



|| Jai Sri Gurudev ||
SRI ADICHUNCHANAGIRI SHIKSHANA TRUST^(R)
SJB Institute of Technology
An Autonomous Institution under VTU

Approved by AICTE-New Delhi, Recognized by UGC with 2(f) & 12(B)
Accredited by NAAC with 'A+' Grade

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Ref: SJBIT/Dean (Aca.)/2025/137

Date: 07/08/2025

CIRCULAR

Sub.: Classes Scheduling for 'NE', 'NP' & 'MP' cases for the batch 2023-27 during Odd/2025-26.

Committee: Theory classes coordination committee (TCCC) will coordinate the overall process.

TCCC coordinator: Dr. Sandeep S R, Assoc. Prof., EEE

It is hereby informed to all the HODs that the classes for 'NE', 'NP' & 'MP (as per MPCCC)' cases for the academic batch 2023-27 shall be conducted during their V SEM during academic year 2025-26 as per the regulations.

HODs are requested to follow the guidelines given below for ensuring the smooth conduction of classes. Any issues or concerns arising must be discussed timely and get it resolved.

Every other guideline is applicable as per academic regulations and procedures.

1) Applicable courses for study:

- i) Courses with 'NE', 'NP' & 'MP (as per MPCCC)' grades of I SEM & II SEM (Aca. yr. 2023-24) and III SEM (Aca. yr. 2024-25).
- ii) Dropped Courses & Withdrawn Courses of I SEM, II SEM & III SEM by 2023-7 batch students.

2) Registration of courses:

- i) The registration of courses shall be done before commencement of classes for 'NE' 'NP' & 'MP' cases in the format followed earlier.
- ii) If any I/II semester course has not been taken by a student and is still pending, the student shall register for it. The HODs to guide the students and make aware of the academic regulations.
- iii) Care shall be taken by the HODs at the departments to guide the students for registrations based on the credit load as per regulations.
- iv) HODs to guide and handhold the students and make aware of the academic regulations.

3) Preparation of list of students & courses having 'NE', 'NP' & 'MP' grades and list of registered students for the said courses:

- i) One type of format for the both course details & registration details. Separate document for each of the semester shall be followed.

- ii) First, list out all the students having 'NE', 'NP' or 'MP (as per MPCCC)' cases SEM wise as per the format in the respective column after thoroughly verifying the results and progression.
- iii) Second, fill the 'R' or 'NR' against each student in the respective column after the registration of courses process.
- iv) Third, fill the total no. of students against each column.
- v) HODs to take care of generating and submitting the up to date list.

4) Registration fee:

S. #	Particulars	Fees (in Rs.)
1	Credit Courses with 'NE' grade due to either NSC or NSA. & 'MP' cases.	1200 per credit
2	Non-credit courses with 'NE' or 'NP' or 'MP' cases.	1000 per course
3	Students with 'F' grade willing to attend the classes once again and undergo fresh assessment.	1200 per credit

- i) The students shall pay the fee for registration of courses: The registration fee shall be paid through UNICLARE app and the exam section shall facilitate the same.
- ii) The HODs shall coordinate with the students & examination section for the fee payments, shall ensure their payments are completed in time.
- iii) Once the student is registered for the course, the student shall pay the registration fee irrespective of the student attending the classes or not.
- iv) The students registering for the courses as mentioned above, must pay the exam fee and take up the examination as notified by the COE.

5) Faculty allotment for the courses offered:

- i) Based on the submission of the respective departments, the courses offered will be shared by the Dean's office to the HODs.
- ii) The respective dept. HODs to allocate the faculty for the offered courses.
- iii) The I SEM, II SEM and III SEM Mathematics courses will be handled by the common faculty based on the streams.

6) Timetable:

- i) Timetable shall be prepared by the respective HODs in coordination with the central timetable committee coordinator as per the guidelines issued earlier accommodating based on the available free slots of both the students and faculty handling the courses.
- ii) The timetable coordinators, HRD & ETHNOTECH to coordinate each other for smooth scheduling of classes.
- iii) If required, the classes shall be planned beyond regular working hours, online classes, 1st & 3rd Saturdays, and Sundays.
- iv) The total no. of classes planned/handled shall be as per the Scheme of Teaching & Examinations (STE 2023).
- v) **The HODs to submit the timetable to dean's office for approval.**

7) Attendance of students:

- i) The registered students shall attend the scheduled classes without any excuses.

- ii) The course coordinator shall maintain the attendance in the sheets as per the **format (will be e-mailed to HODs)** given by the HODs.
- iii) The HODs to monitor the attendance of the respective students.
- iv) The students shall fulfil the minimum requirements of attendance in the registered courses to gain eligibility for SEE.
- v) The attendance sheet for First year courses/common courses/Mathematics shall be maintained separately for each branch, so that the attendance sheet of respective branches shall be transferred to the respective departments at the end.

8) Continuous Internal Evaluation (CIE):

- i) The CIE events must be conducted as per the existing/latest guidelines and shall be planned by the respective departments befitting to the individual course faculty plan.
- ii) Students shall fulfill the minimum requirements of CIE as per the regulations.

9) Classes & Assessment:

The respective department HODs, basic science HODs, HRD, ETHNOTECH, TCCC & Timetable committee coordinator shall coordinate and monitor the classes mutually for proper planning of classes, Schedules & effective conduction of the classes and assessment as per the regulations.

10) Important timelines to be followed by HODs:

S.#	Particulars	Dates /Deadlines
1	Preparation of list of courses. (need not to submit)	09/08/2025
2	Completion of registration of courses by the students	12/08/2025
3	Submission of details to Dean's office	12/08/2025
4	Sharing of courses offered for faculty allotment	13/08/2025
5	Faculty allotment by HODs	13/08/2025
6	Timetable preparations & approvals	14/08/2025
7	Commencement of classes	18/08/2025
8	Conclusion of classes	14/11/2025
9	Submission of attendance (format-1 & format-2)	19/11/2025
10	Attendance condonation meeting	20/11/2025
11	Finalization & submission of CIE	26/11/2025
12	Examinations for the courses offered	As per COE notification


Academic Dean

Dr. Babu N V


Principal

Dr. K V Mahendra Prashanth


Academic Director

Dr. Puttaraju

Encl.: Formats in excel format e-mailed.