

Guidelines for Registration of Self study Course

1. Approval should have been obtained from Departmental Consultative Committee (DCC) and Centre for Academic Courses (CAC) to enrol for the self study* in the previous semester.
2. The syllabus and evaluation methodology of the self study course shall be specified by the Departmental Consultative Committee and approved by CAC.
3. No formal lectures need to be delivered for such courses.
4. Three credits can be earned through self study course, subject to the approval of DCC and CAC.
5. Enrollment for self study course should be done in the previous semester itself along with other courses after getting due approval as mentioned above. Registration has to be done in the current semester along with other courses.
6. The student undergoing self study course can be evaluated through Continuous Assessments and End Semester Examination, as approved by DCC and CAC.
5. A faculty member identified by the HOD will be responsible for the evaluation of the course.
6. The student can earn 3 credits through a self study course instead of one of the elective courses, to the condition that the student has not already opted for an online course.
7. The DCC approval and student application is to be forwarded to the Centre for Academic Courses.

* UG degree programme: A student can register for a maximum of either one online course *or* one self-study course

* PG Degree programme: A student can register maximum of one online course *and* one self-study course

Self Study Course Application Form

(To be submitted by the student to the Department & Centre for Academic Courses for approval)

Name of the Student & Registration Number :

Semester and Branch :

Name of the programme (UG / PG) :

1. Whether already registered or completed an online course* : Yes No
(If Yes, then UG students shall not register for self study course)

2. Title of the Self study course :

3. Whether syllabus of the self study course is enclosed : Yes No

4. Number of credits of the self study course :

5. Whether an elective is to be dropped from registration : Yes No
If Yes, then Elective number (Elective I or II, etc).

Signature of the Student

Signature of the faculty In-charge

Signature of the HoD / Director of the Centre

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* PG Degree programme: A student can register maximum of one online course *and* one self-study course

DCC's Approval for Enrolment of Self study Course

1. Name of the Self Study Course :

2. Syllabus of the Self study Course : Approved / Not Approved

3. List of Students registering for the Self study course :

4. Name of the coordinator of the Self Study Course :

5. Coordination Committee for assignment of grades for the Self study course :
 - (a) HoD
 - (b) Senior faculty Member
 - (c) Coordinator for the self study course

Signature of DCC Members

Self Study Course – Student Registration Form

(To be submitted by the student to ACOE office)

Name of the Student & Registration Number :

Semester and Branch :

Name of the programme (UG / PG) :

Course Code & Course Title :

No. of Credit :

1. Whether approval obtained from DCC and CAC
for Self study course

(Copy of the approval letters to be enclosed) :

Yes No

2. Whether already registered or completed an
Online course* :

(If Yes, then UG students shall not register for Self study course)

Yes No

3. Whether DCC and CAC has approved of
Assessment of Syllabus and Mode Self study course

(Respective copies to be enclosed) :

Yes No

4. Whether an elective is to be dropped from registration :

If Yes, then Elective number (Elective I or II, etc). :

Yes No

Signature of the Student

Signature of the faculty In-charge
(with Staff ID)

Signature of the HoD / Director of the Centre

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Evaluation Sheet

Sl No	Name of the Candidate	Roll No. of the candidate	Subject code and Name of the Self-study Course	Marks Scored			Grade Assigned	Signature of the Course Coordinator	
				Internal (Out-of-Fifty)		End Semester (Out-of-Fifty)			Total (Out-of-Hundred)
				A1	A2				

Signature of the Course Coordinator

Signature of the Senior Professor

Signature of the HoD