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

Academic Registration & Counselling Division

FIRST SEMESTER 2018-2019

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

C O N T E N T S

REGISTRATION SCHEDULE

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

Wednesday	09.00 A.M. to 01:00 P.M.	*for new admission*
01/08/2018	02:30 P.M. to 06:00 P.M	

Place: As notified against respective Registration Advisor (RA).

*Registration Schedule for **All new admission students***

Registration Day and Date: **Wednesday, 1ˢᵗ August 2018**

	TIME	Priority Nos. (PR)
Course/Section	09.30 AM to 10.30 AM	001-300
Registration	10:30 AM to 11:30 AM	301- 700
	11.30 AM to 12.30 PM	701 onwards

(Room No. 6114, 6116, 6117, 6118 & 6119 in NAB)

ERP B R E A K (12:30 PM to 01:30 PM)

RETURN YOUR REGISTRATION CARD **BEFORE 5:00 PM** TO YOUR RESPECTIVE REGISTRATION ADVISOR

*New Admission **(Higher Degree)** students will collect registration card from Registration Advisors as per their PR.NO. **However, the Registration for these students will start at 1:30 PM .**

B. <u>Interaction with Registration Advisors for 2017 & earlier students</u>

Wednesday	09:30 A.M. to 01:00 P.M.	*For 2017 & earlier admission*
01/08/2018	02:30 P.M. to 06:00 P.M	

Place: As notified against respective Registration Advisor.

	TIME	**Priority Nos.**	
Course/Section	01.30 PM to 02.30 PM	001-50	as per following
Registration	02:30 PM to 04:30 PM	51- 500	schedule
	04.30 PM to 06:15 P.M	501 onwards	

(Students must register from their Hostel Rooms)

PRIORITY Nos.	**TIME**
001 to 025	01:30 PM to 02:00 PM
025 to 050	02:00 PM to 02:30 PM
051 to 150	02:30 PM to 03:00 PM
151 to 250	03:00 PM to 03:30 PM
251 to 350	03:30 PM to 04:00 PM
351 to 500	04:00 PM to 04:30 PM
501 to 650	04:30 PM to 05:00 PM
651 to 800	05:00 PM to 05:30 PM
801 onwards	05:30 PM to 06:15 PM

☞ **Students with PR No. Less than 700** should return the **Registration Card before 6:00 PM to their respective Registration Advisor**

☞ **Students with PR No. Higher than 700** may return the **Registration Card to ARC Division between 9:30 AM to 12:30 PM on August 02, 2018**

Locations	(Room No.)	Entry/ Exit
ACB Students	6118	**IPC NAB**

C. **NOT Registered Cases (Difficult Timetable Cases)**

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

Admission Year	Time	Date
2018	4:00 PM - 5:00 PM	2nd August 2018
2017	2:30 PM - 3:30 PM	
2016	3:30 PM - 4:30 PM	3rd August 2018
2015 & earlier	4:30 PM - 5:30 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**

A. Procedure to make entries on the Registration Card

(a) For prescribed courses you can refer to your Eligibility Sheet.

(b) Register for prescribed courses. Write them down on your Registration Card.

(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.
- Enter the correct **Computer Code, Course No. and Course Title** on the Registration Card.
- **Do not register for more than required number of electives without prior permission.**

(d) **"ACB Probation"** status students **CANNOT ALTER** their **prescribed Course package.**

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

☞ **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.
b. Make the timetable for the sections suggested, on the backside of DTC form.
c. **Sign in the Registration Card.**
d. **Get the Signature of Registration Advisor on DTC Form.**
e. Submit the following to your REGISTRATION ADVISOR
- **Signed DTC form (with timetable of suggestion sections)**
- **Registration Card**
f. Collect your settled DTC form and timetable as per schedule.

☞ You are **Not Registered** for the semester if

- Your registration is incomplete in any manner.
- You have not signed the Registration Card.
- Your Registration Advisor has not signed the Registration Card.
- You fail to return your Registration Card to your Registration Advisor by announced time.

