OFFICE OF THE REGISTRAR

DIT UNIVERSITY
IMAGINE ASPIRE ACHIEVE

Ref. REG/14/053/12/2021/103   **28 December 2021**

NOTICE

Subject: Online Re-registration for Continuing Students (2nd year onwards)

Even Semester (Academic Year 2021-22)

Attention – Students of Continuing Years

DIT University welcomes all students who are to be re-registered for Even 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 re-register into the successive semester of his/her programme by choosing courses that are prescribed for the particular semester. This will allow a student to attend lecture, practical, tutorial classes and also allow them to appear in the mid-term and the end-term examination of semester.

Note:

1. **Registration will be done online through new Academia ERP.**
2. **Students need to ensure that all dues are cleared before proceeding for Registration Process. Students can check their fee dues and balances, if any in the Academia ERP. However, payment of fees to be done through SAP Portal only. During transition phase, the account details shall be updated from SAP to Academia ERP, thus, there shall be a lag of one / two working day/s. Therefore, students are advised to clear their dues well in advance before the registration schedule.**
3. **Fee related transactions are in process of updation in Academia Portal and will complete by 02 January 2022. Students can check their fee details in the portal, if any, after the same are updated in the system.**
4. **Though, students can register online from anywhere but are strongly advised to get their registration done in the University campus itself. This will help them avoid any confusion on the spot as academic mentors / UG and PG Coordinator will be available in the designated computer labs to facilitate the hassle free registration process.**

ONLINE REGISTRATION SCHEDULE ON ACADEMIA ERP PORTAL

S.No	Programme	Year	Venue	Date & Time	UG / PG Coordinators
1	B.Tech (All Branches)	4th Year	CSE / IT - Lab No. 505, Vedanta Building CE / PE - Computer Lab 1, Chanakya Building ECE - Computer Lab 2, Chanakya Building EE - Computer Lab 3, Chanakya Building ME - Computer Lab 4, Chanakya Building	03/01/2022 10:00 AM-05:00 PM	CSE - Dr. Ajay Narayan Shukla IT - Dr. Narendra Kumar CE - Dr. Manoj Verma ECE - Dr. Dhruva Chaudhary EE - Mr. S. Bhanuprakash ME - Dr. Subodh Kumar PE - Dr.A Sivasakthi
2	B.Arch	2nd, 3rd, 4th & 5th Year	Computer Lab, Ground Floor, Vastu Building	03/01/2022 10:00 AM-01:00 PM	Ar. Upendra Vinay Joshi

