

**Ref.REG/14/053/07/2021/069**

**20 July 2021**

**NOTICE**

**Subject: Online Re-registration for Continuing Students**

**Odd Semester (Academic Year 2021-22)**

**Attention – Students of Continuing Years**

DIT University welcomes all students who are to be re-registered for Odd semester of all the programmes of the University in the Academic session 2021-22. 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 situation, the re-registration for Academic Year 2021-22 will be done in online mode through **SAP Student portal for all the students other than the students who are on Academic Probation.**

**Please Note: All dues must be cleared while proceeding for Registration Process. Please ensure to clear all dues.**

**ONLINE REGISTRATION SCHEDULE (Timing will be displayed on the Web Portal)**

S.No	Program	Year	Date	Time
1	B.Arch, B.Des- (All Branches) and M.Des	All Years	26/07/2021	09:30 AM – 02:00 PM
2	B.Pharm, M.Pharm, M.Sc-(All Branches) & M.Tech-(All Branches)	All Years		02:00 PM – 06:00 PM
3	B.A.-(All Branches), Diploma Eng-(All Branches), & MBA (Trimester)	All Years	27/07/2021	09:30 AM – 02:00 PM
4	B.Sc.-(All Branches), MCA, Doctoral - (All Branches) and Diploma Pharmacy	All Years		02:00 PM – 06:00 PM
5	B.Tech (All Branches)	4 <sup>th</sup> Year	28/07/2021	09:30 AM – 06:00 PM
6	B.Tech (All Branches)	3 <sup>rd</sup> Year	29/07/2021	09:30 AM – 06:00 PM
7	B.Tech (All Branches)	2 <sup>nd</sup> Year	30/07/2021	09:30 AM – 06:00 PM
8	BCA and BCA-ADC	2 <sup>nd</sup> & 3 <sup>rd</sup> Year		09:30 AM – 06:00 PM

## **ONLINE REGISTRATION PROCESS**

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

- Step 1. Login to the SAP Portal and click on Registration tab.
- Step 2. Check your basic details that appear on screen.
- Step 3. 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.
- Step 4. Reconfirm your registration, click OK to proceed.

## **COURSE BOOKING PROCESS**

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

1. For the students register under regular category, they can book their courses online through the SAP system. You may proceed for course selection and booking process from the registration screen only.
2. All categories of Elective Courses will be allotted on first come first served basis. You are advised to fill the choices carefully and within the schedule date and time to avoid last minute rush. The University reserves full rights to change the elective(s) in case of over booking under a particular elective course.
3. You are advised to check the list of courses offered in this semester across the program. Refer the Course Structure available on the University website.
4. The students of FFCBCS (B.Tech, BCA & MCA 2<sup>nd</sup> year) are required to book their courses for 3<sup>rd</sup> semester as per the advice received from the concerned mentor / Department. The same will be reviewed after declaration of the result of Summer Term / Auxiliary examinations of 1<sup>st</sup> year, necessary addition and dropping of courses will be done as per the result of prerequisite courses registered in Summer Term / Auxiliary Examinations.
5. Students of B.Tech & B.Sc (5<sup>th</sup> Semester) who have opted for MOOC course as per the Notice No. 2021/067 dated 17/07/2021 should book the regular elective course against which the MOOC course has been opted. Later on, the elective course will be replaced by the MOOC course in subject booking. **(Eligibility for MOOC Course is 7 CGPA)**

### **B) For the Students on Academic probation – other than FFCBCS programs B.Tech, BCA & MCA 2<sup>nd</sup> year**

**(as per the Clause No. 10.3 of Academic Ordinance)**

1. Dy. Registrar will book the courses of all such students promoted on academic probation during their registration process after discussion with each such student as per the schedule mentioned below.

