



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Steps for Autumn Semester Registration (July – December, 2019)
for On Roll B.Tech., Dual Degree, M.Tech., M.Sc. & Ph.D. students

- 1) Online Subject Registration through ERP and online Fee Payment – **1st July, 2019 to 15th July, 2019** (Hard deadline. No extension will be given beyond 15th July, 2019.
- 2) Report in Hostel – **17.07.2019 (Wednesday)** – Report to be collected from Hostel Warden.
- 3) Classes Begin – **18.07.2019 (Thursday)** – Biometric attendance will be taken as per the courses entered by the student in ERP.
- 4) Meet Faculty Adviser for Final Semester Registration: 17.07.2019 to 23.07.2019 (Faculty Adviser may Schedule a date, Check email from him or meet for update.)
- 5) Verification to be performed by the Faculty Adviser:
 - a) Subject registration in ERP as per curriculum. Faculty Adviser may Add/Delete subjects to meet the requirement. Biometric attendance modification will be made accordingly.
 - b) Fee payment confirmation in ERP.
- 6) Faculty Adviser will make final submission of registered subjects in ERP. No further change is allowed. After final submission students will receive an email message confirming Semester Registration. Faculty advisers will be able to generate a single report for all students and submit the signed copy to school office to be forwarded to Academic Section with HoS's signature.

Please note that after the semester registration is complete students have to attend classes as per their registered courses. Biometric attendance will change accordingly.