OFFICE OF THE REGISTRAR
NOTICE

DIT UNIVERSITY
IMAGINE ASPIRE ACHIEVE

REG/2014/053/07/2019/023   Date: 19th July 2019

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

- **Semester Registration: 20th, 22nd and 23rd July, 2019**
  Time: 09:30 AM – 01:00 PM & 01:30 PM – 04:30 PM
  Venue: Concerned Departments (Annexure-I)
- **Back/Debar/Improvement Papers Registration: 29th July 2019 to 09th August 2019 (Online)**
- **Late Registration (Annexure-II)**
- **Registration of Students getting eligible for regular promotion after Summer Term Results - 31st July 2019 to 02nd August 2019.**

DIT University welcomes the students who are to be re-registered in Odd semester of all the programmes of the University in the Academic session 2019-20. 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 (also 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 their registration 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 same at the registration desk to complete their personal files. Only then they will be permitted to

Mussoorie Diversion Road
Dehra Dun – 248 009
Uttarakhand INDIA

Phones +91.135.3000 300, 301
FAX +91.135.3000 309
Email: dit@dituniversity.edu.in

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register for the odd 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.

- **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 – Ground Floor, Chanakya Building (OLD COE Office)**. Students registering themselves after the due dates will be charged a late registration fine of **Rs. 1000/- till 20th August 2019**. Students, who fail to register themselves by **20th August 2019**, will be required to pay late registration fine of **Rs. 5000/- till 31st August 2019** and no further registration will be allowed. 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 **31st August 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 odd semester papers will be open from **29th July 2019 to 09th August 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 minimum pass grade i.e. 'C' for B.Arch programme and 'D' for all other programmes.

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Promotion Rules

Program	I year to II year	II year to III year	III year to IV year	IV year to V year
B.Tech / B.Des	3.75 CGPA after the first year to move into second year of study.	4.5 CGPA after the second year to move into the third year of study.	5.0 CGPA after third year to move into fourth year of study.	-
B.A (H) / B.Sc (H) / BCA	3.75 CGPA after the first year to move into second year of study.	4.5 CGPA after the second year to move into the third year of study.	-	-
B.Pharm	-	4.5 CGPA after the second year to move into the third year of study.	5.0 CGPA after third year to move into fourth year of study.	-
D.Pharm	Students who have cleared the first year with pass grades are eligible for promotion to the second year. Besides, failure in more than two subjects shall lead to non-promotion to the second year.	-	-	-
B.Arch	5.0 CGPA after the first year to move into second year of study.	5.0 CGPA after the second year to move into third year of study.	5.0 CGPA after the third year to move into fourth year of study. Besides, the student shall **Not be Promoted to the Fourth Year (NP4Y)** if he/she has not cleared all papers of first, second and third year with pass grades.	5.0 CGPA after the fourth year to move into fifth year of study. Besides, the student shall **Not be Promoted to the Fifth Year (NP5Y)** if he/she has not cleared all papers of third year respectively with pass grades.
M.Tech	3.75 CGPA	-	-	-
M.Pharm	Students shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.			
MBA	3.75 CGPA	-	-	-
MCA	-	4.5 CGPA after the second year to move into the third year of study.	-	-
Ph.D	6.5 CGPA after course work for research registration.			

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Annexure-I

Registration Schedule		
BTECH / BPHARM / BARCH- 4th Year, BARCH-5th Year, MTECH / M.Sc – 2nd Year and MCA-LE-3rd Year (Date: 20-July-2019), Time : 09:30 AM TO 04:30 PM		
Course	Venue	Desk No.
BARCH – 4th & 5th Year	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) Vishweshwaraya 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	Department of Electronics & Communication Engineering (CAD Lab-Chanakya Building)	Desk No. 1
BTEE		Desk No. 2
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 & 2
BTME-AE		
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor) Vishweshwaraya Building	Desk No. 1
MCALE	Department of Computer Applications (Vedanta Building) (2nd Floor – Lab 223)	Desk No. 1
M. TECH (All branches) & M.Sc-Physics	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1

Registration Schedule		
BTECH / BPHARM / BARCH- 3rd Year, B.Des / BA (Hons.) / B.Sc (Hons.) / BCA – 3rd Year and All Ph.D programs (2nd year onwards) (Date: 22-July-2019), Time : 09:30 AM TO 04:30 PM		
Course	Venue	Desk No.
BA-ECO	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 1

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Course	Venue	Desk No.
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	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) Vishweshwaraya 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 & 6
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 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), Vishweshwaraya Building	Desk No. 1
Ph.D. (All programs)	Registrar (Academic Office), Ground Floor, Vastu Building	Desk No. 1

	Registration Schedule	
	BTECH 2nd Year including all B.Tech (Lateral Entry 2019-20 Admissions) **B.Pharm / BARCH / B.Des / D.Pharm -2nd Year** **BA (Hons.) / B.Sc (Hons.) / BCA – 2nd Year** **(Date: 23-July-2019), Time : 09:30 AM TO 04:30 PM**	
Course	**Venue**	**Desk No.**
BA-ECO & PSY	Department of Humanities (Language Lab) Vishwakarma Building	Desk No. 1
BA-ENG		Desk No. 2
BARCH and BD-ID & BD-UX	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
BCA-ADC-Oracle		Desk No. 2
BPHARM and MPHARM	Faculty of Pharmacy Charak Building, 2nd Floor (Instrumentation Room)	Desk No. 1
DPHARM		Desk No. 2

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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) Vishweshwaraya Building	Desk No. 1
DIP-CE		
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		
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
DIP-ME		
BTME-AE		
BTPE	Department of Petroleum Engineering (Computer Lab–3rd Floor), Vishweshwaraya Building	Desk No. 1

Accounts Office Desks (20th July to 23rd July 2019)

Venue	Desk No.
Basement, Vedanta Building	Desk No. 1
	Desk No. 2
	Desk No. 3
	Desk No. 4

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Annexure-II

LATE REGISTRATIONS

Time: 09:30 AM – 01:00 PM & 01:30 PM – 05:00 PM

For 4th & 5th Year Students : 21st July 2019 to 20th August 2019 with a fine of Rs. 1000/-

For 3rd Year Students : 23rd July 2019 to 20th August 2019 with a fine of Rs. 1000/-

For 2nd Year Students : 24th July 2019 to 20th August 2019 with a fine of Rs. 1000/-

Students, who fail to register themselves by 20th August 2019, will be required to pay late registration fine of Rs. 5000/-

Names of the students who do not register themselves by 31st August 2019, will be struck-off the rolls of the University

Late Registration Desks
21st July 2019 onwards
Time: 09:30 AM – 01:00 PM & 01:30 PM – 05:00 PM

Program	Venue	Desk No.
All Programs	**Records Section** **Ground Floor, Chanakya Building** **(OLD COE Office)**	**Desk No. 1 & 2**

Registration of Students getting eligible for regular promotion after Summer Term Results - 31st July 2019 to 02nd August 2019
Time: 09:30 AM – 01:00 PM & 01:30 PM – 05:00 PM
Venue: Basement, Vedanta Building

Dr. Devadesh Sharma
Registrar

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

Copy to:
- Chairman
- Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- Finance Officer
- Manager Admin
- ICT Manager – To upload on website.

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