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3	B.Des (All Branches)	2nd, 3rd & 4th Year	Computer Lab, Ground Floor, Vastu Building	03/01/2022 02:00 PM-05:00 PM	Ar. Upendra Vinay Joshi
4	B.Tech (All Branches)	3rd Year	CSE / IT - Lab No. 505, Vedanta Building CE / PE - Computer Lab 1, Chanakya Building ECE - Computer Lab 2, Chanakya Building EE - Computer Lab 3, Chanakya Building ME - Computer Lab 4, Chanakya Building	04/01/2022 10:00 AM – 05:00 PM	CSE - Dr. Ajay Narayan Shukla IT - Dr. Narendra Kumar CE - Dr. Manoj Verma ECE - Dr. Dhruva Chaudhary EE - Mr. S. Bhanuprakash ME - Dr. Subodh Kumar PE - Dr.A Sivasakthi
5	BCA, B.Sc (H) and B.A. (H) (All Branches)	2nd & 3rd Year	BCA Lab No. 201, Vedanta Building B.Sc. (H) & B.A. (H) Humanities Lab, Workshop Building	04/01/2022 10:00 AM – 05:00 PM	BCA - Dr. Atul Srivastava B.Sc (Chem) - Dr. Suheel Porwal B.Sc. (Phy) - Dr. Pooja Swaroop Saxena B.Sc. (Maths) - Dr. Samta Manori B.A. (Hons.) - Dr. Deepesh Kumar Thakur
6	B.Pharm	2nd, 3rd & 4th Year	Computer Lab, Ground Floor, Vastu Building	04/01/2022 10:00 AM – 05:00 PM	Dr. Samir Bhargava
7	B.Tech (All Branches) and MCA	2nd Year	CSE / IT / MCA - Lab No. 505, Vedanta Building CE / PE - Computer Lab 1, Chanakya Building ECE - Computer Lab 2, Chanakya Building EE - Computer Lab 3, Chanakya Building ME - Computer Lab 4, Chanakya Building	05/01/2022 10:00 AM – 05:00 PM	MCA - Dr. Priyanka Dahiya CSE - Dr. Ajay Narayan Shukla IT - Dr. Narendra Kumar CE - Dr. Manoj Verma ECE - Dr. Dhruva Chaudhary EE - Mr. S. Bhanuprakash ME - Dr. Subodh Kumar PE - Dr.A Sivasakthi
8	M.Des (UX), M.Pharm, M.Tech (All Branches), and M.Sc	2nd Year	M.Des & M.Pharm Computer Lab, Ground Floor, Vastu Building M.Tech Computer Lab, 2nd Floor, Civil Block, Visvesvaraya Building M.Sc Humanities Lab, Workshop Building	05/01/2022 10:00 AM – 05:00 PM	M.Des / M.Tech CEM - Ar. Sandeep Saxena M.Pharm / M.Sc CR - Dr. Mandeep Kumar Arora M.Tech CSE - Dr. Srabanti Maji M.Tech EE-PS - Dr. Nafees Ahamad M.Tech SE - Dr. Kanan Thakkar M.Sc PHY - Dr. Parveen Kumar
9	Diploma Engineering (CE, CSE, ECE, EE, ME)	2nd & 3rd Year	Computer Lab, 3rd Floor, Civil Block, Visvesvaraya Building	05/01/2022 10:00 AM – 05:00 PM	DIP-CE - Dr. Manoj Verma DIP-CSE - Dr. Ajay Narayan Shukla DIP-ECE - Dr. Dhruva Chaudhary DIP-EE - Mr. S. Bhanuprakash DIP-ME - Dr. Subodh Kumar

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REGISTRATION PROCESS

A) For Regular Students (2nd Year and onwards Except MBA and D.Pharm Programme) under CBCS scheme

Step 1. Login to the Academia ERP using the URL **https://erp.dituniversity.edu.in/** - use your 10 digit student id (earlier known as SAP ID) and click on forget password to receive the password through SMS on registered mobile no. and official e-mail ID.

Step 2. You will be directed to course registration screen where you can see all the courses being offered in the even semester that are applicable to respective programmes of your admission.

Step 3. Start selecting your courses across mandatory and optional categories (elective) along with course variants (course section, tutorial section and practical sections in case the course is offered in multi section and having multiple Tutorial and practical groups). Here, students will have an option to select the course variant according to their choice of faculty and time table.

Step 4. Once all courses are selected as per choice, click-on enroll button (top header) to get themselves enrolled in the selected courses.

Step 5. After successful enrollment, the status of the selected course will get updated as enrolled. See on the same screen.

Note:
1. Students whose status is displayed as **Academic probation** on the portal will also follow the same steps for registration in the even semester (course registration). However, these students will also be allowed to register maximum 3 backlog courses of previous even semesters at the time of back paper registration scheduled during **15 to 20 January 2022**.
2. Enrolment in optional (elective) courses will be on **FIRST COME FIRST SERVE BASIS**, hence student must adhere to the timeline and be precise in their choice of elective.
3. Students who have taken admission under collaborative programmes i.e. BTCSE-BDA, AI&DS, IOT, CCV and CSF) should select courses offered from Industry partner (IBM) first, then electives courses, and then core courses.

B) For Regular Students (2nd Year B.Tech, BCA and MCA Programme) under FFCBCS scheme

Step 1. Login to the Academia ERP using the URL **https://erp.dituniversity.edu.in/** - use your 10 digit student id (earlier known as SAP ID) and click on forget password to receive the password through SMS on registered mobile no and official e-mail ID.

Step 2. You will be directed to course registration screen where you can see all courses being offered in the even semester which are applicable to your respective programme. You can also see the list of repeat courses (backlog courses) that you were not able to pass in the earlier semesters.

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Following limit of credits will be applicable to the students under FFCBCS:

Programme	Maximum programme Credits allowed to register by the candidate in any semester during their course of study
B. Tech. (All Branches)	24
BCA	24
MCA	26

Under FFCBCS scheme, there are certain courses where pre-requisite condition is applicable. Therefore, students are advised to select all such courses in first place (if offered) and then select the regular courses.

Step 3. Start selecting your courses across mandatory and optional (elective) courses along with course variant (course section, tutorial section and practical section, in case the course offered in multi section and having multiple tutorial and practical groups). Here, students will have an option to select the course variant according to their choice of faculty and time table.

Step 4. Once all courses are selected as per choice, click-on enroll button (top header) to get themselves enrolled in the selected courses.

Step 5. After successful enrollment, the status of the selected course will get updated as enrolled. Check on the same screen.

Note:
1. Enrolment in optional (elective) courses will be on **FIRST COME FIRST SERVE BASIS**, hence, student must adhere to the timeline and be precise in their choice of elective.
2. Students are advised to seek help and assistance from the assigned faculty mentors for the needful support or they can raise a ticket / service request from their student portal only.
3. All students are required to select electives courses before selecting the core courses.
4. **All Students who are proceeding for Industry internship/training etc. are also required to register themselves on date with internship / thesis / course as an option.**

Caution

After choosing the courses, if the students are not able to enroll that may be due to following reasons:
A. Selected course variants have clash in the timings. Therefore, student need to pick other offered variants of the course.
B. Chosen courses are exceeding the maximum permissible credit limit (For FCBCS)/Course limit (For CBCS) applicable for semester.
C. For particular course/courses all the variants have not been selected. For Example:
   Course: CEF201 has L T P 2 1 2, student has to choose lecture variant, tutorial variant and laboratory variant. Missing any variant tend to incomplete selection of the course.

C) For regular Students of PhD programme
All PhD scholars of the University will have to register themselves through Academia ERP portal on **01 February 2022**. They have to register in course work/regular semester RDC/any other left out courses/additional courses, as applicable subject to the clearance of their fee due, if any.

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D) **Add and Drop option for elective course**

Add and Drop option for all the optional (elective) courses will be available to the students who have enrolled in a course and due to any reason they want to change their courses. Such option will only be applicable if seats are available in the respective courses. This option will be available on portal **from 12 to 14 January 2022**. Post which no such option will be available.

E) **Late Registration**

Students, who could not register themselves during the scheduled date & time, can register with a request raised on the Academia ERP portal by paying the late registration fee as mentioned below:
Late registration date: 10 to 12 January 2022
Late registration fee:
till 12 January 2022 - Rs. 500/-
after 12 January 2022 - Rs. 5000/-

F) **Attention to B.Des-ID (6th Sem) and B.Des-UX (8th Sem)**

The students of above cited programme need to register themselves for the course **"live project and practical training"** respectively during the registration schedule before proceeding for field work/industrial training etc. Without registration, they will not be considered as registered students for the even semester.

G) **For the Students who are not graduated (graduation on hold status) from the University and having their backlog across programme**

All such student whose graduation is on hold due to their backlog courses but have completed their prescribed duration of the programme to register themselves through their **SAP portal from 15 to 20 January 2022**.

Details of programmes where students are on "graduation on hold" as their status

- UG (4 year programme)   - Admission year 2015, 2016 and 2017
- UG (5 year programme)   - Admission year 2014, 2015 and 2016
- UG (3 year programme)   - Admission year 2017 and 2018
- PG (2 year Programme)   - Admission year 2017, 2018 and 2019

All such students are advised to coordinate with their respective heads of departments for needful help and support for smooth registration process.

H) **Back Paper registration**

Back paper registration will be done through **SAP portal** for all the students under CBCS scheme during **15 to 20 January 2022**. As per the Academic Ordinance, maximum 3 courses (backlog / improvement) will be allowed for registration.

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Students under FFCBCS scheme (B.Tech, MCA and BCA 4th sem) shall register in repeat course after declaration of their first year results. A separate notification will be issued in due course of time for the same.

For Support & Help -   Click Here

Registrar

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

Copy to:
- Office of the Chairman
- Office of the Chancellor
- Office of the Vice Chancellor
- Office of the Pro Vice Chancellor
- FO / DFO
- ICT Manager – To upload on website & SAP Student Portal.

For information please