



**SRI RAMACHANDRA**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(DEEMED UNIVERSITY)

**Accredited by NAAC with 'A' Grade**  
Porur, Chennai 600 116

**Manual of Frequently Asked Questions**  
for Elective courses and Elective registration

**CHOICE BASED CREDIT SYSTEM (2015 onwards)**  
for UG, PG and Integrated Degree Programs

Updated FOR THE ACADEMIC YEAR, 2023-2024



## Frequently asked question regarding elective courses and elective registration

### General information

Under the CBCS system of curriculum, degrees for programs are awarded when the student has undergone the degree program for:

- a) The prescribed period of Full time, study on the campus as governed by the regulations
- b) Every Program is defined by the total credits to be earned to be eligible for the degree
- c) A program consists of a number of courses carrying specified credits and the sum of all course (core, electives & Internships) credits provide the total credits of a program.
- d) Having successfully earned all the prescribed credits for the program including core, internships & electives, the candidate shall obtain the degree at the convocation.

### FAQs:

#### 1. What is CBCS?

CBCS stands for Choice Based Credit System. This system is adopted by the University based on the directives from University Grant Commission. In this system a student will learn a few courses/subjects of their choice other than those which are compulsory for the program. The marks will be converted as credits or number out of 10 points. As the student is allowed to study a few courses of his choice, these will help him/her to explore areas of interest and expand his knowledge during the period of study.

#### 2. What is a Course(s)?

A programme consists of a number of courses. A 'Course' is a component (a paper/ subject) of a programme. Every course offered by any University department is identified by a **unique course code**. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / Viva voce, etc or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

#### 3. What is a Semester?

An academic year consists of two semesters: Odd Semester (e.g. I and III Semesters): July to November and Even Semester (e.g. II and IV Semesters): December to April. A semester normally extends over a period of 20 weeks. Each week has 35 hours of instruction spread over a 6 day week.

#### 4. What is an elective course/subject?

Any course which a student **CHOOSES** to learn in addition to core courses or program specific courses to widen his /her knowledge base, skills, simply be interested in a subject or to just enjoy learning . Such a chosen course (s) allows a student to explore new horizons in learning, enriches a students' thoughts and knowledge base or makes a student a wholesome person.

**5. What are the types of elective courses/subjects?**

Three types of electives: Generic elective (GE), Skill Enhancement courses (SE), and Ability enhancement course (AE). Generic electives are courses (3 credits) offered for 45 hours in a semester, SE and AE courses (2 credits) are offered for 30 hours in a semester. Electives under GE or SE category can be “CHOSEN” by a student.

**6. What are the types of programs coming under CBCS?**

UG, PG and Integrated programs

**7. What is the duration for each program?**

Duration of UG degree programs are either for 3 years [6 semesters] or 4 years [8 semesters] including an internship/ project. Duration of PG programs is two years [4 semesters] including a project

Duration of Integrated programs is for 5 years [10 semesters] including internship and project

**8. How many courses/subjects are prescribed in my program?**

Every degree program is defined by a fixed number of courses that should be completed successfully every semester. It could range from 5 to 7 courses per semester. The total number of courses will vary based on the number of semesters in a program. The details will be available in the syllabus book. Ask your department for the syllabus book to know the details.

**9. What are the category of courses included in a study program?**

Each program is well designed and structured to offer courses under the category of Core courses, Core Lab/ clinical rotation, internships, projects and electives.

Core courses are compulsory subjects/courses to be studied by all the students in a program. Core theory is the theory course, Core lab is a practical course or skill component to be learnt.

Elective courses are those which can be chosen by a student, and will differ between students in a program.

**10. How to know the courses that are to be studied in the/my degree program?**

Each program will have a syllabus and scheme of subjects/courses to be studied. The details will be available with your department. Contact your department HoD/ class teacher to get the details/or check your portal log-in.

**11. How to identify whether a course/subject is a core course/ elective course?**

Every course offered by any University department is identified by **a unique course code**. A course in a program will have a unique 10 character alpha numeric code. Eg. TUPT15**GE**102. First 4 alpha numeric code will specify program details, next numeric character informs the syllabus year, the alphabets (GE) specifies the type of course, and last three digits informs the year (1 for first year, 2 for second), and the order of the course in that semester (Odd

number – odd semester, even number even semester). So GE – Generic elective, SE – Skill enhancement, AE- Ability enhancement. Those course (s) indicated as GE or SE will be given as “**To be chosen by the student**” for subject title. A student has to select elective of his choice against these course codes. The selected title/ the course which he studies and pass in the university examination will appear against these course codes in grade card/mark sheet.

## 12. Should all the students study the same elective courses?

No. Elective Courses under the category GE or SE are **chosen** by a student. Electives chosen in a semester must be successfully completed to earn the degree at the end of the study period. Thus, while the core courses for a degree program are 90% of the credits earned by all students admitted to a degree, 10% of electives are variable and unique for each student. So every student by choosing appropriate electives is different; carving and creating ones own career opportunity.

