

## Instruction to Continuing Students, UG, PG and PhD

**Any fee payment made in violation of the process set out below including payment through bank pay in slip, POS machines, demand draft, non-SBI cheques, direct transfer into any IIT account or any other mode, would not be accepted and acknowledged.**

The Semester Registration of all Students for Spring 2016-2017 session will be in an online mode totally through SBI payment Gateway (SBIMOPS).

### **I Broad Sequence:**

- 1. Fee Payment through the online through SBI payment Gateway** (SBIMOPS).(Refer to <https://erp.iitkgp.ernet.in/PaymentInstructions.pdf> for Instructions)
- 2. Academic or Subject Registration.**(UG students please Refer to <https://erp.iitkgp.ernet.in/SubRegGuideline.pdf> and <https://erp.iitkgp.ernet.in/RegistrationManual.pdf> for details)
- 3. Confirmation and Generation of Final Printout of Registration Card.**

All Registration events are online and the student is presented with a broad time window to finalize his/her subject Registration by suitable choice of Electives/Additional or Backlog subjects.

### **II Time lines**

SI No.	Event	Time line
1	Opening of Fee Payment and Registration link in ERP for all students (Tentative)	26 Dec 2016
2	Reporting to the Institute of all UG (except B.Arch .IV Year), Dual Degree (except V Year), LLB, LLM, MBA, MHRM students	4 Jan 2017
3	Classes will commence for all students	5 Jan 2017
4	Last date of Fee Payment for all students	4 Jan 2017
5	Last date of submission of Registration Card in the Department/Centre/School for all students	6 Jan 2017

**Classes will commence on 12.01.2017 only for M.Sc(5 yr) IV & V Year and M.Sc(2 yr) I & II Year students of Applied Geology, and M.Tech. I Year students of Exploration Geoscience**

**The subject Registration link will be available till 6 Jan 2017 for students to take final print out of the registration card and submit to faculty adviser for signing and authentication at ERP.**

Please note that the last day of REGISTRATION FOR SPRING 2016-2017 is 6 Jan 2017. Students, registering late, will have to apply to Dean (UGS)/Dean(PGS&R) through their faculty adviser and Head seeking permission to register late. Dean (UGS)/ Dean(PGS&R) will decide on the fine to be paid, if any, and then direct UG/PGS&R Academic Section to allow the student to register after paying the fine, if any. ERP is not at all involved in the process and students should not come to ERP at all.

### III Detailed sequence of events:

#### A. Fee Payment

- 1) Log into the [erp.iitkgp.ernet.in](http://erp.iitkgp.ernet.in) site and go to the following link:

UG Students	:	Academic › UG › Student Academic Activities (UG)
PG Students	:	Academic › PG › Registration for Current Session
MS/RS Students	:	Academic › MS/RS › Semester Registration

Click on the button “Pay Fees”. You will be redirected to IIT Kharagpur Payment Gateway page.

- 2) Check the details shown and click on Proceed. You will be redirected to State Bank of India MOPS facility (SBIMOPS).
- 3) The full payment details procedure have been mailed to you and is on ERP front page

#### B. Academic or Subject Registration for UG students

- 1) Upon payment of fee and the subsequent updation of the ERP database: The subject Registration Link will be activated from 26<sup>th</sup> Dec 2016 for all students.
- 2) For UG students Breadth/HSS/Mgmt Subjects are allocated by ERP strictly on the basis of CGPA (of n-2 semester) and preferences. The allocation of Breadth, HSS and Management breadths is final and will not be changed under any circumstances. The allocated Breadth will be displayed on the Registration card.

#### C. Finalization of Registration & Generation of Print out

- 1) **UG&PG** Students must finalize their Elective/Additional subject Registration on or before 6 Jan 2017. Printing of Registration card will be enabled only after student has finalized by clicking the ‘confirm’ Registration on the Registration link. If the student does not finalize his/her Registration by 6 Jan 2017, the existing registration will be locked and no changes will be permitted to the Registration under any circumstance.

- 2) It is mandatory to print the Registration Card and submit it to the faculty advisor on or before 6 Jan 2017. Faculty advisors will digitally sign the Registration cards only after receiving the hard copy print out from the student.

3)

All Subject Registration will be done strictly in accordance with the Academic rules and regulations. No Registration will be permitted beyond 6 Jan 2017.

#### **D. Returning students after their withdrawal is over**

- a. Students who resume their academics after Semester withdrawal must first report to the Institute, before fee payment and registration
- b. Semester withdrawal can fall in any one of the following categories:
- i. Withdrawal on personal grounds
  - ii. Withdrawal on Medical grounds, in which case he/she has to be cleared by the BC Roy Technology Hospital IIT Kharagpur.
  - iii. Forced as a consequence of Disciplinary Action.

Students under categories (i) and (iii) mentioned above, shall report to academic section first. while students under category (ii) should get cleared by the Medical board of BCRTTH and then report to academic section. The fee payment and registration shall be enabled thereafter.

**All authority, responsibility for a student's registration has been delegated to the teachers, faculty/project advisers, ERP representative of the Department/Centre/School, and the respective Heads of Department/Centre/School. It is only the Dean (UGS)/ Dean(PGS&R) and UG /PG section (Academic) who can make any changes. Students should not come to ERP for any matter.**