

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE
PILANI – 333 031 (RAJ.) INDIA**

Academic Registration & Counselling Division

SECOND SEMESTER 2017-2018

**ERP
REGISTRATION**

INFORMATION BOOKLET



BITS Pilani
Pilani | Dubai | Goa | Hyderabad

Dear Professor,

Kindly go through the registration booklet. Please make a note of your registration duty.

Associate Dean, ARCD

CONTENTS

Subject	Page No.
1. Registration Schedule (a) Interaction with Registration Advisors for 2017 (First degree) and new admission students	2
(b) Interaction with Registration Advisors for 2016 & earlier admission students (c) Computerized Registration (Section & course allotment) (d) NOT Registered Cases (Difficult timetable cases)	3
2. Registration Instructions for students	4
3. Registration Advisors	6
4. Miscellaneous (a) Standby (b) Registration Control Unit (c) Student Volunteers (d) Booth Management Control	9
5. Guidelines for Registration Advisors	10

REGISTRATION SCHEDULE

A. Interaction with Registration Advisors for all New (FIRST DEGREE)* Admission students

Saturday 09:00 A.M. to 12:00 P.M. | *For 2017 and new admission*
6/01/2018

Place: As notified against respective Registration Advisor.

Registration Schedule for 2017 and New Admission Students

Registration Day and Date: Saturday, 6th Jan 2018

	<u>TIME</u>	<u>Priority Nos.</u>	
Course/Section	09.00 AM to 10.00 AM	001-300	as per following schedule
Registration	10:00 AM to 11:00 AM	301- 650	
	11.00 AM to 12.00 Noon	651 onwards	

(Students must register from their Hostel Rooms)

<u>PRIORITY Nos.</u>	<u>TIME</u>
001 to 300	09:00 AM to 10:00 AM
301 to 650	10:00 AM to 11:00 AM
651 onwards	11:00 AM to 12.00 Noon

1. **2017 Higher degree students will collect registration material from Registration Advisors as per their PR NO. However, the registration for these students will start at 1:00 PM .**
2. **Registration material will not be issued to any student without institute ID proof.**
3. **Students should follow the allotted time slot strictly and approach their respective registration advisors 30 min before the allotted time slots.**
4. **Faculty member should issue registration material only 30 min before the allotted time slots (as per PR.No.) for smooth registration.**
5. If students are **in dues and have brought the demand draft** for the full amount, they should proceed with the demand draft to SWD and collect a “**Dues cleared**” slip.
6. Report to your Registration Advisor and hand over the “**Dues cleared**” slip and collect the Registration material.

REGISTRATION SCHEDULE

A. INTERACTION WITH REGISTRATION ADVISORS

Saturday 12:00 Noon to 01:00 PM | For 2016 & earlier admission
6/01/2018 02:00 P.M. to 05:30 PM

Place: As notified against respective Registration Advisor.

Faculty member should issue registration material only 30 min before the allotted time slots (as per PR.No.) for smooth registration.

B. COMPUTERISED REGISTRATION (SECTION & COURSE ALLOTMENT)

	<u>TIME</u>	<u>Priority Nos.</u>	
Course/Section Registration	01:00 PM to 02:00 PM	001 - 200	as per following schedule
	02:00 PM to 04:00 PM	201 - 600	
	04:00 PM to 05:30 PM	601 onwards	

☞ **Only for ACB/BL students (Room No. 6114 & 6116 in NAB)**

☞ **For Normal students (Respective Hostel Rooms)**

<u>PRIORITY Nos.</u>	<u>TIME</u>
001 to 100	01:00 PM to 01:30 PM
101 to 200	01:30 PM to 02:00 PM
201 to 300	02:00 PM to 02:30 PM
301 to 400	02:30 PM to 03:00 PM
401 to 500	03:00 PM to 03:30 PM
501 to 600	03:30 PM to 04:00 PM
601 to 700	04:00 PM to 04:30 PM
701 to 800	04:30 PM to 05:00 PM
801 onwards	05:00 PM to 05:30 PM

Locations	(Room No.)	Entry/ Exit
Normal students	Hostel Room	-
ACB/BL students	6114/ 6116	IPC (NAB)
ERP Help desk	6117	

