

OFFICE OF THE REGISTRAR

Ref: REG/14/053/09/2023/041

September 02, 2023

NOTICE

Subject: Online Registration of Debarred/Back Paper (Odd Semester only)

Attention: (Except All Pharmacy and PhD 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 Odd Semester and Examinations (AY:2023-24) for Debarred/Back Paper/Non-Complete Subjects / Courses will be open from 2nd to 5th September 2023.

Students who have been debarred from appearing in the examinations / have back paper / have missed or dropped the examinations of the papers of the previous odd semester(s) of their programme, may register themselves for the same online from 2nd September to 5th September 2023.

- **Academia ERP (All Existing students admitted since AY: 2018-19 till AY: 2022-23 of above-mentioned programmes and years)** – Students should submit their request for the registration of Debarred/Back Paper/Non-Complete Subjects/Courses through MS-Form (Please click on the link and provide the details):
<https://forms.office.com/r/2fYxZADuXf>
- **SAP Portal (Passed out batch students till 2017 with active back paper)** – Student should send their request for the registration of Debarred/Back Paper/Non-Complete Subjects/ Courses through email on sap.executive1@dituniversity.edu.in. Students are advised to clearly mention course code and course name on their email.

Students are advised to follow the **“Guidelines for Registration of Debarred/Back Paper/Non-Complete Subjects/Courses”** given herewith before registering the same.

This is for information and necessary action.



Registrar

To:

- All Directors /Deans / HoDs – to disseminate among students
- Controller of Examinations

Copy for information 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 Registration of Debarred / Back Paper (Odd Semester only)

Attention: (Except All Pharmacy and PhD programmes)

The Online Registration for Debarred/ Back Paper/Non-Complete Subjects/ Courses of Odd Semester, will be open **from 2nd to 5th September 2023**. The students are advised to read carefully and follow the guidelines given below:

A. Eligibility for Registration:

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

B. Subjects / Courses which students can register for the Odd Semester:

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 Back Paper/Debarred/Non-Complete Subjects/Courses of ODD Semester only.

C. Registration will be “With Class” only @Rs. 3000/- per course.

D. 1. Students under CBCS Batch can register for the Subjects/Courses to the extent of total 03 courses only.

2. For FFCBCS Batches, this limit is only restricted to one course only beyond their maximum regular allowed credits in a semester.

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

F. For detailed time-table, get in touch with your respective HoD/School.

G. **Registration Process:**

The registration of Debarred/Back Paper/Non-Complete Subjects/ Courses on ERP for Odd Semester-2023-24 shall be done from back-end. Student should submit their request for Odd Semester 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 office.registrar4@dituniversity.edu.in
- Students are advised to provide the details on MS Form only for Back Paper Subjects/Courses (Do not choose pass Courses). Also, in case of Back Paper 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.
- **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.