

REG/2014/053/07/2020/029

Date: 23<sup>rd</sup> July 2020

**NOTICE**

**Subject: Online Re-registration for Continuing Students**  
**Academic Session 2020-21**

**Attention – Students of Continuing Years**

DIT University welcomes all students who are to be re-registered in Odd semester of all the programmes of the University in the Academic session 2020-21. As per Section 2.1 of the Academic Ordinances of the University, a student is required to be re-registered to the successive trimester/semester/year of his/her programme in the courses prescribed for the particular trimester/semester/year to attend lecture, practical and tutorial classes and to appear in the mid-term and the end-term examination of that trimester/semester/year.

Due to ongoing COVID-19 pandemic, the re-registration for Academic Year 2020-21 will be done in online mode through **SAP Student portal and course booking, elective choices through MS-Forms** from **01<sup>st</sup> August 2020 to 07<sup>th</sup> August 2020**. All students are advised to follow the below mentioned steps for smooth registration process.

**ONLINE REGISTRATION SCHEDULE**

**4<sup>th</sup> & 5<sup>th</sup> Year**

S No.	Program	Date & Time
1	BARCH (4 <sup>th</sup> & 5 <sup>th</sup> year), BDES-ID, BPHARM	01 <sup>st</sup> August 2020 10 AM – 1:30 PM
2	BTCSE	01 <sup>st</sup> August 2020 2 PM – 5:30 PM
3	BTCSE-BDA, BTCSE-CCV, BTCSE-CSF, BTCSE-IOT, BTCSE-ML	03 <sup>rd</sup> August 2020 10 AM – 1:30 PM
4	BTCE, BTECE, BTEE, BTIT, BTME, BTME-AE, BTPE	03 <sup>rd</sup> August 2020 2 PM – 5:30 PM

**3<sup>rd</sup> Year**

S No.	Program	Date & Time
1	BA-ECO, BA-ENG, BA-PSY, BARCH, BCA, BCA-ADC, BDES-ID, BDES-UX	04 <sup>th</sup> August 2020 10 AM – 1:30 PM
2	BPHARM, BSc-CHE, BSc-MAT, BSc-PHY, DIP-CE, DIP-ME	04 <sup>th</sup> August 2020 2 PM – 5:30 PM
3	BTCSE	05 <sup>th</sup> August 2020 10 AM – 1 PM
4	BTCSE-BDA, BTCSE-CCV, BTCSE-CSF, BTCSE-IOT, BTCSE-ML, BTIT	05 <sup>th</sup> August 2020 1:30 PM – 4:30 PM
5	BTCE, BTECE, BTEE, BTME, BTME-AE, BTPE	05 <sup>th</sup> August 2020 5 PM – 7 PM

## 2<sup>nd</sup> Year

S No.	Program	Date & Time
1	BA-ECO, BA-ENG, BA-PSY, BARCH, BCA, BCA-ADC, BDES-ID, BDES-UX	06 <sup>th</sup> August 2020 10 AM – 1 PM
2	BPHARM, BSc-CHE, BSc-MAT, BSc-PHY, BTCE, BTECE, BTEE	06 <sup>th</sup> August 2020 1:30 PM – 4:30 PM
3	BTIT, BTME, BTME-AE, BTPE, DIP-CE, DIP-CSE, DIP-ECE, DIP-EE, DIP-ME, DIP-PHR	06 <sup>th</sup> August 2020 5 PM – 7 PM
4	BTCSE	07 <sup>th</sup> August 2020 10 AM – 1 PM
5	BTCSE-AI & DS, BTCSE-BDA, BTCSE-CCV, BTCSE-CSF, BTCSE-IOT, BTCSE-ML	07 <sup>th</sup> August 2020 1:30 PM – 4:30 PM
6	MBA, MBA-SCM, MCALE, MDES-UX, MPHARM, MSC-PHY, MTCADCAM, MTCSE, MTEE-PS, MTSE	07 <sup>th</sup> August 2020 5 PM – 7 PM