2. Considering the limit of 7 courses (regular + backlog courses), students will to give their choices of courses to Dy. Registrar with **Fresh\*** and **Incomplete\*** booking status correctly as per the schedule given below. Please note that incorrect booking of subjects will not be changed afterwards.
  - a. **\*Fresh:** Regular Course of current semester which student wants to study
  - b. **\*Incomplete:** Regular Course of current semester which student wants to withdraw due to limit of academic probation. Such courses will be offered to the student in subsequent summer term or succeeding academic year.
3. Backlog courses of previous odd semesters to be booked afterwards at the time of Back Paper registration (**separate Notice will be issued for the same**)

Advising Schedule for the Students on Academic probation

Program / Branch	Name of the Registration Advisor	Mobile	Email ID	Advising Schedule from	Advising Schedule to
All Programs	Dr. Pawan Kumar Paras	9818876961	<a href="mailto:dy.registraru@dituniversity.edu.in">dy.registraru@dituniversity.edu.in</a>	28/07/2021	04/08/2021

**C) Commencement of Classes - 09 August 2021 (Please refer [Academic Calendar 2021-22](#))**

**Note:** Students, who will register under Academic Probation, may please note that their status of registration as Academic Probation / Regular is based on preceding Even Semester CGPA. Any change in the CGPA after result declaration 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 by Deputy Registrar, DIT University.

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



**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
  - FO / DFO
  - ICT Manager – To upload on website & SAP Student Portal.
- } For information please

Mussoorie - Diversion Road,  
Dehradun - 248009  
Uttarakhand INDIA

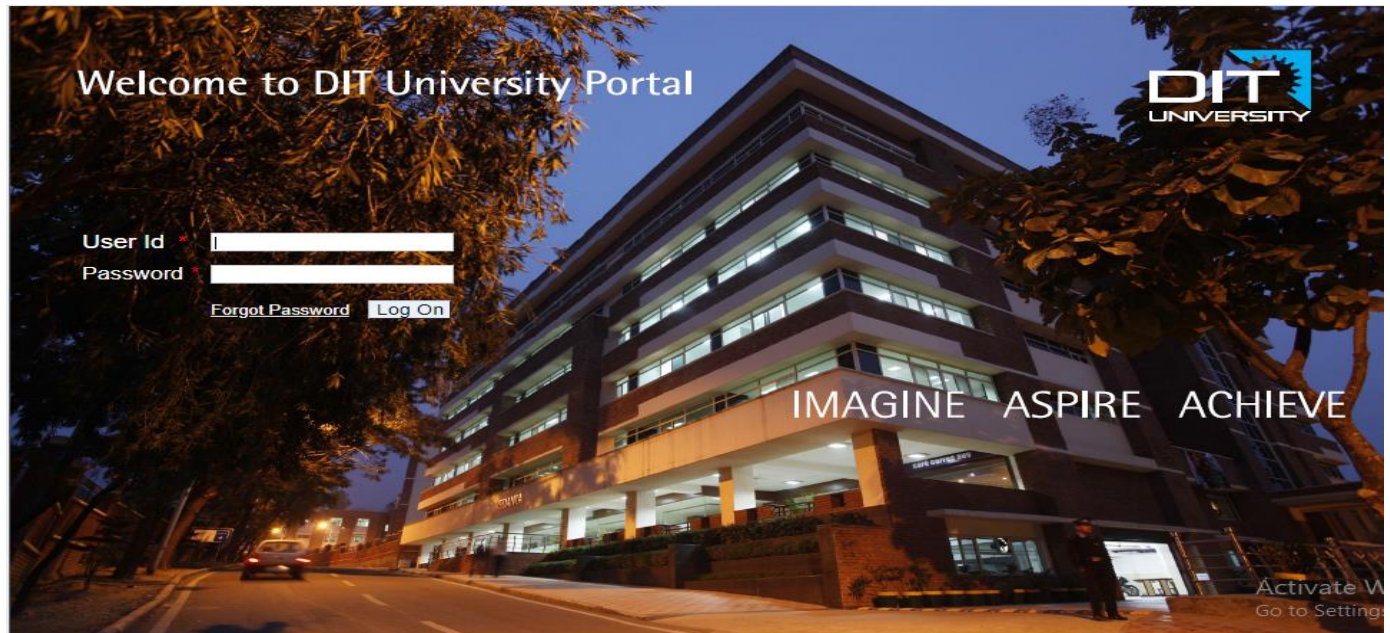
Phones: +91.135.714.4000, 4001  
FAX: +91.135.714.4030  
E-mail: dit@dituniversity.edu.in

