



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Near National Highway No. 216A, Kadakatla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

No. NITANP/ODAA/2025-26/163

Date: 25.07.2025

Subject: Procedure for Semester and Course Registration for all students of institute (B.Tech./ M.Tech. Programme) – Reg.

The following procedure shall be adopted for semester and course registration to complete the process by the students/officials related:

Before the commencement of semester, the Academic Section (SACD) will send the list of promoted students to respective departments intimating to initiate the classwork for upcoming semester.

I. Semester Registration:

1. The Admissions & Scholarship Section (SASS) will float "Google Sheet" for semester registration along with fee link.
2. The promoted students will fill the details of fee paid to the institute and upload the respective transaction receipt in the google sheet before the last chance of registration. Until unless the fee payment is confirmed the registration is treated to be provisional. But it is assumed that the student has completed semester registration as soon as he/she pays the fee and fill the google sheet.

In the meantime, the class work for all courses which are being offered by each department will be commenced as per department timetable. Irrespective to course registration, the students whoever promoted shall present for classwork for all courses of the semester. The attendance of the class will be noted by course instructor. The students registered for semester by filling the google form and uploading fee receipt shall be verified by SASS. Upon successful verification of semester registration and fee payment, the student shall be confirmed as registered for semester by SASS. Further, the list of all successful registered students will be sent by SASS to SACD and then to respective heads.

II. Course Registration:

Every student must fill the course registration form in the presence of class coordinator after seven days from the day of commencement of classwork. Before filling the course registration form, the following prerequisite practice is adopted at various levels to enable the course registration by the students:

1. The SACD will send a link for all students to invite options/priority for the courses they wish to register under Open Elective Courses (OEC) category in current semester.
2. The respective department will finalize the Departmental Elective Courses (DEC) and assign the course to each student that he/she wishes to register under DEC category. *(While assigning the courses under DEC/OEC, the academic merit i.e., CPGA is considered due to restriction of maximum strength of students in each course.)*
3. The student will also decide and finalize the course(s) that he/she wishes to register for MOOC course (in NPTEL) so as to fulfil the credit requirement in that semester.
4. Also, the student shall decide and finalize the course that he/she wishes to register



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the backlog courses, which are having F, R or X grades. But the student is enabled to register if and only if that course is offered in respective odd/even semester.

5. The class coordinators of each class will provide suitable time slot for the students during the classwork to complete course registration after a week from commencement of classwork. By this point of time, each student, class coordinator and Head of department will have complete information about the assigned courses for each student from SACD (for OEC), respective department (for DEC) & MOOCs (respective student).
6. The course registration form should be filled accordingly, such that the information of all courses that which the student is going deal in the semester i.e., all regular core courses, DEC's, OEC's and backlogs, if any.
7. All course registration forms (duly filled by student) shall be collected by respective class coordinator and verify the course details of students according to curriculum complying to rules & regulations of the institute. This step must involve scrutinizing:
 - a. Maximum number of credits allowed to register
 - b. Applicability of course under exam/study mode
 - c. Credit requirement for MOOC course opted by student
8. The class coordinator shall now fill all the details of course registration for all the students on rolls and submit in academic portal/SACD as decided by authority. The course registration forms shall be sent from departments to SACD for necessary action and record.

With the above, the course registration of every student whoever registered for the semester is treated to be completed.

This is for kind information to all Heads of Departments/Class coordinators. The students of respective departments shall be intimated about the above procedure and awareness to the practice of semester and course registration.

(N. Jayaram)

Dean, Academic Affairs

All Heads of Department/Schools

Copy to

1. **Associate Dean(s), Academic Affairs, SACD/SEMA/SASS** for necessary coordination.
2. **All Deans** for kind information.
3. **I/C Registrar** for kind information.