### Registration of Ph.D. Scholars (As per the Academic Ordinance for Doctoral Programs)

S No.	Program	Date & Time
1	Ph.D. (All years)	12 <sup>th</sup> August 2020 10 AM – 4 PM

## ONLINE REGISTRATION PROCESS

### **Mandatory Conditions for online registration as per University's Academic Ordinance Clause No. 2**

1. Students are required to clear their fee dues before the online registration.
2. Students should have scored minimum CGPA required for promotion to the next year of study as per the criteria mentioned in the Academic Ordinance, given below for your reference:

#### Promotion Criteria for Programs other than Pharmacy

Year	Diploma	UG & MCA(LE)	Other PG Programs	B.Arch
I to II Year	3.75 CGPA	3.75 CGPA	3.75 CGPA	5.0 CGPA
II to III Year	4.5 CGPA	4.5 CGPA	-	5.0 CGPA
III to IV Year	-	5.0 CGPA	-	5.0 CGPA
IV to V Year	-	-	-	5.0 CGPA

#### Promotion Criteria for Pharmacy Programs

As per advisory of PCI vide letter No. 14-382/2019-PCI dated 09<sup>th</sup> September 2019.

[Click here to view](#)

### **Registration Steps (see the screenshot as given in the separate annexure)**

- Step 1. Login to the SAP Portal and click on the Registration 2020
- Step 2. Check your basic details appeared on the screen.
- Step 3. Click on Registration Tab, on the click, **system will seek the re-confirmation on your registration status as applicable (Regular, Academic Probation and Year Back) as per the criteria.**
- Step 4. **Re-confirm** your registration, click OK to proceed.

## **COURSE BOOKING PROCESS**

### **A) For Regular Students**

1. All mandatory courses applicable to the respective program and year will be booked by the University from back end soon after you complete your registration process. You can check your course booking status on SAP portal under Student Info Centre after 2 days of your registration. [Click here to view the offered courses in the Academic Session 2020-21](#)
2. Students are required to give their choices for the **Elective Courses (Departmental Elective, Open Elective and Humanities Elective)** mentioned in the respective Course Structure, elective booking schedule and link to form is as under:

S N o.	Program	Start Date and Time	End Date and Time	Web Link
1	B.Tech [All Years]	04 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	08 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	<a href="#">Click here for form</a>
2	BCA & BCA-AD [3 <sup>rd</sup> Year]	04 <sup>th</sup> August 2020, 10 AM	08 <sup>th</sup> August 2020, 5 PM	<a href="#">Click here for form</a>
3	MBA [2 <sup>nd</sup> Year] & MCA [3 <sup>rd</sup> Year]	07 <sup>th</sup> August 2020, 10 AM	08 <sup>th</sup> August 2020, 5 PM	<a href="#">Click here for form</a>

3. All categories of Elective Courses will be allotted on **first come first served basis**. The number of seats available under each elective course is given in the course structure applicable for the respective program across year. [Click here to view the document](#)
4. You are advised to fill the choices as per the online schedule to avoid last minute rush. The University reserves full rights to change the elective(s) in case of over booking in a particular elective course.
5. Students can proceed for elective choice filling as per the above schedule without registration also. However, it may please be noted that the choices of electives will be confirmed only after successful completion of registration.

### **B) For the Students on Academic probation (as per the Clause No. 10.3 of Academic Ordinance)**

Students promoted on academic probation should go through the guidelines of Academic Probation. [Click here to view the guidelines](#)

Considering the limit of 7 courses (regular + backlog courses), students will have to choose the courses offered in current semester with **Fresh\*** and **Incomplete\*** booking status correctly as per the schedule given below: [Click here to view the offered courses in the Academic Session 2020-21](#)