## Annexure

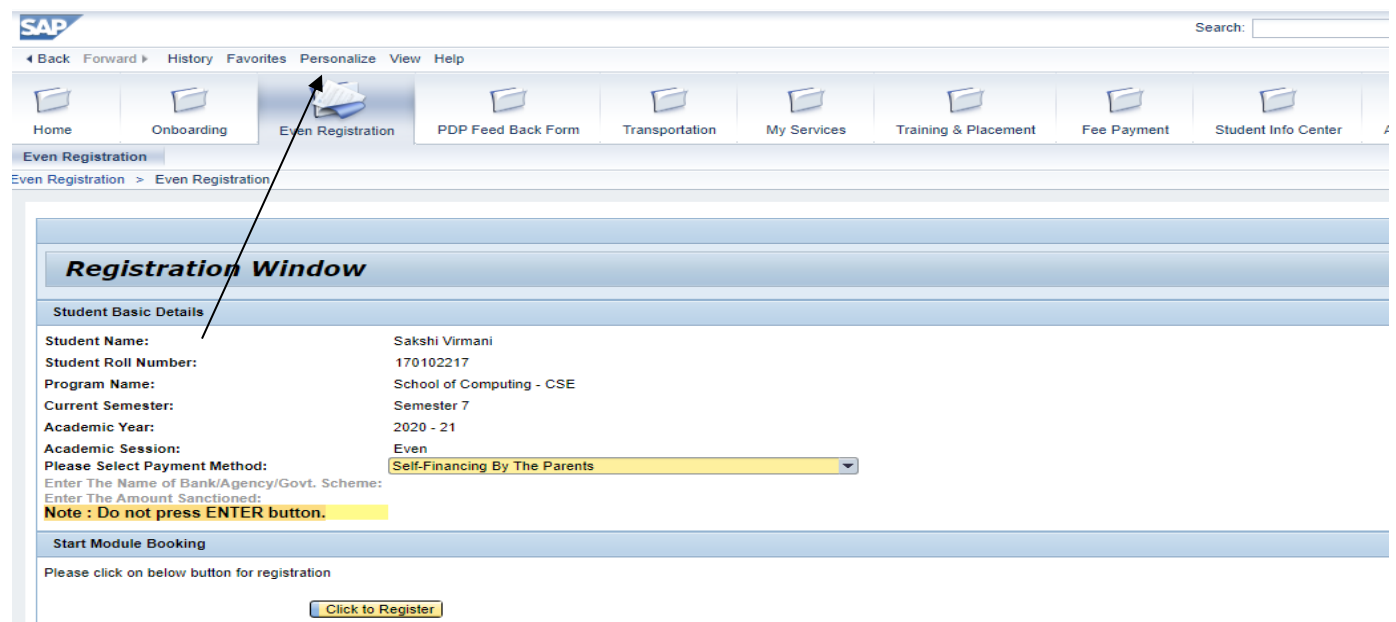
### Registration Steps (Screenshots)

#### Registration Steps

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



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



### Step3: Please clear your dues to register in Next Academic Year and Session

You have due pending of Rs 986765.00 Kindly, proceed to clear your dues to register in Next Academic Year and Session

