

**Ref.REG/14/053/06/2023/029**

**June 16, 2023**

**NOTICE**

**Subject: Online Registration for Summer Term-Academic Year 2022-23**

**1. All Students of 1<sup>st</sup> Year of all Programmes (Except MBA)**

The above students are hereby informed that **Online Registration** for Summer Term Classes & Examinations (AY: 2022-23) for Backlog/ Non-Complete Subjects / Courses will be open from **16<sup>th</sup> – 18<sup>th</sup> June 2023**.

- i. Academia ERP (**All Existing students admitted in AY: 2022-23**)–Student should submit their request for the registration of Backlog/Non-Complete Subjects/Courses through **MS Form** (Please click on the link and provide the details) <https://forms.office.com/r/W0KpAp9B4Y>

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

## **Guidelines for Summer Term Registration**

The online registration for Summer Term Classes and Examinations, 2022-23 will be open **from 16<sup>th</sup> – 18<sup>th</sup> June 2023**. The students are advised to read carefully and follow the guidelines given below:

**A. Eligibility for Summer Term Registration:**

**1. All Students of 1<sup>st</sup> Year of all Programmes (Except MBA).**

**B. Subjects / Courses which students can register for the Summer Term:**

1. Non-Complete Subject/Courses due to semester / year break.
2. Subjects/Courses in which the student has obtained E or F grade (D, E or F grade in case of B.Arch programme).
3. Students can register Backlog/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 19<sup>th</sup> June 2023 onwards. For detailed time-table, get in touch with your respective HoD/School.**

**G. Registration Process:**

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 1<sup>st</sup> page of this communication.

- For technical issues, please email to [sap.executive1@dituniversity.edu.in](mailto: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](mailto: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 along with 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.
- No request for late registration will be entertained after the last date.