S No.	Program	Start Date and Time	End Date and Time	Web Link
1	BTech 4 <sup>th</sup> Year	04 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	08 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	<a href="#">Click here for form</a>
2	BTech 3 <sup>rd</sup> Year	04 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	08 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	<a href="#">Click here for form</a>
3	BTech 2 <sup>nd</sup> Year	04 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	08 <sup>th</sup> August 2020, 10 AM to 5 PM [daily]	<a href="#">Click here for form</a>
4	B.A (H), B.Sc. (H) & BCA (All years)	04 <sup>th</sup> August 2020, 10 AM	08 <sup>th</sup> August 2020, 5 PM	<a href="#">Click here for form</a>
5	B.Des (All years)	04 <sup>th</sup> August 2020, 10 AM	08 <sup>th</sup> August 2020, 5 PM	<a href="#">Click here for form</a>

Please note that incorrect booking will not be changed afterwards.

**\*Fresh:** Regular Course of current semester which student wants to study

**\*Incomplete:** Regular Course of current semester which student wants to withdraw due to limit of academic probation. This course will be offered to the student in subsequent academic year and session.

Backlog courses of odd semester to be booked afterwards at the time of Back Paper registration. **(Date will be notified later)**

**C) For the students who fall under Year Back category (as per the Clause 16 of the Academic Ordinance)**

All applicable courses of proceeding year will automatically be booked by the University. Check your booking status on SAP Portal after one week of the registration. Fee of the applicable year will be charged. Check with Accounts Section for the same.

**Note:** Students who will register under Academic Probation / Year back may please note that their status of registration as Academic Probation/Regular/Year Back is based on current CGPA. Any change in the CGPA after result declaration of Summer Term/Auxiliary Examination may affect the status of registration. In case your CGPA qualifies for regular registration, your status will also be changed in the system and course booking will be done accordingly on case-to-case basis.

Any student request can be entertained through their official mail ID i.e. <SAPID>@dit.edu.in only. Please send your request using this ID, if any

