OFFICE OF THE REGISTRAR
NOTICE

DIT UNIVERSITY
IMAGINE ASPIRE ACHIEVE

Ref No.: REG/2014/053/12/2018/051   **Date: 22nd December 2018**

Subject: Even Semester Registration of Undergraduate, Postgraduate & Ph.D. Students and Online Back/Debar/Improvement Papers Registrations

* Semester Registration: 03rd – 07th January, 2019
Time: 09:30 AM – 01:00 PM & 01:30 – 04:30 PM
Venue: Concerned Departments (Annexure-I attached)

* Back/Debar/Improvement Papers Registration: 05th to 9th January 2019

* Late Registration (Annexure-II attached)

DIT University welcomes the students who are to be re-registered in Even semester of all the programmes of the University in the Academic session 2018-19. As per Section 2.1 of the Academic Ordinances of the University, a student is required to be re-registered to the successive semester/year of his/her programme in the courses prescribed for the particular semester to attend lecture, practical and tutorial classes and to appear in the mid-term and the end-term examination of that semester.

- Students are required to report at the venue of registration as per the schedule uploaded on the University's website & portal (given herewith). Day scholars are to report directly at the venue at the scheduled time, whereas the hostellers are to first report to their respective hostel wardens at their hostel and after leaving their luggage in their rooms, they may report for registration at the venue.

- Students may please note that their personal presence is a must for registration.

- Students must have cleared all their dues to the University before proceeding for registration.

- The students who make spot payments have to show the fee receipt at the respective desks before they are registered.

- The students who have not yet submitted all the required documents e.g. Migration Certificate (in Original), Transfer Certificate (in Original) & Character Certificate (in Original) or other required documents, are required to submit the

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same at the registration desk to complete their personal files. Only then they will be permitted to register for the even semester. Students submitting the attested copies of the required documents should write their name, roll no., programme, year etc. on the same.

- The registration desks of the concerned department will maintain programme-wise registration details in hard copy and soft copy and the students are required to put in their signature against their names in the nominal roll.

- The students may seek advice from the concerned faculty member/ coordinator / HoD who will be available at the Registration Venue to opt for the relevant electives, if any.

Students of B.Tech VIIIth Semester opting for open electives may submit their request for changing their electives to their respective Head of the Department by 12th January 2019.

- **Help Desk: Registrar Office and Accounts Office – Vedanta Basement.**

- There will be separate desks for late registrations for the students at **Records Section Registrar Office – 1st Floor Chanakya Building**. Students registering themselves after the due dates will be charged a late registration fine of Rs. 1000/- till 15th Jan 2019. Students, who fail to register themselves by 15th Jan 2019, will be required to pay late registration fine of Rs. 5000/-. Requests for registration with a payment of a fine of Rs. 5000/- may be submitted to the Office of the Registrar. Names of the students who do not register themselves by 30th January 2019, will be struck-off the rolls of the University. Students are therefore advised to report for registration in time to avoid any penalty or deregistration.

- **Online registration for Back/Debar/Improvement papers** for the even semester papers will be open from 5th to 9th January 2019. Students may please note that registration for these papers will be done with class only, classes for which will be conducted after the regular class hours on working days. Students whose attendance in these classes falls short of 75% will be debarred from appearing in the mid-term & end-term examinations of the same. Students may further note that they have to take the mid-term and end-term examinations of their back/debar/improvement papers alongwith the regular semester students of those papers, no separate examination will be conducted for them.

Regarding improvement papers, students are hereby informed that only 2 improvement papers' registration is permitted in one academic year and improvement may be attempted in only those papers in which the student has obtained 'D'.

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Annexure-I

EVEN SEMESTER - Registration Schedule - 1st Year (Date: 03-Jan-2019), Time : 09:30 AM TO 4:30 PM		
Course	**Venue**	**Desk No.**
BA-ECO	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 1
BA-ENG		
BA-PSY		
BARCH	Faculty of Architecture Vastu Building (Computer Lab – Ground Floor)	Desk No. 1
BD-ID		
BD-UX		
BCA	Department of Computer Applications Vedanta Building (2nd Floor – Lab 223)	Desk No. 1
BCA-ADC Oracle		Desk No. 2
BPHARM	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 1
BSc-CHE	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 2
BSc-MAT		
BSc-PHY		
BTCE and Diploma Civil	Department of Civil Engineering (Computer Lab-2nd Floor) Vishweshwaraiya Building	Desk No. 1
BTCSE	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-505	Desk No. 1, 2 & 3
BTCSE-BDA	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-506 and VE-507	Desk No. 4 & 5
BTCSE-CCV		
BTCSE-CSF		
BTCSE-IOT		
BTCSE-ML		
BTECE	Department of Electronics & Communication Engineering (CAD Lab) Chanakya Building	Desk No. 1
BTEE		
BTIT	Department of Information Technology (R&D Lab – 4th Floor) Vedanta Building	Desk No. 1
BTME	Department of Mechanical Engineering (Chanakya Building)	Desk No. 1
BTME-AE		
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor) Vishweshwaraiya Building	Desk No. 1
DIP-ME	Department of Mechanical Engineering (Chanakya Building)	Desk No. 1

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EVEN SEMESTER - Registration Schedule - 1st Year
(Date: 03-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
DHPARM - 1st YEAR	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 2
MPHARM		
MSC-PHY	Registrar (Academic Office), Ground Floor, Vastu Building,	Desk No. 1
MTCADCAM		
MTCEM		
MTCSE		
MTECE-DC		
MTEE-PS		
MTME		
MTSE		
PGD-HSE		
PhDCS		
PhDCSE		
PhDMBA		
PhDPHARM		

