STUDENTS

FREQUENTLY ASKED QUESTIONS – ADVISING AND REGISTRATION

Advising and Registration:

How many courses can I be advised for every semester?

1. Regular student are to be advised 5 courses and student in probation should be advised 4 subjects in normal semester.
2. Summer semester only two courses advised for Regular student as well as probation student
3. Students in Mixed level should be advised only 4 courses.

What happens if I left my courses unregistered?

1. All advised courses should be registered by the student. If the course remains unregistered it will not show as remaining subject while advising in the next semester.
2. If the student remains unregistered for all advised courses without any valid reasons will be suspended.

What if I don’t see any courses advised to me?

Report immediately to your advisor.

Can I change my registered subject?

Registered subject can be replaced or changed On the ADD and DROP day, only if it is appropriate with your degree audit and seats are available in that subject and the section desired by you.

Can I be delete the Advised and registered course?

Registered subject can only be replaced but not deleted.Becuse every student should be registered for 5 courses if regular student, 4 courses if in probation or Mixed Level.

Whom should I go to check if I forget my password?

Advisor can check your password and also can change your password if requested by you.

Can I change my section once registered?

Strictly no, once registered in a section it cannot be changed.
Can I sit in some other section other than the section I am registered in?

Strictly No, The student should sit only in the registered section.

PROBATION

When does the student get into probation?

Students get into probation when the semester GPA is less than 2.

When does the student come out of probation?

Student comes out probation when cumulative is >= 2.

What are the points to be kept in mind while taking subjects for next semester.

1. Student should always ask the advisor to advise him subjects that would help him come out of probation.
2. In any probation check if you could come out of probation by choosing the remaining courses or it will be better to take repeat courses to come out of probation.
3. Special care should be taken if you are in Third Probation. Think if it would be better for you to repeat courses to come out of probation.
4. Student should know how much he/she has to score to come out of probation.
5. Student unable to come out of third probation will be dismissed.

Basic Math and IT for foundation

If I have not cleared Basic Math and IT for Foundation, can I be advised courses from Diploma Second Year?

Students are not allowed to take courses from diploma Second year without Basic Math’s and IT for foundation. They can remain unadvised in the given period if no course is remaining from 1st year.

Can I remain unadvised if missing Basic Math and or IT for Foundation?

Yes, student can remain unadvised in the given period if no course is remaining from 1st year.

How will I Know when the Basic Maths or IT Foundation Exams are held

Exam announcements are always made on the Website, besides SMS is also sent to the students.
Additional Course

What are the rules for getting additional course?

1. Students in the same level can get additional course if the **SGPA is >= 2.75 and seat are available in particular course.**
2. Students in Mixing level can get additional course if the **CGPA is >= 3 and seat are available in particular course.**
3. The additional course should be **advised** on the Add and Drop day only if the seats are available.

Repeating courses

**How many courses can be repeated?**

Student has a right to repeat 3 courses in every level.

**For what reasons can I repeat the courses?**

Student can repeat courses for improving CGPA, moving out of probation or improving GPA to move to next level.

**What the points to be I should keep in mind while taking courses to improve?**

1. The courses to be repeated should be with grade **D, C or C-**
2. It should not be an already failed course or the course which has already been repeated.
3. Courses should be repeated from the same level.
4. Diploma first year and diploma second year considered as same level.
5. Student willing to repeat courses has to sign an undertaking. The form is with the advisor.
6. Student should ask the advisor to tell him how much to score in each to get the required GPA.

Moving to higher level

**What are the criteria for the students to move to the higher level?**

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<thead>
<tr>
<th>Diploma to Advance Diploma</th>
<th>Requirements</th>
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<tr>
<td><strong>GPA</strong></td>
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Students remaining with courses from Lower level can be mixed with Higher level?

1. Student remaining with 1, 2 or 3 course in lower level can be mixed with course from Higher level. (If he/she fulfill the requirements from moving Diploma to Advance Diploma or Advance Diploma to Bachelor.)
2. If the present GPA is lower than the required GPA to move to next level, calculation should be done before taking courses for improvement or mixing with the courses from Higher Level.
3. One should score the required GPA from the courses from the lower level or else he/or she will be moved to OJT.