**For Support & Help -** [Click Here](#)

**Dr. Surbhi Sachdev**  
Registrar

**To:**

- All Deans' / Directors / HoDs – To disseminate information among students

**Copy to:**

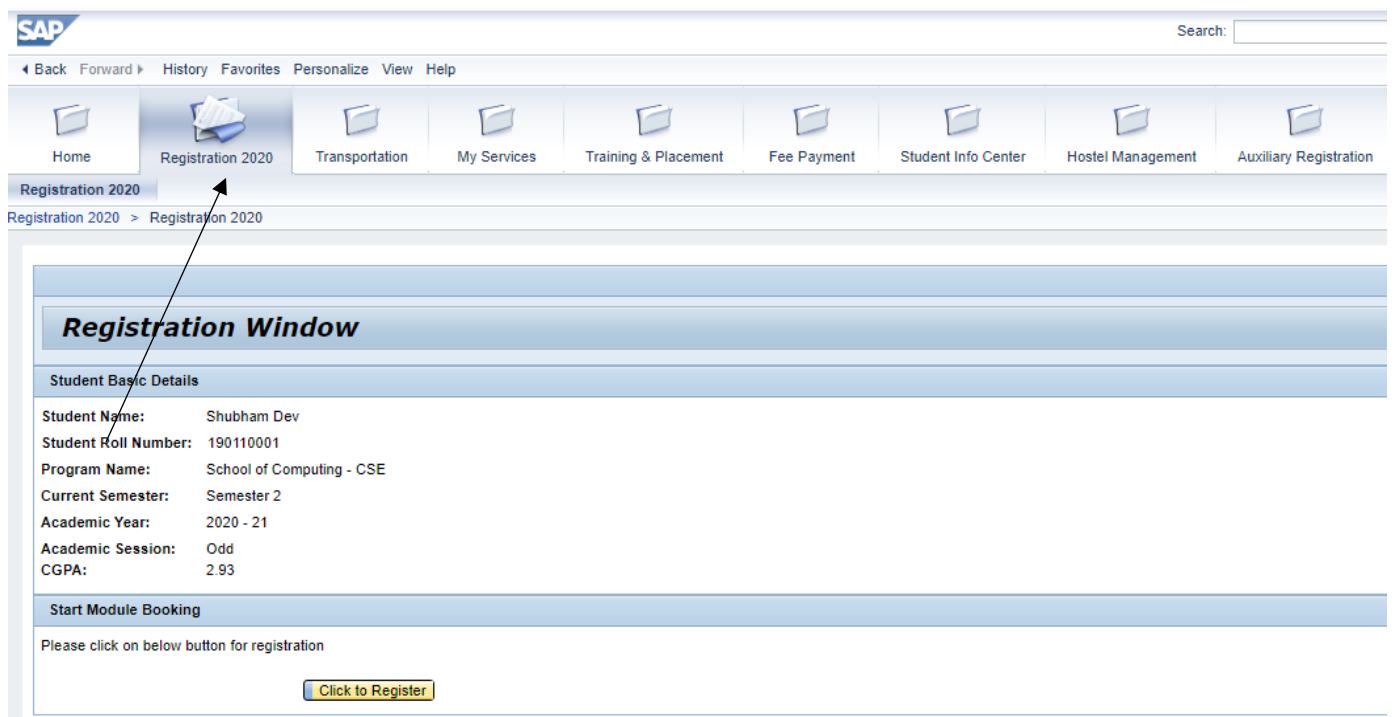
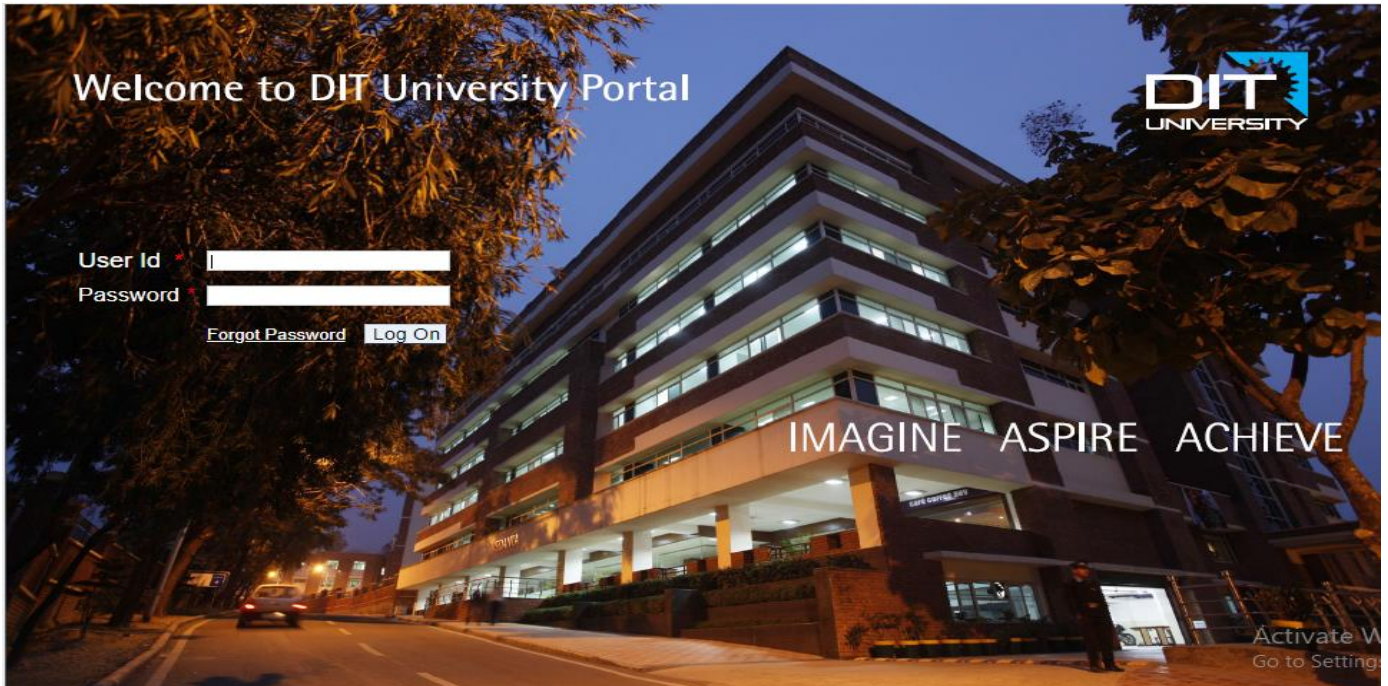
- Hon'ble Chairman
  - Hon'ble Chancellor
  - Hon'ble Vice Chancellor
  - Hon'ble Pro Vice Chancellor
  - Dy. Finance Officer
  - ICT Manager – To upload on website & SAP Student Portal.
- } For information please