## 13. How many elective courses will I study during the program?

The number of elective courses depends on the program scheme. Whether an elective has been prescribed in a semester is provided in your program scheme or subjects/courses for studying. For every elective (in a semester) course, new course shall be chosen. Repeating the same elective in all semesters is not allowed.

## Registration for elective

### 14. Why should I register for courses in a semester?

Every candidate must register online (CBCS page or through Portal) for the courses that he/ she would study in a semester, including for electives. The three purposes of online registration are:

- 1) Student is informed of the courses he is registering for in that semester and total credits to be earned.
- 2) The **elective chosen by** the student is allocated and this information is transferred to the **examinations** section in the beginning of the semester itself for examination processes.
- 3) Current status of this student is confirmed- i.e., present, long absent, break of study or discontinued.

### 15. Where and when should I register for elective course?

**Registration for the courses including for electives / (SRIHER/NPTEL), to be studied by a candidate is made online** (CBCS page or through Portal). As soon as one semester ends, marked by end semester exams and at the beginning of the next semester, is the time when elective registration process is opened out and announced by the CBCS office.

**16. Who is responsible for completion of the registration process?**

The student who wishes to register for the semester and the end semester exams and the Head of the program offering department.

**17. How do I register for elective courses offered by SRIHER**

On line at (<https://digicampus.sriramachandra.edu.in/>)

**18. How do I login to this page?**

When you join a program in the university a unique id [Enrolment No.] will be created for you and with this id you will be able to access student's portal of the University (<https://digicampus.sriramachandra.edu.in/>). Once you login to your dashboard using the provided credentials, a button "CBCS login" will be available. Clicking this button will take you to your CBCS profile page.

In this page you can select your elective for the current semester only.

**19. Choosing an elective from the pool of SWAYAM/ NPTEL courses:**

For NPTEL courses you have to choose and register for the course in SWAYAM platform ([https://swayam.gov.in/nc\\_details/NPTEL](https://swayam.gov.in/nc_details/NPTEL)). After registering at the NPTEL portal for electives to be studied by you kindly share the information in your profile page with SRIHER (DU) ALWAYS. This will enable us (NPTEL-SPOC) to assist you in completing those electives from the SWAYAM platform and transferring the records to the SRIHER Examination process for declaring the results.

Access student's portal of the University (<https://digicampus.sriramachandra.edu.in/>). In the login page a button "CBCS login" will be available. Clicking this button will take you to your CBCS profile page. When selecting the elective choose NPTEL as your elective instead of SRIHER offered elective. The course title will be shared by you to CBCS through your department before the end semester exams.

**20. Which email id I should use to register in SWAYAM?**

Always use your personal mail id. Please remember to use the same mail id / phone number for course registration and exam registration in SWYAM/ NPTEL. If two different mail id's are used you cannot earn the credit for the course. CBCS office cannot take any action to resolve the issue.

**21. Can I use mobile phone for registration / Submits assignments etc ?**

Avoid using mobile phone for registrations a course or for examination or submits assignment. Use only laptops / desktops.

**22. Can I use same login of swayam used in UG program for to study elective course for my PG program?**

Yes, you can use.

**23. Can I study same elective course studied in UG program for PG program?**

Not permitted. If found credit earned will not be counted and degree obtained is likely to get invalid.

**24. What will happen if I fail to register for an elective course?**

Failing to register for an elective course will result in loss of credit for the course, which will prevent you from completing your program within the stipulated time.

**25. What should I do if I fail to register for an elective due to an unforeseen circumstances or technical issue?**

Once the online registration is closed, it can be done manually in CBCS office only.

Write a request letter to do a manual registration to CBCS Coordinator, and it should be forwarded through your HoD/ principal.

If you delay your manual registration it will not be possible to appear for ES examinations. It is preferable that you reach CBCS office before the end of one week from the start of elective classes.

If you fail to register for a NPTEL course when the registration is open in SWAYAM platform, you will be able to register for a course only when it is opened in successive session for registration. Generally the registration process is open once in six months (January and July).

**26. Can the course be switched from NPTEL to SRIHER elective at any point in time?**

Moving from NPTEL to SRIHER is permitted only before commencement of SRIHER elective for the semester. Contact CBCS office in person for details.

**27. Can I register for NPTEL courses in advance/ upcoming semesters?**

Yes, you can register for elective courses in upcoming semesters. For example you can register for a elective course in third semester while you are studying in the first semester. Unique Elective courses registered during your period of study at SRIHER (DU) are acceptable.

**Classes and learning:**

**28. Who will be teaching the elective courses?**

SRIHER Courses shall be taught by the faculty from the department offering the elective. NPTEL courses are offered by IIT faculties through SWAYAM online platform. A student can choose courses from any one of these sources.

**29. What are the courses offered by our University faculty?**

The list of courses to be offered will be circulated through the department from CBCS office. The syllabus will be available in Digicampus portal (Academic menu) (<https://digicampus.sriramachandra.edu.in/>) and university website under CBCS page. It is planned to provide a previews of list of electives for a semester in your portal.