EVEN SEMESTER - Registration Schedule – 2nd Year
(Date: 04-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
BA-ECO	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 1
BARCH and BD-ID	Faculty of Architecture Vastu Building (Computer Lab – Ground Floor)	Desk No. 1
BCA	Department of Computer Applications, Vedanta Building (2nd Floor – Lab 223)	Desk No. 1
BPHARM and MPHARM	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 1
BSc-CHE	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 2
BSc-MAT		
BSc-PHY		
BTCE	Department of Civil Engineering (Computer Lab-2nd Floor) Vishweshwaraiya Building	Desk No. 1
BTCSE	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-505	Desk No. 1, 2 & 3
BTCSE-BDA	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-506 & VE-507	Desk No. 4 & 5
BTCSE-CCV		
BTCSE-CSF		
BTCSE-IOT		
BTCSE-ML		

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EVEN SEMESTER - Registration Schedule – 2nd Year
(Date: 04-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
BTECE	Department of Electronics & Communication Engineering (CAD Lab-Chanakya Building)	Desk No. 1
BTEE		
BTIT	Department of IT, (R&D Lab – 4th Floor) Vedanta Building	Desk No. 1
BTME	Department of Mechanical Engineering (Chanakya Building)	Desk No. 1
BTME-AE		
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor), Vishweshwaraiya Building	Desk No. 1
MBA	Department of MBA (Computer Lab-Chanakya Building)	Desk No. 1
MBASCM		
MCALE	Department of Computer Applications (Vedanta Building) (2nd Floor – Lab 223)	Desk No. 2
M. TECH and Ph.D. (All branches)	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1

EVEN SEMESTER - Registration Schedule – 3rd Year
(Date: 05-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
BARCH	Faculty of Architecture Vastu Building (Computer Lab – Ground Floor)	Desk No. 1
BPHARM	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 1
DPHARM - 2nd Year		
BTCE	Department of Civil Engineering (Computer Lab-2nd Floor) Vishweshwaraiya Building	Desk No. 1
BTCSE	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-505	Desk No. 1, 2 & 3
BTCSE-BDA	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-506 and Lab-VE-507	Desk No. 4 & 5
BTCSE-CCV		
BTCSE-CSF		
BTECE BTEE	Department of Electronics & Communication Engineering (CAD Lab-Chanakya Building)	Desk No. 1
BTIT	Department of Information Technology (R&D Lab – 4th Floor) Vedanta Building	Desk No. 1

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EVEN SEMESTER - Registration Schedule – 3rd Year
(Date: 05-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
BTME	Department of Mechanical Engineering (Chanakya Building)	Desk No. 1 & 2
BTME-AE		
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor) Vishweshwaraiya Building	Desk No. 1
MCALE	Department of Computer Applications (Vedanta Building) (2nd Floor – Lab 223)	Desk No. 1
PhDECE	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1
PhDEE		
PhDENGLISH		
PhDME		

EVEN SEMESTER - Registration Schedule – 4th Year
(Date: 07-Jan-2019), Time : 09:30 AM TO 4:30 PM

Course	Venue	Desk No.
BARCH	Faculty of Architecture Vastu Building (Computer Lab – Ground Floor)	Desk No. 1
BPHARM	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 1
BTCE	Department of Civil Engineering (Computer Lab-2nd Floor) Vishweshwaraiya Building	Desk No. 1
BTCSE	Department of Computer Science & Engineering (Vedanta Building) Lab-VE-505	Desk No. 1, 2 & 3
BTECE Section-A	Department of Electronics & Communication Engineering (CAD Lab) Chanakya Building	Desk No. 1
BTECE Section-B	Department of Electronics & Communication Engineering (ECE Office)Chanakya Building	Desk No. 2
BTEE	Department of Electronics & Communication Engineering (Control Lab) Chanakya Building	Desk No. 3
BTIT	Department of Information Technology (R&D Lab – 4th Floor) Vedanta Building	Desk No. 1
BTME	Department of Mechanical Engineering (Chanakya Building)	Desk No1& 2
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor) Vishweshwaraiya Building	Desk No. 1
Ph.D (All Branches)	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1

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EVEN SEMESTER - Registration Schedule - 5th Year (Date: 07-Jan-2019), Time : 09:30 AM TO 4:30 PM		
Course	**Venue**	**Desk No.**
BARCH	Faculty of Architecture Vastu Building (Computer Lab – Ground Floor)	Desk No. 2
Ph.D (All Branches)	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1

Annexure-II

LATE REGISTRATIONS

Time: 09:00 AM – 01:00 PM & 01:30 – 04:30 PM

For 1st Year Students : 4th January to 15th January 2019 with a fine of Rs. 1000/-

For 2nd Year Students : 5th January to 15th January 2019 with a fine of Rs. 1000/-

For 3rd Year Students : 7th January to 15th January 2019 with a fine of Rs. 1000/-

For 4th & 5th Year Students : 8th January to 15th January 2019 with a fine of Rs. 1000/-

Students, who fail to register themselves by 15th Jan 2019, will be required to pay late registration fine of Rs. 5000/-

Names of the students who do not register themselves by 30th January 2019, will be struck-off the rolls of the University

Program	Venue	Desk No.
All Programs	Record Section, Registrar Office, 1st Floor, Chanakya Building	Desk No. 1
		Desk No. 2
		Desk No. 3

REGISTRAR

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To:

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

Copy to:

- Chairman
- Chancellor ⎤ For information please
- Vice Chancellor ⎦
- Pro Vice Chancellor
- Dy. Finance Officer
- Manager Admin
- ICT Manager – To upload on website.