## Annexure

### Registration Steps (Screenshots)

#### Registration Steps (see the screenshot as given in the separate annexure)

##### Step 1. Login to the SAP Portal and click on the Registration 2020



Step 2. Check your basic details appeared on the screen.

## Registration Window

### Student Basic Details

Student Name:	Shubham Dev
Student Roll Number:	190110001
Program Name:	School of Computing - CSE
Current Semester:	Semester 2
Academic Year:	2020 - 21
Academic Session:	Odd
CGPA:	2.93

### Start Module Booking

Please click on below button for registration

[Click to Register](#)

Step 3. Please clear your dues to register in Next Academic Year and Session

You have due pending of Rs 141220.00 Kindly, proceed to clear your dues to register in Next Academic Year and Session

## Registration Window

### Student Basic Details

Student Name:	Shubham Dev
Student Roll Number:	190110001
Program Name:	School of Computing - CSE
Current Semester:	Semester 2
Academic Year:	2020 - 21
Academic Session:	Odd
CGPA:	2.93

### Start Module Booking

Please click on below button for registration

[Click to Register](#)

**Step 4. Click on Registration Tab, on the click, system will seek the reconfirmation on your registration status as applicable (Regular, Academic Probation and Year Back) as per the criteria.**

**For Regular Registration:-**

The screenshot shows the SAP Registration Window for a student named Shubham Dev. The window displays student details and a 'Click to Register' button. A dialog box titled 'Choose to register' is overlaid on the window, containing the following text: 'As, per University Academic Ordinance, You are eligible to Register For Next Year, Click OK to proceed.' The dialog box has 'OK' and 'Cancel' buttons.

**Registration Window**

Student Basic Details

Student Name:	Shubham Dev
Student Roll Number:	190110001
Program Name:	School of Computing - CSE
Current Semester:	Semester 2
Academic Year:	2020 - 21
Academic Session:	Odd
CGPA:	2.93

Start Module Booking

Please click on below button for registration

[Click to Register](#)

**Choose to register**

As, per University Academic Ordinance, You are eligible to Register For Next Year, Click OK to proceed.

[OK](#) [Cancel](#)

**For Academic Probation Registration:-**

The screenshot shows the SAP Registration Window for a student named Shubham Dev. The window displays student details and a 'Click to Register' button. A dialog box titled 'Choose to register' is overlaid on the window, containing the following text: 'As, per University Academic Ordinance, You are eligible to register on ACADEMIC PROBATION, Click OK to proceed.' The dialog box has 'OK' and 'Cancel' buttons.

**Registration Window**

Student Basic Details

Student Name:	Shubham Dev
Student Roll Number:	190110001
Program Name:	School of Computing - CSE
Current Semester:	Semester 2
Academic Year:	2020 - 21
Academic Session:	Odd
CGPA:	2.93