### **30. What are the courses offered by IIT faculties?**

The information will be available on SWAYAM platform ([https://swayam.gov.in/nc\\_details/NPTEL](https://swayam.gov.in/nc_details/NPTEL)). Student can visit the site and check during January and July the list of courses being offered. When NPTEL registration opens, CBCS office will inform the department to communicate to students or it will appear as notification in your CBCS dashboard.

### **31. What is the mode of delivery of our university electives?**

Our university electives will be taught through LMS and online contact classes. The classes are generally scheduled on Thursdays/ Wednesday and few Saturdays.

### **32. What is the mode of delivery of NPTEL courses?**

NPTEL courses will be taught completely online with a few interactive sessions. As they are not live classes, the videos, reading material, & exercises will be available anytime and anywhere.

### **33. Whether NPTEL courses must be related to my program/ syllabus of my program?**

NPTEL courses need not be related to the program or syllabus

## **Examination, Result and Credit transfer:**

### **34. How will examinations be conducted for elective courses?**

Assessments for an SRIHER elective course is based on 50% marks obtained from Continuous Internal Assessments and 50% marks from the final end semester examinations for SRIHER electives. Final exams will be conducted in-person in the campus.

Assessments for NPTEL courses is described in the course brochures. Commonly it consists of 25% marks obtained in continuous weekly assignments and 75% from final examinations conducted in centres outside the university campus. The examinations will be on online platform, proctored and in-person. Generally the examinations will on Saturday or Sunday. A student will have an option to choose the examination centre when registering for the examination.

### **35. Where will examinations for electives be conducted?**

SRIHER examinations will be conducted in the campus.

NPTEL examinations will be conducted in the centres allocated/ chosen by you while registering for NPTEL examinations. You have to reach the examination centre for writing the examination by your travel planning.

**36. Do I have to pay for the elective examinations?**

For SRIHER electives the examination fees are applicable as per rules.

For NPTEL courses the fee will be paid online to SWAYAM platform directly by the student.

**37. How will the results of elective course (s) be included in my grade card after examinations for SRIHER and NPTEL electives?**

For SRIHER electives, based on the performance the results will be announced by the University. If you pass in SRIHER elective the credits for the course will be transferred to your grade card by CoE automatically. In case of RA- reappear, candidate reappears for the examination of the same elective, when conducted again by the university for credit transfer.

For NPTEL electives, based on the performance the results will be announced by IIT in the SWAYAM platform. If you pass in NPTEL electives you have to submit the certificate which will have internal assessment marks and final proctored examinations marks to your department. The CBCS office will receive it from the department and transfer the data to University for adding in the grade card.

Please note that the certificate will be received **by you** from NPTEL in mail or you can get it from your SWAYAM dashboard. You are responsible for the submission of certificates when asked by the department. If you fail to submit the results, credit will not be transferred and you will be marked as RA/fail against the course code.

**38. What happens when the results for elective course (s) is RA/ failed.**

RA- reappear grade in an elective course means student has to reappear in the said elective at SRIHER.

If you fail an NPTEL course, You can register for the same course if it is offered again or choose a new course of your choice in the following session. This is one of the major advantages of registering with NPTEL.

**39. Will the NPTEL exam overlap with University exams?**

No. NPTEL Exams do not overlap with University exams, they are scheduled on Saturdays and Sundays. If there is a overlap you may inform CBCS Office.

**40. What happens when both my NPTEL course exams are on the same day?**

Generally NPTEL administration assures that no candidate gets two exams at the same time of the day. However, you may have exams in the morning and evening session of the day.

**41. Can we take improvement exams if our scores in NPTEL are low?**

Re-examinations are not possible in the same session. You may register for the same course if offered in the next session and appear for the examinations. But, please note that if the marks are required for University grade card, and not submitted for the need of improvement by the candidate, the result will be marked as RA/ FAIL.



#### 42. Is there a separate registration for NPTEL examinations?

NPTEL examination registration is a separate process. Just enrolling in the course is not accepted for examination registration. NPTEL will announce the exam registration process through your registered mail id. You have to register as per the guidelines and pay the registration fee to NPTEL. If you fail to register, you will not be able to write the examinations of NPTEL and your University result will be declared as FAIL/RA.

#### 43. Contact CBCS office

Location: CBCS office is currently located in third floor of medical college building.

Email: [cbcs@sriramachandra.edu.in](mailto:cbcs@sriramachandra.edu.in) and [nptelspoc@sriramachandra.edu.in](mailto:nptelspoc@sriramachandra.edu.in)

Phone: 044-45928610

Requests: Should be addressed by student in writing to CBCS coordinator through the HoD & principal

Standard format of information in written letters:

Name of student:

Roll Number of student:

Program of Study:

Semester in which currently studying:

Email id:

Phone:

Nature of query/ Grievance: