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OFFICE OF THE REGISTRAR

DIT UNIVERSITY
IMAGINE ASPIRE ACHIEVE

Ref.REG/14/053/06/2023/025   **June 3, 2023**

NOTICE

Subject: Online Registration for Summer Term-Academic Year 2022-23
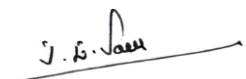
Attention: (Except All Pharmacy and Ph.D programmes)

1.   **All Students of 2nd Year onwards of all Programmes.**
2.   **Students of 2nd Year onwards of all Programmes who have availed Semester/Year Break with prior permission.**
3.   **Students falling under N+2 Years of their Programmes.**

The above students are hereby informed that **Online Registration** for Summer Term Classes & Examinations (AY: 2022-23) for Debarred/Backlog/ Non-Complete Subjects / Courses will be open from **3rd to 5th June 2023**.

   i.   Academia ERP **(All Existing students admitted since AY: 2018-19 – till AY: 2022-23 of above-mentioned programmes and years)**–Student should submit their request for the registration of Debarred/Backlog/Non-Complete Subjects/Courses through **MS Form (Please click on the link and provide the details)** https://forms.office.com/r/Fg0yTin992

   ii.   SAP Portal **(Passed out batch students till 2017 with active backlog)** – Student should submit their request for the registration of Debarred/Backlog/Non-Complete Subjects/Courses through **MS Form (Please click on the link and provide the details)** https://forms.office.com/r/vXsmRt6UFq

Students are advised to follow the **"Guidelines for Summer Term Registration"** given herewith before registering for the same.

This is for information and necessary action.

Registrar

To:
 • All Directors / Deans / HoDs – to disseminate among students
 • Controller of Examinations

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

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<u>Guidelines for Summer Term Registration</u>
<u>Attention: (Except All Pharmacy and Ph.D programmes)</u>

The online registration for Summer Term Classes and Examinations, 2022-23 will be open **from 3rd to 5th June 2023**. The students are advised to read carefully and follow the guidelines given below:

A. **<u>Eligibility for Summer Term Registration:</u>**
1. **All Students of 2nd Year onwards of all Programmes.**
2. **Students of 2nd Year onwards of all Programmes who have availed Semester/Year Break with prior permission.**
3. **Students falling under N+2 Years of their Programmes.**

B. **<u>Subjects / Courses which students can register for the Summer Term:</u>**
1. Debarred Subjects/Courses –If the student has been debarred from appearing in the examination of a Subject /Course due to shortfall of required percentage (75%).
2. Non-Complete Subject/Courses due to semester / year break.
3. Subjects/Courses in which the student has obtained E or F grade (D, E or F grade in case of B.Arch programme).
4. Students can register Backlog/Debarred/Non-Complete Subjects/Courses of both ODD and EVEN semesters.

C. **Registration will be "With Class" only @Rs. 3000/- per course.**

D. **Students can register for the Subjects/Courses to the extent of total 4 courses or 16 credits (Whichever is maximum) only.**

E. **The credit/non credit subjects (for ex: Seminar, Aptitude Building, Soft Skill Training, Value Added Training, Comprehensive Viva Voce, Summer Training Report Presentation etc.)** shall also be offered during Summer Term. These subjects will be over and above of total limit of Subjects/Credits (No fee shall be charged for such subjects).

F. **The classes for the Summer Term will be conducted from 6th June 2023 onwards. For detailed time-table, get in touch with your respective HoD/School.**

G. **<u>Registration Process:</u>**
The registration on ERP for Summer Term-2022-23 will be done from back-end. Student should submit their request for Summer Term Registration through MS Form. Link for the same is provided on the 1st page of this communication.

- For technical issues, please email to sap.executive1@dituniversity.edu.in stating clearly the problem with screenshot. For any other issues, please e-mail your query to dy.registrar2@dituniversity.edu.in
- Students are advised to provide the details on MS Form only for Backlog Subjects/Courses (Do not choose pass Courses). Also, in case of Backlog in a course having practical component, students need to choose practical component alongwith theory course as well. Students must choose only those courses in which they have obtained 'F' grade.
- Once registration is done, a non-refundable amount of Rs. 3,000/- per course will be visible later on Academia ERP portal of student.
- **Only for pass-out batch students till 2017:** Account detail for payment of back paper registration fee to such students will be provided on their outlook email account.
- No request for late registration will be entertained after the last date.