Ref: NITT/AO/UG/2025-26/January/CC-01   05.01.2026

<u>**CIRCULAR**</u>

Sub: Contact Course Registration (on semester) – January 2026 session – Reg.

Students of B.Tech. (2022 and earlier batches) and B.Arch. (2025 and earlier batches) who were **prevented from appearing in the final assessments of core courses (GIR and PC)** and were awarded a **'V' grade** due to a **shortage of attendance**, are **eligible to apply for Contact Courses (on semester Redo)** during **January 2026**, in accordance with the following guidelines:

a) **Pre-Registration Procedure**
   i. Students are required to complete the pre-registration process for Contact Courses (on semester Redo) January 2026 session through the following link: https://forms.gle/ge2KMr8i4q1kkhcY7 on or before 08.01.2026, 05:00 PM.
   ii. Based on the pre-registration data, respective Heads of Departments finalize the list of courses which will be offered as a contact course in consultation with the faculty on or before 13.01.2026, 05.00 PM.
   iii. The contact course cannot be offered if the same subject is offered as a regular course during this session. Honours courses will not be considered as contact courses.
   iv. Subsequently, the MIS coordinators of the department will upload the finalized contact courses in MIS for the respective batches on or before 16.01.2026, 05.00 PM.

b) **Registration Procedure**
   i. Consult the MIS coordinator/Head of the Department for the finalized list of contact courses.
   ii. Students are allowed to register for a maximum of two contact courses during a session, with a maximum credit registration limit of 28 credits for that particular semester.
   iii. The prescribed fee must be remitted through SB Collect via the State Bank of India. The paid fee is not refundable. Withdrawal from a registered contact course is not permitted.
   iv. The attached Contact Course Registration Form must be duly filled.
   v. Students must submit the duly filled attached Contact Course Registration Form along with the SB Collect fee receipt to the UG Section of the Academic Office on or before 20.01.2025, 05.00 PM. Registration requests received after this deadline will not be considered.

c) **Instructions and Guidelines for the Contact Course (January 2026)**
   i. Students are instructed to contact the allotted faculty members immediately to ensure the timely completion of the Contact Course requirements. Faculty contact details can be accessed at the following link: https://www.nitt.edu/home/academics/departments/faculty/.
   ii. A minimum of 36 to 40 instructional hours shall be delivered by the faculty member for each Contact Course.
   iii. The Contact Courses will commence on 21.01.2026, and all assessments and grading processes shall be completed by 30.03.2026.
   iv. The assessment procedure for a contact course will be similar to that of the regular semester course.

d) **Fee structure**

Particulars (Examination Fee per Course)	Fees (Rs.)
Contact course (January 2026) (Theory)	**3,000/-**
Contact course (January 2026) (Laboratory)	**3,000/-**
Contact course (January 2026) (Theory + Lab)	**4,000/-**

Associate Dean Academic (UG)

Copy to:
   1. The Director (for kind information)
   2. All the Heads of the Department

REGISTRATION FORM / CONTACT COURSE (ON SEMESTER)

STUDENT INFORMATION:

1.	**Name**	:	
2.	**Roll number**	:	
3.	**Department**	:	
4.	**Batch**	:	
5.	**Session and Year**	:	**January 2026**
6.	**Mobile Number**	:	

LIST OF CONTACT COURSES* FOR REGISTRATION IN MIS:

S. No.	Course Code	Course Title (Theory / Laboratory)	Semester	Faculty Signature
1.				
2.				

(*B.19.1 No student should register for more than two contact courses during the semester or summer period.)

Total fees paid: Rs. _____, (Rupees _____ _____), as remitted through SB Collect. The corresponding SB Collect fee receipt number is _____, and the date of payment is _____.

Date: **Signature of the Student**

The above-mentioned courses are not offered as regular courses during the current session and the courses have been uploaded in the MIS.

Department MIS Coordinator   **Head of the Department**

FOR OFFICE USE

Associate Dean (Academic / UG)	