Start Module Booking

Please click on below button for registration

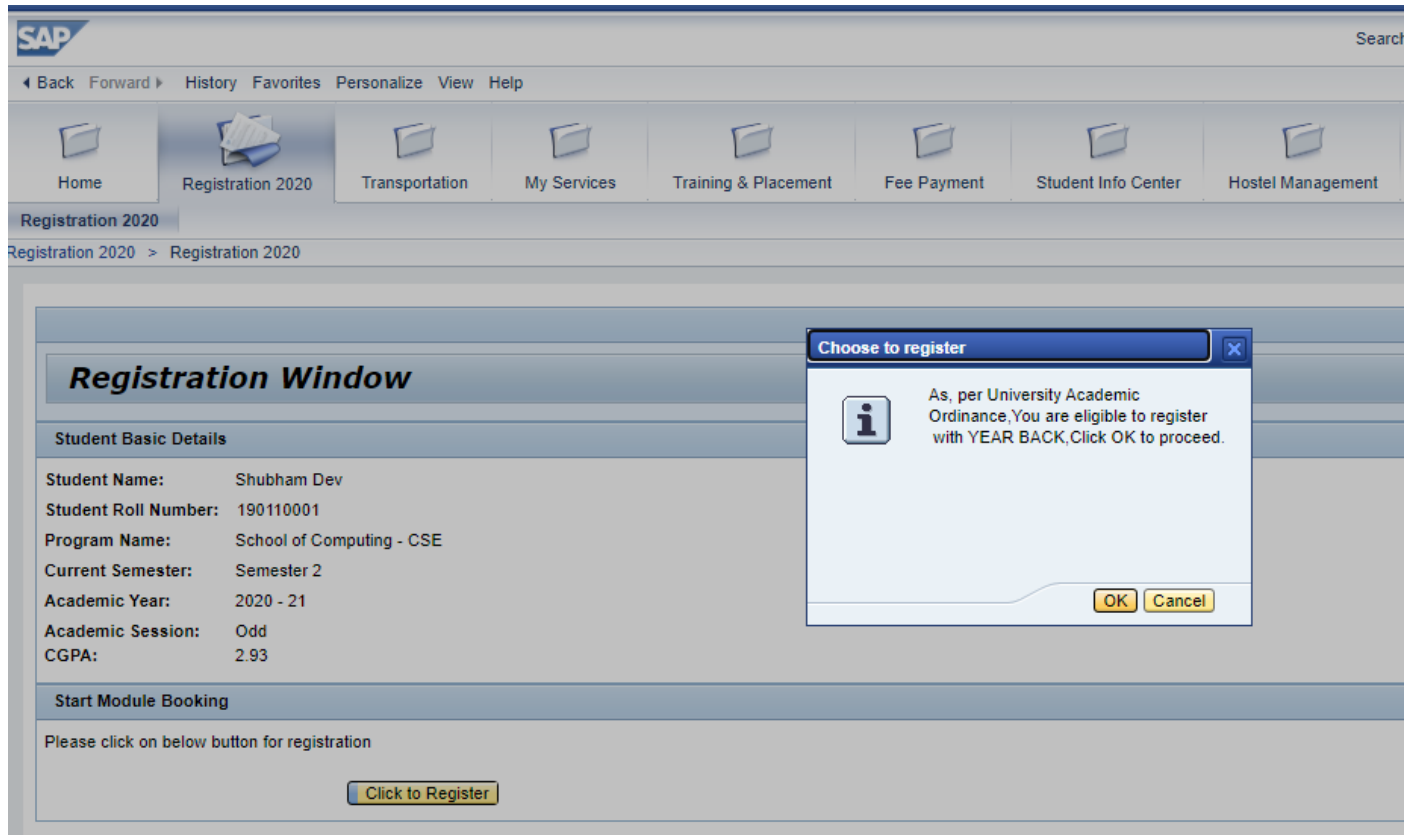
[Click to Register](#)

**Choose to register**

As, per University Academic Ordinance, You are eligible to register on ACADEMIC PROBATION, Click OK to proceed.

