

Spring Semester Registration 2018 -19 (For on roll Students)

Date: 3rd January 2019 (Thursday), Time: 09:30 A.M. onwards

Registration Steps

B.Tech. & Dual Degree (2nd , 4th , 6th & 8th Semester) :

Venue: Respective Faculty Advisor's office in their School.

- 1) Students who have cleared all the dues and paid the requisite Spring Semester (2018-19) fees are required to do their subject registration in ERP.
- 2) Students are required to meet their Faculty Advisor in their office for subject registration in ERP on **03.01.2019** from **9.30 A.M. onward**.
- 3) Faculty Adviser will verify (a) subject registration details as per the curriculum requirement of the student (b) fee payment in ERP to ensure that student has paid the requisite registration fees.
- 4) After verification, Faculty Adviser will make the final submission of the subject registration of the student in the ERP (online submission) and take printout of the Registration Card. The same has to be signed by Student, Faculty Advisor and Head of the School.
- 5) After signature of Head of School, this will be sent to Academic Section.
- 6) Students who are availing bank loans and making payment through Demand Draft are required to submit a money receipt from accounts section of fee payment to their respective Faculty Adviser for verification.

M.Tech. (2nd & 4th Semester) & M.Sc. (2nd & 4th Semester) :

Venue: Respective Faculty Advisor's office in their School.

- 1) Students who have cleared all the dues and paid the requisite Spring Semester (2018-19) fees are required to do their subject registration in ERP.
- 2) Students are required to meet their Faculty Advisor in their office for subject registration in ERP on **03.01.2019** from **9.30 A.M. onward**.
- 3) Faculty Adviser will verify (a) subject registration details as per the curriculum requirement of the student (b) fee payment in ERP to ensure that student has paid the requisite registration fees.
- 4) After verification, Faculty Adviser will make the final submission of the subject registration of the student in the ERP (online submission) and take printout of the Registration Card. The same has to be signed by Student, Faculty Advisor and Head of the School.
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