### Registration Window

**Student Basic Details**

Student Name:	Sakshi Virmani
Student Roll Number:	170102217
Program Name:	School of Computing - CSE
Current Semester:	Semester 7
Academic Year:	2020 - 21
Academic Session:	Even
Please Select Payment Method:	Self-Financing By The Parents

Enter The Name of Bank/Agency/Govt. Scheme:  
Enter The Amount Sanctioned:  
**Note : Do not press ENTER button.**

**Start Module Booking**

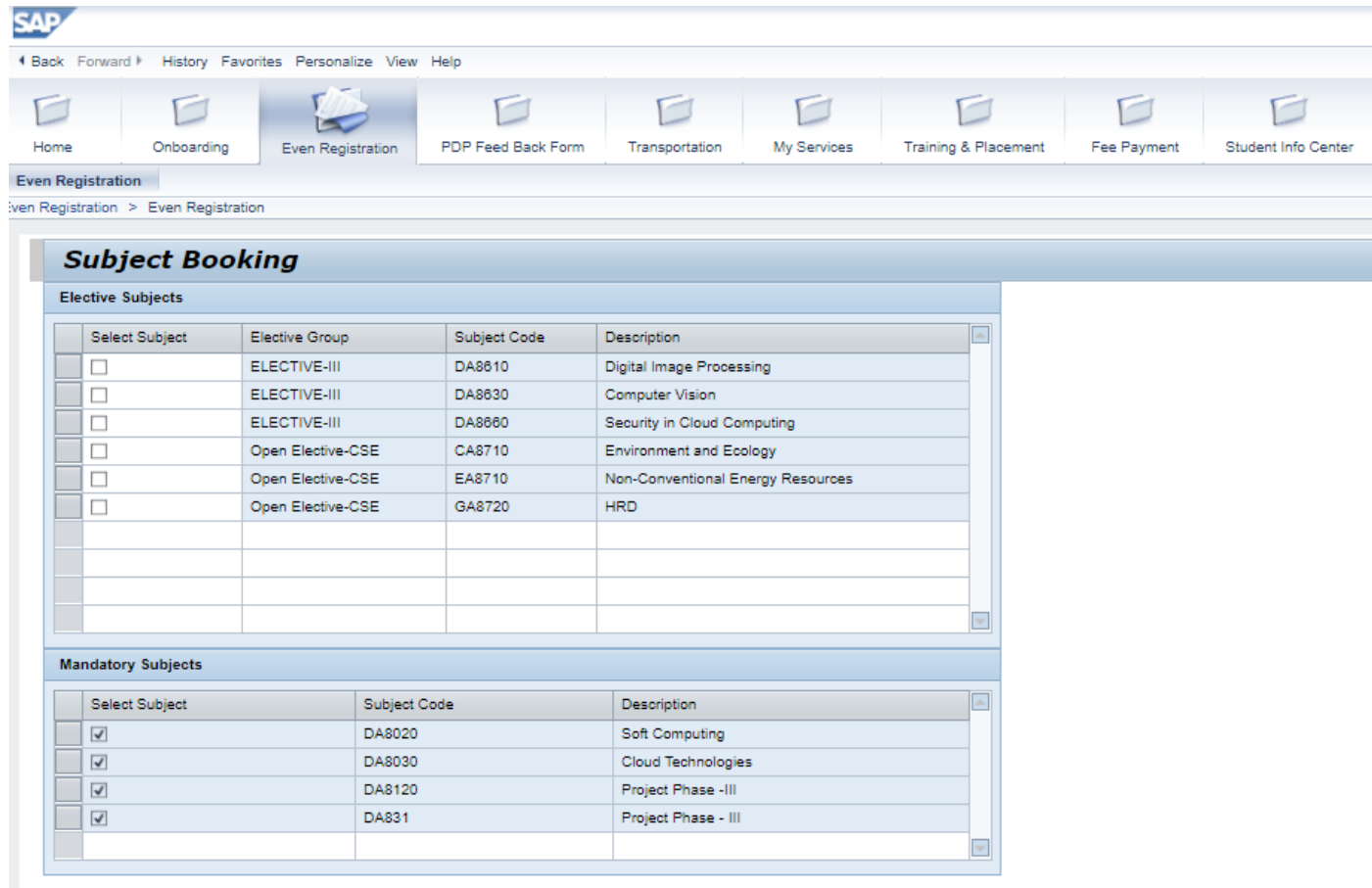
Please click on below button for registration