C. NOT Registered Cases (Difficult Timetable Cases)

Return of settled Timetable from **Room No.: 3139**

Admission Year	Time	Date
2017	3:30 PM - 5:00 PM	8 th Jan. 2018
2016	4:00 PM - 5:00 PM	9 th Jan. 2018
2015	4:00 PM - 4:30 PM	10 th Jan. 2018
2014 & earlier	4:30 PM - 5:00 PM	

REGISTRATION INSTRUCTIONS FOR STUDENTS

- ☞ Always carry your **ID Card/Admit Letter** (if New Admission) for Registration.
- ☞ Collect your registration material from your Registration Advisor.
- ☞ Refer to Section “VIII” of timetable - “**CERTAIN INSTRUCTIONS REGARDING REGISTRATION**”.

☞ **COURSE PACKAGE**

Procedure to register in ERP is available at <http://arcd>

- (a) For prescribed courses you can refer to your Eligibility Sheet.
- (b) Register for prescribed courses by adding courses in your cart on ERP.
- (c) **Elective(s) Registration** (see Section VI of timetable for choosing Electives): If your course package has ELECTIVE (EL) slot(s)
 - Check your **eligibility** for the course you wish to take as elective.
 - **Do not register for more than required number of electives without prior permission.**
- (d) “**ACB Probation**” status students **CANNOT ALTER** their **prescribed Course package**.

☞ **DIFFICULT TIMETABLE**

If your registration is not possible due to non-availability of sections, then

- a. Fill a DTC form that is available with your Registration Advisor (**RA**).
 - b. Make the timetable for the sections suggested, on the backside of DTC form.
 - c. **Get the Signature of Registration Advisor on DTC form and put your signature at the specified place.**
 - Submit the **signed DTC form (with timetable of suggestion sections)** to your **REGISTRATION ADVISOR (RA)**.
 - d. Collect your settled DTC form and timetable as per schedule displayed in ARCD website.
- ☞ You are **Not Registered** for the semester if
- Your registration is incomplete in any manner.
 - You have not submitted any DTC form.

☞ **NAME CHECKING FORM**

Students admitted in First Semester 2017-2018 should collect the Proforma containing their certificate name, as it will appear on all documents like Provisional Certificate, Transcripts, as well as Degree Certificate. You should sign the Proforma and return the “Academic file copy” to the respective registration advisors and retain “student’s copy” for your records. If your name is not spelt correctly, fill in the form available in ARC Division Office and submit to ARC Division within 15 days with supporting documents.

☞ Students must submit their completed DTC form if any before **6:00 PM, 6th January 2018** to their registration advisor only.

☞ If students are **in dues and have brought the demand draft** for the full amount

- They should proceed with the demand draft to SWD and collect a “**Dues cleared**” slip.
- Report to your Registration Advisor and hand over the “**Dues cleared**” slip and collect the Registration Material.

☞ **In case of any discrepancy/problem/doubts in**

Subject	Contact person	Location
Timetable	Bhupendra Sharma (ID)	2152
First Degree charts	Arun Jalan (ID)	2152-C
Higher Degree charts	H R Jadhav (ARD)	2146-H
Project allotment	Shuvendu N Patel (ID)	2152-D
Dues and fees	Pawan Sain (SWD)	2103

☞ *Keep your mobile phone switched off during Registration.*

REGISTRATION ADVISORS

S.N.	Name	Room	Div/Dept
1.	Sharad Shrivastava Lavika Goel	2146-N	ARD
2.	Navin Singh Surabhi Koul	2146-M	ARD
3.	Indresh Kumar Bibhas Ranjan Sarkar	3268-F	CHEM
4.	Saumi Ray Sailaja Nandigama	3268-C	CHEM
5.	Smita Raghuvansi Rajdeep Chowdhury	6020-H	CHE
6.	Shilpi Garg Saurabh Chadha	2146-G	ARD
7.	Pawan Ajmera Aniruddha Roy	2146-K	ARD
8.	Leela Rani Satyendra Kr. Sharma	6068-A	MGTS
9.	Suresh Gupta Bhanu Vardhan Reddy	6020-J	CHE
10.	H K Mohanta Ajaya Pani	6020-F	CHE
11.	P Chattopadhyay Amit Jain	6020-N	CHE
12.	Prateek Seth Srinivas Appari	6020-M	CHE
13.	Ravi Kant Mittal R Srinivas	6121-D	CE
14.	Shibani Jha Durgesh Vikram	6021-I	CE
15.	S B Singh Dipendu Bhunia	6121-D	CE
16.	Manoj Kumar Vishaka Sakhare	6120-C	CE
17.	Navneet Gupta Sainath B	2210-G	EEE
18.	Rajneesh Kumar Harshavardhan S	2210-S	EEE
19.	Dheerendra Singh G Sai Sesa Chalapathi	2210-L	EEE
20.	A R Asati Vinay Chamola	2210-J	EEE
21.	P Srinivasan Prateek Kala	2224-A	ME
22.	M S Dasgupta Murali Palla	2129	ME

