultivated state; Extremophilic life in Arctic, hydrothermal vents, hot springs etc. and their
Add Delete

Course Registration - IIT MADRAS

Non-Curriculum										Choose Color:
Select	Order	Category	Course No	Course Name	Credit	Slot	Additional Slot	Type	Group	Alloted
☐	1	Science	BT4230	Environmental Biotechnology	9	E		Theory		☐
☐	2	Engineering	CE5180	Air Pollution and Control Engineering	12	B		Theory		☐
☐	3	Science	BT4240	Food Biotechnology	9	J		Theory		☐

Students may have a subset of courses in their preference list from which they wish to pick only one. In that case, it is recommended to give all the courses in the subset a single color based on the course category.

There is no restriction on the number of courses that can be grouped under one color, but it should be noted that every course can get at most 1 color.

In case of wrong entries, the delete checkbox is to be checked against an intended row and click the delete button.

Finally, check the checkbox above the submit button after reading the instruction manual for elective choices and click submit.

☒ I have seen and understood the instruction manual for the elective choices. I have followed all the instructions.

Submit

The status of the process could be checked in the task status.

Task Status			
Task Status			
Course Details			
Process Name	ID	Approval Status	Remarks
Course Registration	BT4240	Pending Approval by Faculty Advisor	
Course Registration	BT4230	Pending Approval by Faculty Advisor	
Course Registration	CE5180	Pending Approval by Faculty Advisor	

3.2 Approval Screen

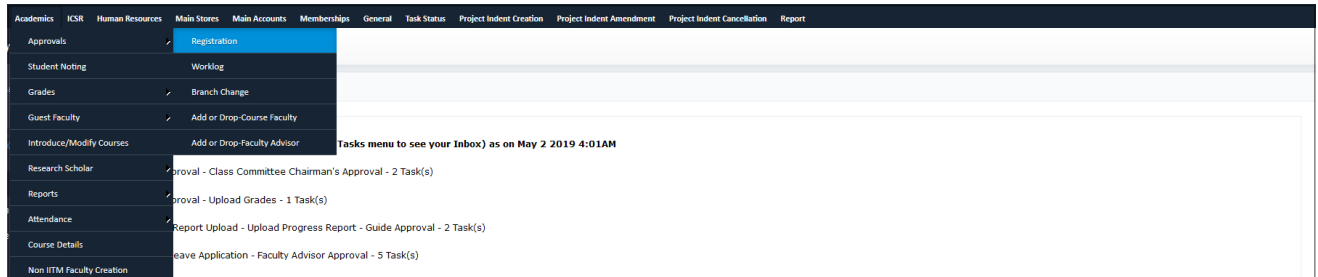
When the students submit the ‘course registration’, the system generates the submitted task in the corresponding Guide’s inbox.

Course Registration - IIT MADRAS

Guide can login workflow at <https://workflow.iitm.ac.in/employee> to review and approve the registered course.

Menu -> Academic -> Approvals -> Registration

This menu path is also available in the reminder email and the main landing page (or Views -> Faculty).



2015 onwards B. Tech & DD

2015 onwards (BTech & DD) All Other Programs

Course Registration Help Document											
Email	Select	Info	Roll No		Name	Status	Rule Status	Backlog	Core	Others	Action
☐	☐	Info				Not Registered	NA				Details
☐	☐	Info				Not Registered	NA				Details

On click of the **‘Details’** button, faculty advisor can view the list of CORE courses, uncheck/check the **‘Register’** check box.

Faculty advisors can view the registration from main screen and unselect the ‘Select’ checkbox. They can approve from this main screen for the students who do not require any special attention.

Course Registration - IIT MADRAS

Registration Details

Roll No
Name
Semester

Avg Credit Clearance
16

Earned Credits
51

Registered Credits
108

Backlogs
0

CGPA
8.41

Period
JAN-MAY 2020

Curriculum Rules

No data found!

Curriculum Courses

View Curriculum Courses
Pick From Curriculum
Pick From Backlogs

Curriculum Backlog
Max Credits: 66 Total Credits: 0

Register	Category	Course No	Course Name	Credit	Slot	Additional Slot	Is Backlog
☐	CORE	AS2030	Gas Dynamics	11	F	H1	☐
☐	CORE	AS2050	Aerodynamics	11	C	J1	☐
☐	CORE	AS2070	Aerospace Structural Mechanics	10	D		☐
☐	CORE	AS2080	Vibrations	10	B		☐
☐	CORE	AS2510	Low Speed Lab	5	J2	L1	☐
☐	CORE	CS1100	Introduction to Programming	12	F		☐
☐	CORE	EE1100	Basic Electrical Engineering	10	E		☐
☐	CORE	MA2020	Differential Equations	9	A		☐

Approve
Cancel

Backlogs courses that are offered in the current semester will be visible in the same screen for the faculty advisors to select.

Faculty advisors can choose CORE courses from higher semesters as well using 'Pick from curriculum' button.

Elective choices are not editable for faculty advisor (since they are only choices and not allotments right now). But they can reduce the maximum credits to restrict the number of electives that will be allocated by the SEAT.

Elective Courses

Non-Curriculum

Select	Category	Course No	Course Name	Credit	Slot	Type
☒	Science	BT4230	Environmental Biotechnology	9	E	Theory
☒	Engineering	CE5180	Air Pollution and Control Engineering	12	B	Theory
☒	Science	BT4240	Food Biotechnology	9	J	Theory

Recommended Action

Remarks *

okay

Approve
Cancel

Click to Approve

Course Registration - IIT MADRAS

Note: Approval screen will be open for a week after the registration. After that the requests will be auto-approved and data will be taken for elective allocation. Once allocation is over, the faculty advisor can see the registered courses in Efile of the student.

During Add/Drop week, approval screen will be available under Academics -> Approval -> Add/Drop Faculty Advisor. Similar approval screen will be available for course instructor under Academics -> Approval -> Add/Drop Course faculty. Add/Drop requests are auto-approved after one day.