[OK](#) [Cancel](#)

## For Year Back Registration:-



The screenshot shows the SAP Registration Window for a student named Shubham Dev. The window displays the following student details:

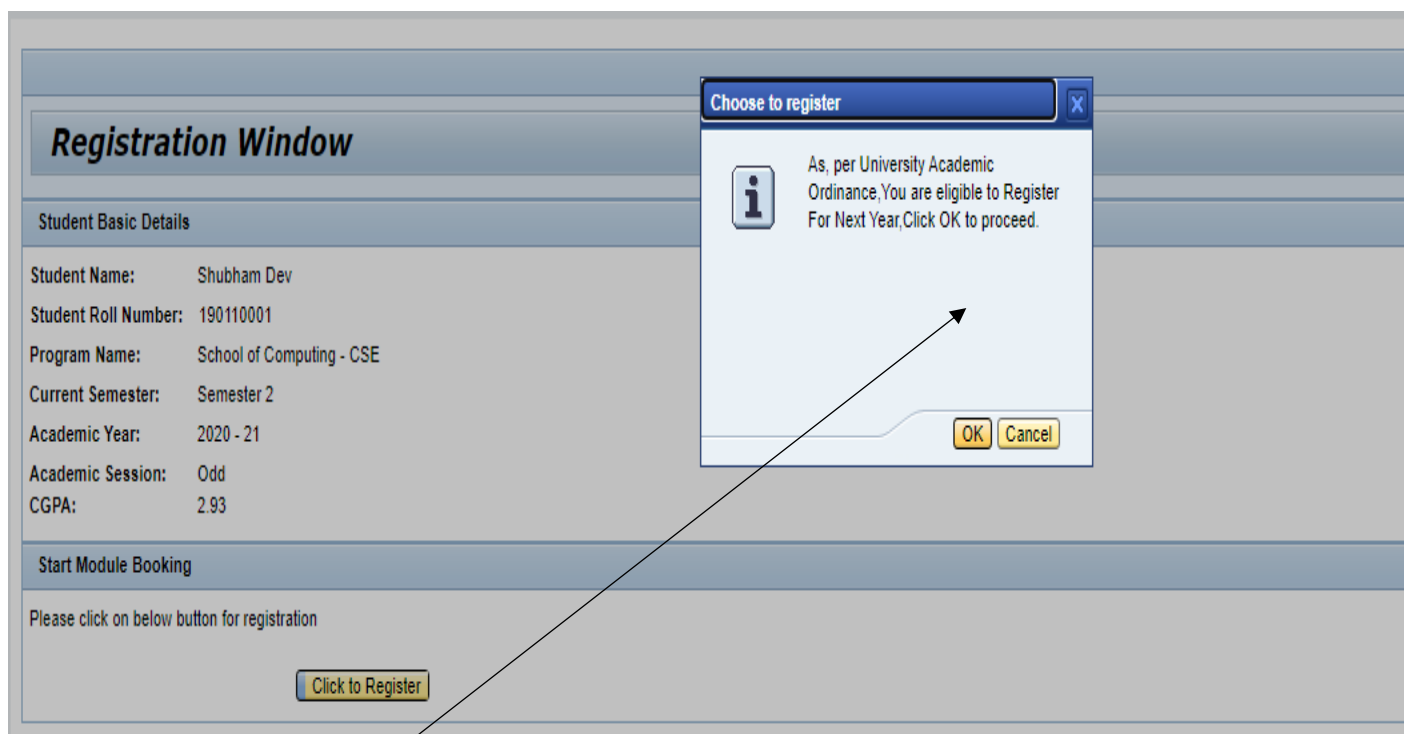
Student Basic Details	
Student Name:	Shubham Dev
Student Roll Number:	190110001
Program Name:	School of Computing - CSE
Current Semester:	Semester 2
Academic Year:	2020 - 21
Academic Session:	Odd
CGPA:	2.93

Below the details is a 'Start Module Booking' section with a 'Click to Register' button. A dialog box titled 'Choose to register' is overlaid on the window, containing the following text:

As, per University Academic Ordinance, You are eligible to register with YEAR BACK, Click OK to proceed.

The dialog box has 'OK' and 'Cancel' buttons at the bottom.

**Step 5. Reconfirm your registration, click OK to proceed.**



This screenshot is identical to the previous one, but with a black arrow pointing from the 'Click to Register' button in the main window to the 'OK' button in the 'Choose to register' dialog box, indicating the next step in the process.