S.N.	Name	Room	Div/Dept
23.	T C Bera Venkatesh K P	2226	ME
24.	Amol Marathe S S Yadav	2228	ME
25.	S Murugesan Sunil Kumar Dubey	3170-U	PHA
26.	Rajeev Taliyan Gautam Singhvi	3170-O	PHA
27.	Anil B Gaikwad Anupama Mittal	3170-G	PHA
28.	Mayuri Digalwar Amit Dua	6121-X	CSIS
29.	Sudeept Mohan Kuldeep Kumar	6120-F	CSIS
30.	Poonam Goyal Ashutosh Bhatia	6121-Q	CSIS
31.	Sundaresan Raman Kamlesh Tiwari	6121-O	CSIS
32.	K K Gupta Arnab Hazra	2113-B	EEE
33.	Anu Gupta Devesh Samaiya	2136	EEE
34.	Praveen Kumar A V Kavindra Kandpal	2210-D	EEE
35.	Anantha Krishna Nilanjan Chattraj	2210-O	EEE
36.	A K Digalwar Gajanand Gupta	2227	ME
37.	K S Sangwan Girish Kant	4119 (WS)	ME
38.	P N Jha Meghana Tare	3272	BIO
39.	Pankaj Kumar Sharma Sandhya Marathe	3277-I	BIO
40.	Sudeshna Mukherjee Syamantak Majumder	3272-W	BIO
41.	Bharti Khungar Rajeev Sakhuja	3268-D	CHEM
42.	Paritosh Shukla Shamik Chakraborty	3268-J	CHEM
43.	I R Laskar Surojit Pande	3268-A	CHEM
44.	Krishna M Pratyush Banerjee	6165-H	ECFI

S.N.	Name	Room	Div/Dept
45.	Arun Vaish Nirankush Dutta	6165-I	ECFI
46.	Geetilaxmi Mohapatra Monika Gupta	6165-M	ECFI
47.	Chandra Shekhar Jitendra Kumar	6067-E	MATH
48.	Balram Dubey Sumanta Pasari	6067-H	MATH
49.	Trilok Mathur Krishnendra Shekhawat	6067-S	MATH
50.	Anshuman Dalvi J N Bandhopadhyay	3266	PHY
51.	Raj Kumar Gupta Amol Holkundkar	3242-O	PHY
52.	S Gangopadhyay Madhukar Mishra	3242-A	PHY
53.	G S Chauhan H Gopinadhan Nair	6168-A	HUSS

Specific students' allocation for each advisor will be announced separately.

MISCELLANEOUS

(A) STAND by

The following staff members will be on standby duty during registration. They should report and be available in Room No. **3136** on Thursday 6/01/2018 from 9:00 A.M. to 12:30 P.M. and from 02:15 P.M. to 03:30 P.M.

Praveen Goyal	MGTS	Ashutosh Kar	EEE	Abhisek Mishra	CSIS
Ashish Patel	EEE	Somdatta Bhattacharya	HUSS	Akash Rai	ME
Deepak Chitkara	PHA	Avinash Gautam	CSIS	K S Bhattacharya	HUSS

(B) REGISTRATION control unit

The members of the Registration control unit will be responsible for registration arrangements, control of Course/Section allotment rooms, settlement of difficult timetable cases etc. During registration they will be available in the following rooms:

