

OFFICE OF THE REGISTRAR
NOTICE

Ref No. –DITU/REG/NOTICE/211

Date: 28th July 2017

Subject: Registration of Debar / Improvement / Back Paper (Odd Semester only)

Students who have been debarred from appearing in the examinations of / have backlogs in / have missed or dropped the examinations of the papers of the previous odd semester(s) of their programs or want to improve their grades of the subjects of last academic year 2016-17 of their respective programs, may register themselves for the same online through the SAP Portal from **29th July 2017 to 01st August 2017**. The **Guidelines for Debar / Improvement / Back Paper** are attached herewith as **Annexure**.

Students may please note following:


- Only the students of DIT University can register for the Debar / Back / Absent / Improvement (Odd Semester only) registration.
- Debarred students can register for only three subjects "With Class".
- Students who have backlogs can register either "With Class" or "Without Class".
- Note that "Without Class" (for back paper students) will be the default option for all students.
- The Year Back Students (NFP, NPSY, NPTY & NPFY) are not eligible to register for the back papers of the year which they are repeating.

The following fee will be applicable for Debar / Improvement / Back Paper registrations:

- With Class – Rs. 3000/- per subject
- Without Class – Rs. 500/- per subject

Students are advised to refer to the "**Guidelines for Debar / Back / Absent / Improvement (Odd Semester only) Examination**" before registration.

This is issued with the approval of Competent Authority.


Dr. Man Mohan Singh Anand
Registrar

Attachment - Annexure

To:

- All Deans / Directors / Heads of the Departments -
- Controller of Examinations
- Chief Warden
- DFO
- Dy. Registrar (Academic)

} With the request to bring the above to the notice of the students

Copy to:

- Chairman
 - Vice Chancellor
 - Pro Vice Chancellor
 - ICT Manager – To upload on SAP Student Portal and Website
- } For information please

DEBAR / BACK / ABSENT / IMPROVEMENT (ODD SEMESTER ONLY)
REGISTRATION GUIDELINES

Registration for Back Paper / Debar / Improvement classes and examinations (papers of odd semesters only) will be done from 29th July 2017 to 01st August 2017. Before registration and submission of fees, check online whether the subjects are being offered for debar and back paper examination of Odd Semester.

Eligibility For Debar / Back / Absent / Improvement (Odd Semester only)
Registration

- **Only the students of DIT University are eligible for the Debar / Back / Improvement (Odd Semester only) registration.**
- The student who has been **Debarred / Absent / Failed (secured “F” or “E” grade) / caught under UFM** may register for the Debar / Back / Improvement Paper (Odd Semester only).
- Registration will be done on SAP portal with the following options:
 - “Without Class (for back paper students)” will be the default option. “With Class” option is compulsory for debarred students and optional for the students applying for improvement.
 - The students who want to improve their Continual Evaluation (CE) and End Term (ET) grades, have to choose the option of “with class”, these students have to attend both theory & practical classes and maintain a minimum 75% attendance (Lecture + Tutorial + Practical) to be eligible to appear for examinations. The students interested in improving only their end-term marks will apply for improvement “without classes”.
 - “Registration for Improvement” is applicable only for the students who have secured “D” or “C (For B.Arch.)” grades. **Please note that in an Academic Year the student is permitted to register for improvement of maximum of 02 (two) theory based courses of the preceding year only. (e.g. for improvement of I year papers improvement is allowed only in the II year, not in the III and IV year).**
 - “With class” option is allowed for a **maximum of 3 courses** including **both debar as well as a maximum of two improvement courses.**

Registration Process

- The registration will be done online on the SAP student portal
- After login, the student will click on **Back Paper Registration** tab and all the details (such as back paper information etc.) will appear on the screen.
 - Students are required to choose (click on check box) the courses “**with or without classes (default)**”. Note that the debar students will have to choose option “with classes” only and those who have backs, will choose “without classes”. The students applying for improvement may choose with or without classes. Once the selection of the courses is done then click on **Pay Now Button** and proceed for online payment process. On successful deposit of the payment, student may exit from the screen.
 - **Please note that, the payment for this registration process will only be accepted through online mode only (Debit Card/Credit Card/Net Banking). No offline payment through other mode of payment like DD/CASH/CHEQUE will be accepted.**
- No late registration is permitted for Debar / Back / Absent / Improvement.

Note that the fee once paid shall not be refunded or adjusted under any circumstances.

Registration Fee

The following fee will be applicable for Debar / Back / Absent / Improvement (Odd Semester only) registration.

- With class - Rs. 3000/- per subject
- Without class - Rs. 500/- per subject