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

The screenshot shows the 'Registration Window' from the previous step. A dialog box titled 'Choose to register' is overlaid on the form. The dialog box contains an information icon and the text: 'As, per University Academic Ordinance, You are eligible to Register For Next Year Session, Click OK to proceed.' There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. An arrow points from the 'Click to Register' button in the background form to the 'OK' button in the dialog box.

## For Regular Registration:-

- 1) Click to OK button to proceed to the next screen for subject booking. There are 2 sections on subject booking Screen.
  - a) Elective Subjects
  - b) Mandatory Subjects (Core)



**Subject Booking**

**Elective Subjects**

Select Subject	Elective Group	Subject Code	Description
<input type="checkbox"/>	ELECTIVE-III	DA8610	Digital Image Processing
<input type="checkbox"/>	ELECTIVE-III	DA8630	Computer Vision
<input type="checkbox"/>	ELECTIVE-III	DA8660	Security in Cloud Computing
<input type="checkbox"/>	Open Elective-CSE	CA8710	Environment and Ecology
<input type="checkbox"/>	Open Elective-CSE	EA8710	Non-Conventional Energy Resources
<input type="checkbox"/>	Open Elective-CSE	GA8720	HRD

**Mandatory Subjects**

Select Subject	Subject Code	Description
<input checked="" type="checkbox"/>	DA8020	Soft Computing
<input checked="" type="checkbox"/>	DA8030	Cloud Technologies
<input checked="" type="checkbox"/>	DA8120	Project Phase -III
<input checked="" type="checkbox"/>	DA831	Project Phase - III

**Mandatory Subjects (core):** Mandatory subject are fixed and will be booked automatically.

**Elective Subjects:** are choice based subjects and will be booked according to your given input (selection of subjects).


- 1) Bucket defined on elective screen like (ELECTIVE-III, OPEN-ELECTIVE etc.)
- 2) Every bucket has some restriction of Max & Min selection of subjects.

**Note: Please select the subjects carefully once submit, will not be changed.**

Yellow indicator will give a warning of your selection of subjects.

2) Click to register button

Click to Register & Book Subjects

 You can only select 01 subject in Open Elective-CSE group

### Subject Booking

#### Elective Subjects

Select Subject	Elective Group	Subject Code	Description
<input checked="" type="checkbox"/> X	ELECTIVE-III	DA8610	Digital Image Processing
<input type="checkbox"/>	ELECTIVE-III	DA8630	Computer Vision
<input type="checkbox"/>	ELECTIVE-III	DA8660	Security in Cloud Computing
<input type="checkbox"/>	Open Elective-CSE	CA8710	Environment and Ecology
<input checked="" type="checkbox"/> X	Open Elective-CSE	EA8710	Non-Conventional Energy Resources
<input type="checkbox"/>	Open Elective-CSE	GA8720	HRD

Registration record have been created successfully.

### Registration Window

#### Student Basic Details

**Student Name:** Sakshi Virmani  
**Student Roll Number:** 170102217  
**Program Name:** School of Computing - CSE  
**Current Semester:** Semester 7  
**Academic Year:** 2020 - 21  
**Academic Session:** Even

**Please Select Payment Method:**

Enter The Name of Bank/Agency/Govt. Scheme:

Enter The Amount Sanctioned:

**Note : Do not press ENTER button.**

## For Academic Probation Registration:-

**Registration Window**

Student Basic Details

Student Name:	Sakshi Virmani
Student Roll Number:	170102217
Program Name:	School of Computing - CSE
Current Semester:	Semester 7
Academic Year:	2020 - 21
Academic Session:	Even
Please Select Payment Method:	Self-Financing By The Parents

Enter The Name of Bank/Agency/Govt. Scheme:  
Enter The Amount Sanctioned:  
**Note : Do not press ENTER button.**

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](#)

**Step1: Click on ok button to proceed.**

Registration record have been created successfully. Your courses will be manually booked by Register office in consultation with you.