Task	Location	Extn No.	In-Charge(s)	Div/unit
Registration control	3137	5243	B K Rout Madhushree Sarkar	ARCD
ACB/BL registration	6114 6116	5414 5411	Subit Kumar Saha Haribabu K J S Rathore Sachin Belgamwar Santosh	ARCD
ERP Help desk	6117	5417	Abhishek Dadhich Harpal	ERP
Student working group			Shubham Thakur	Student
Registration office	3139	5220	Santosh Kumar Saini Mudit Soni Suresh Kumar Sharma	ARCD

(C) STUDENT volunteers

A number of students have volunteered to help in registration work. They will be associated with the following activities:

- | | |
|---------------------------|---|
| (i) Registration control, | (iv) Information display and |
| (ii) Computer management, | (v) Resolving of difficult timetable cases (DTC). |
| (iii) Timetable help, | |

(C) BOOTH Management control

Location/Room	In-Charge	Div/Unit
IPC NAB 6114, 6116 Entry/Exit	Pramod Saini	PMRU
	Dhanna Ram Saini	ME
	Yogendra Kumar	WS
	Naveen Kumar Rana	PHA

Guidelines for REGISTRATION ADVISORS

1. Interaction timing for Registration Advisors

Session – I : 9:00 AM to 01:00 PM
Session – II : 2:00 PM to 06:00 PM

2. Following items are sent to you as **registration material**:
- List of the students allotted to you.
 - ERP login credentials
 - Eligibility Sheets,
 - Grade Sheets and
 - Name checking form for student admitted in First Semester 2017-2018.

Verify the items as per list 2(a).

3. Registration material for some students might have been *withheld* [it will be marked in list 2(a)] due to administrative reasons like pending ‘I’ report etc. The registration material for such cases may be released to you with supplementary lists.
4. **The Registration material for student(s) who are in dues is also sent to you. Students in dues are indicated on the list of students. Release the registration material of such students when they produce the “DUES cleared” slip from Dean, SWD. Keep this “dues cleared” slip with you. This “dues cleared” slip should be handed over to ARC Division at the end of registration.**
5. Every student must register personally. In case of doubt, you can ask the student to produce the **Identity Card**.
6. Hand over the Registration material to the student who reports for registration. If the student is in dues, act as per item 4.
7. Certificate name form: (Only for students admitted in First Semester 2017-2018) Please get the certificate name form signed from each student and keep the ‘Academic File copy’ with you and give the student’s copy to the student. Return all the signed certificate Name forms to ARCD office at the end of the day along with other registration materials.
8. **Students with DTC**
- ➔ CHECK that the DTC form contains clash free sections and timetable, and sign DTC form.
 - ➔ Ask the student to sign the DTC form and submit it to ARCD office as per time slot.
 - ➔ You can check the registration status of the student by logging into ERP system. Login, Password and help manual will be mailed to you.
9. **Segregate the Registration Material into**
- Registration completed,
 - DTC cases, (DTC form),
 - Did not show up for registration.
10. **Make appropriate entries in the proforma supplied, [list 2(a)] and return the following to ARC Division Office by 6:15 P.M. on 6/01/2018.**
- Proforma with all entries made, list 2(a) and supplementary lists, if any.
 - All Registration Material segregated as above.
 - “Dues cleared” slips for students who were in dues and registration material released by you.
 - Signed certificate name form.

REGISTRATION TEAM

Associate Dean, ARCD
Dr. B K Rout
Nucleus Members
Haribabu K
Jitendra S Rathore
Madhusree Sarkar
Sachin U Belgamwar
Subit Kumar Saha
ARC LAB
Diksha
Gurukalyan Mohanty
Pranjal Priyadarshini
Sasanka Sekhar Dash
Shivin Shrivastav
Varun Amrutiya
Student Volunteer
Shubham Thakur
ARCD Office
Santosh Kumar Saini
Abhisek Dhadich
Mudit Soni
Harpal
Suresh Kumar Sharma
Ram Swaroop Sharma
Smt. Santosh Kumari Sharma

Website of ARCD: <http://arcd>

You can get here

- List of Students registered in your course or in your section - Browse/ download;
- Timetable for yourself;
- Details including comprehensive exam information for your courses;
- Amendments information (W/DP/RC) for your course;
- Post a query;
- FAQ.

Register yourself, if not done so far, at the websites to use the services.

any suggestions/questions can be mailed to: arc_reg@pilani.bits-pilani.ac.in

-Thanks-