How many times can I be mixed in a given level?

The student can be mixed only two times in a given level.

Is Diploma First year and Second year mixing?

Diploma First and Second year is the same level, here the mixing is only in- terms of specialization (refer to the specialization section for further clarification).

IELTS

How many times I am allowed to give internal IELTS exam?

1. In Diploma level student is allowed to take two attempts for IELTS
2. In advanced diploma student is allowed to take one attempt.

What if I cannot get required score in the stipulated attempts?

If the student does not get required IELTS marks in the stipulated attempts he/she can go for external exam before moving to the higher level or take OJT and do IELTS externally.

Specialization

When is the student allocated specialization?

1. Student is Diploma First year moving to second year is given specialization if remaining with 1, 2 or Zero courses.

What are the criteria for allocating specialization?

2. Student remaining with 1 or 2 courses in Diploma First Year is mixed with Diploma second year the Specialization given is be based on the Cut off Marks for that semester (which is based on the semester results) and the student’s choice.
3. Students who have completed all courses in Diploma First year their specialization is changed in the system based on student’s choice and specialization cut off (which is based on the semester results).
Can the student change his/her specialization?

1. Student is allowed to change specialization in the coming semester if the semester GPA is >= 3.
2. While changing the specialization student should keep in mind that any specialization subject taken earlier will have to be cancelled to move to next specialization.

What if I get less marks or fail in the second attempt (improving the course)

1. The marks scored in the second attempt will be considered and not the marks score in the first attempt.

Withdrawal

Can I withdraw a course?

Yes, each student has the right to withdraw one course in following condition

- Normal Student studying five or six courses can withdraw one course.
- Probation student (First, second ,third and fourth ) studying four course can withdraw one course
- Use Withdraw course screen

Can I withdraw a Pre requisite course?

1. If the student is withdrawing a prerequisite course. He/she has sign Take undertaking from the . Undertaking form is with the advisor.

Under what conditions will I not be allowed to withdraw?

2. If it is a specialization course may not be offered next semester.
3. If the student is in (1st, 2nd, 3rd and 4th) probation and withdrawing the course. Calculation should be done before withdrawing.
4. If the normal student he/she studying four courses due unavailable 5th course (may be section full or any other reason ; like fail in basic math, IT skill foundation , he cannot move next level from diploma to Advance Diploma or Advance Diploma to Bachelor). Can’t withdraw any one course.

Can Mixed Level students Withdraw

Mixed level students can withdraw only higher level subject not from lower level.
Attendance

What is First warning?

When a student misses 10% of the classes he reaches first warning.
Message is automatically sent by the SMS to the student.

What is 2nd warning

When student reaches 20% absenteeism he/she will receive second warning.
This is a final warning before you receive your debarred message.
This is the time when student should be careful and start correcting his/her attendance.

When am I debarred?

Student is debarred when he reaches 30% absenteeism.

Can my absenteeism be deleted if I produce sick leave?

No the absence is allowed to be deleted even if the the student produces sick leave.
If the student is debarred, the case has is put up to the committee who will verify the authencity of the excuse and decide accordingly.

Will I be informed about the warnings?

SMS will automatically generate the message as soon as the student reaches the 1st, 2nd and 3rd warning.
Besides the advisor will also inform you on your mobile.

No show

What is a NO SHOW?

1. Student if absent for two weeks in continuation in all registered subjects is a NO SHOW.
2. Student can be declared No Show any time in a given academic session.

What is the difference between NO SHOW and DEBARRED student?
1. Debarred student is different from No show. Debarred is for given subject in which the student has reached 30% warning. The student is not allowed to give exam for that subject only.
2. If the student is declared No Show he/she will be suspended for that semester.

**Postponed the semester**

*Can the student postpone the semester? Whom to approach?*

Students can approach student’s affair if they want to postpone the semester. Student is allowed to postpone based on the reasons provided them.

*How Many times the student can postpone?*

Student can postpone two times in a given study period.

**What if I Change my Mobile Number**

The student should inform the advisor about the changed mobile number. Which will be updated in the SMS?

If not student could miss important messages sent by the college and the advisor.