**Registration Window**

Student Basic Details

Student Name:	Sakshi Virmani
Student Roll Number:	170102217
Program Name:	School of Computing - CSE
Current Semester:	Semester 7
Academic Year:	2020 - 21
Academic Session:	Even
Please Select Payment Method:	Self-Financing By The Parents

Enter The Name of Bank/Agency/Govt. Scheme:  
Enter The Amount Sanctioned:  
**Note : Do not press ENTER button.**

**Note: Dy. Registrar will book the subjects for the students who have registered as Academic Probation**



## Support & Help

### Registration (Odd Semester, Academic Year 2021-22)

S. No.	Issues	Name	Extn.	Mobile	Email ID
1	For any Academic Issue	Dr. Sanjay Garg, Dean Academic Affairs	01357144 064	9427062228	dean.academicaffairs@dituniversity.edu.in
2	For Course (subjects) offering related issue and support	Ar. Jitendra Sarohi, Architecture & Design	01357144 374	9639687925	hod.arch@dituniversity.edu.in
3		Dr. Suprakash Biswas, Civil Engg.	01357144 395	9458381122	hod.ce@dituniversity.edu.in
4		Dr. Arti Chaturvedi, Chemistry	01357144 340	8755832520	hod.che@dituniversity.edu.in
5		Dr. Bharti Sharma, Computer Applications	01357144 034	9412005111	hod.bca@dituniversity.edu.in
6		Dr. Sarvesh Vishwakarma, CSE.34	-	8762174176	head.cse12@dituniversity.edu.in
		Dr. Dr. Rama Sushil, CSE.12	-	8077843496	head.cse34@dituniversity.edu.in
7		Dr. Sonika Singh, EECE	01357144 330 / 4389	9927788362	hod.ee@dituniversity.edu.in
8		Dr. Vijay Negi, Humanities	01357144 342	9410314187, 8126177920	hod_hu@dituniversity.edu.in
10		Dr. Naresh Mohan Chadha, Mathematics	01357144 167	8750795468	hod.math@dituniversity.edu.in
11		Dr. Sonia Munjal, FMS	01357144 336 / 4155	9166736919	hod.mba@dituniversity.edu.in
12		Dr. Manoj Kumar, ME	01357144 333	9897671040	hod.me@dituniversity.edu.in
13		Mr. Rahul Ganju, Petroleum Engg.	01357144 327	8126168541	hod.pe@dituniversity.edu.in
14		Dr. Havagiray Chitme, Pharmacy	01357144 380	9902946561	hod.pharm@dituniversity.edu.in
15		Dr. Surbhi Sachdev, Physics	01357144 319	8791819695	hod.physics@dituniversity.edu.in

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17	For any other issues	Mr. Anuj Singh Thakur, Assistant Registrar	01357144 139	9971769906	asst.registrar1@dituniversity.edu.in
18	For any technical issue and support	Mr. Abhishek Negi, SAP Office	01357144 115	7895496168	sap.executive1@dituniversity.edu.in
19		Mr. Pushpendra Kumar, SAP Office		9761219377	pushpendra.acad6@dituniversity.edu.in
20	For Account dues	Mr. Puneet Gandhi, Deputy Finance Officer	01357144 314	7500104444	dfo@dituniversity.edu.in
21	related issues	Mr. Ramesh Chand, Assistant Manager	01357144 120	7017155620	finance2@dituniversity.edu.in