

## GUIDELINES FOR CHOOSING OPEN ELECTIVES

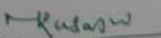
Dear Students

All 2<sup>nd</sup> B.Tech (2019 Batch) and 3<sup>rd</sup> B.Tech (2018 Batch) students are hereby informed to follow the guidelines given below for choosing the Open Electives (OE-I for II-II Semester and OE-III for III-II Semester) for the 2<sup>nd</sup> Semester of 2020-21 Academic Year.

1. The allocation of the course will be based on **"First come First serve"** procedure along with preferences given and submission time, because of limited number of sections per course.
2. The student should concentrate much on order of preferences as there is the possibility of getting course even after 5<sup>th</sup> preference instead of first or second preferences because of limited number of sections per course.
3. It is the responsibility of the students to submit their responses on **his/her own and in-time.**
4. You will be given activation link to submit options.
5. Once the response is submitted, it cannot be modified or altered and is final.
6. Allocation of the courses for the students who have not submitted their responses will be based on the decision of the higher authorities.
7. For further information on courses the students may meet the concerned faculty allotted by the departments.
8. The guidelines will be displayed on the website.
9. **Any sort of deviations from the above guidelines, is the responsibility of students.**

### Schedule:

- A common Awareness program will be arranged for all the students as per below schedule
  - 05.02.2021 From 2:00PM onwards for **2<sup>nd</sup> B.Tech** Students  
Live session in Microsoft Teams
    - **Link activation for Options** : **7<sup>th</sup> February 2021, 1:00PM**
    - **Link Deactivation** : **11<sup>th</sup> February 2021, 9:00PM**
  - 06.02.2021 From 2:00PM onwards, for **3<sup>rd</sup> B.Tech** Students  
Live session in Microsoft Teams
    - **Link activation for options** : **7<sup>th</sup> February 2021, 1:00PM**
    - **Link Deactivation** : **11<sup>th</sup> February 2021, 9:00PM**

  
Vice Principal - Academics

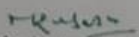
Copy to : HoDs - CE/EEE/ME/ECE/CSE/IT/BS&H Depts. / for circulation among students.  
Tables of Principal/ Vice Principal -Academics/ Vice Principal -Administration/CoE

## GUIDELINES FOR OPEN ELECTIVE (R-17)

- Each Course can have a maximum of **3 sections**.
- For each section a **minimum of 40 students** and a **maximum of 60 students** will be allotted.
- Open elective options Mail will be sent through respective departments from specific mail id.  
Eg: [geccseoe@gmail.com](mailto:geccseoe@gmail.com)
- Common awareness program on the open electives will be arranged for the students.
- All departments will give awareness on the subjects they offer to the students.
- For further information on courses the students may meet the concerned faculty listed by the departments.
- The activation of the submission button for giving the responses will be activated on a **holiday from 1:00 P.M** onwards ( Date will be announced in awareness program)
- The responses may be submitted through Mobiles/PCs/Laptops/Tablets. It is advised to use Google Chrome or Firefox for submitting responses.
- Once the response is submitted, it cannot be modified in any case.
- After the stipulated time period (4 days) accepting responses will be stopped.
- The allocation of the subject will be based on "**First come First serve**" procedure following the guidelines.
- It is the responsibility of the students to submit their responses on **his/her own and in-time**.
- Allocation of the subjects for the students who have not submitted their responses will be based on the decision of the higher authorities.
- **In any sort of deviations from the above guidelines the authorities are not responsible.**
- The guidelines will be displayed on the website.

### PROCESS TO BE FOLLOWED BY THE DEPARTMENTS

- Awareness on open electives should be created to the students by the Academic Coordinators of the respective years.
- Create specific e-mail id for sending mails to the students for taking open elective options.  
Eg: [geccseoe@gmail.com](mailto:geccseoe@gmail.com)
- Verification of conformation of e-mails received by students
- Identify the faculty members for creating awareness on their respective open electives.
- Common awareness program will be conducted separately for II & III years.
- Identify the faculty members for providing additional information on their respective open electives.
- Activation of submission button will be done at same time for all the students.
- After the stipulated time period (4 days) accepting responses will be stopped and allocation of the subjects will be done as per guidelines.

  
Vice Principal - Academics

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