☞ Students must submit their completed Registration Card before **6:00 PM, 1st August 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 K Jalan (ID)	2152
Project allotment	Shuvendu N Patel (ID)	2152
Higher degree charts	H R Jadhav (ARD)	2146-H
Dues and fees	Pawan (SWD)	2103

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

REGISTRATION ADVISORS

S.No.	NAME	ROOM	DIV./DEPT
1.	Amit Jain Bhanu Vardhan Reddy	6101	CHE
2.	**Rajesh Kumar** R Srinivas	6101	CE
3.	**Puneet Mishra** Devesh Samaiya	6102	EEE
4.	Prateek Kala Aakash Chand Rai	6103	ME
5.	Deepak Chitkara Aniruddha Roy	6104	PHA
6.	Abhishek Mishra Lavika Goel	6105	CSIS
7.	Kavindra Kandpal Yenuganti Sujan	6106	EEE
8.	Gajanand Gupta Ravinder Kumar	6104	ME
9.	Rajdeep Chowdhury Syamantak Majumder	6151	BIO
10.	Prashant Manohar Bibhas Ranjan Sarkar	6151	CHEM
11.	Satyendra Sharma Nirankush Dutta	6152	MGTS
12.	Krishnendra Shekhawat Sumanta Pasari	6152	MATH
13.	Madhukar Mishra JN Bandyopadhyay	6153	PHY
14.	H Gopinadhan Nair Tanu Shukla	6153	HUSS
15.	Pratyush Banerjee Nilanjan Chattraj	6155	MGTS
16.	Yashwardhan Sharma Indresh Kumar	6120-I	CSIS
17.	Smita Raghuvanshi Anupam Yadav	6020-H	CHE
18.	Navin Singh Tapomay Guha Sarkar	2146-M	ARD
19.	Sharad Shrivastava Gaurav Watts	2146-N	ARD

S.No.	NAME	ROOM	DIV./DEPT
20.	Leela Rani Saurabh Chadha	6068-A	MGTS
21.	Pawan Ajmera Ashish Patel	2146-K	ARD
22.	Shilpi Garg Ankush Chandrakant	2146-G	ARD
23.	Suresh Gupta Pradipta Chattopadhyay	6020-J	CHE
24.	H K Mohanta A K Pani	6020-F	CHE
25.	Pratik N Sheth Priya Sande	6020-M	CHE
26.	Ravi Kant Mittal Durgesh Vikram	6121-D	CE
27.	Manoj Kumar Shibani Jha	6120-C	CE
28.	Dipendu Bhunia P K Sahu	6021-F	CE
29.	Navneet Gupta Mahesh Angira	2210-G	EEE
30.	Rajneesh Kumar Anantha K Chintanpalli	2210-S	EEE
31.	Dheerendra Singh Nitin Chaturvedi	2210- L	EEE
32.	P Srinivasan Venkatesh KP	2224-A	ME
33.	A K Digalwar Murali Palla	2227	ME
34.	Amol Marathe Shyam Sundar Yadav	2228	ME
35.	Anil Gaikwad Sandeep Sundriyal	3170-G	PHA
36.	S Murugesan Rajeev Taliyan	3170-Y	PHA
37.	Poonam Goyal Amit Dua	6121-Q	CSIS
38.	Vandana Agarwal Kamlesh Tiwari	6121-Z	CSIS

S.No.	NAME	ROOM	DIV./DEPT
39.	Sudaresan Raman Ashutosh Bhatia	6121-O	CSIS
40.	K K Gupta Vinay Chamola	2113-B	EEE
41.	Anu Gupta K Babu Ravi Teja	2136	EEE
42.	Abhijit R Asati Arnab Hazra	2210-J	EEE
43.	K S Sangawan T C Bera	4119	ME
44.	P N Jha Meghana Tare	3272	BIO
45.	Jitendra Panwar Sudeshna Mukherjee	3277-X	BIO
46.	Bharti Khungar Rajeev Sakhuja	3268-D	CHEM
47.	I R Laskar Surojit Pande	3268-A	CHEM
48.	Arun Kumar Vaish Krishna M	6165-I	ECFI
49.	Geeti Laxmi Mohapatra Rajan Pandey	6165-M	ECFI
50.	Balram Dubey Devendra Kumar	6067-H	MATH
51.	Suresh Kumar Rajesh Kumar (Maths)	6067-J	MATH
52.	Anshuman Dalvi S Gangopadhyay	3266	PHY
53.	DD Pant Amol Holkundkar	3263	PHY
54.	G S Chauhan Rajneesh Choubisa	6168-A	HUSS

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

MISCELLANEOUS

(A) STANDBY

The following staff members will be on standby duty during registration. They should report and be available in Room No. **3136** on **Wednesday 01/08/2018** from 9:00 A.M. to 12:30 P.M. and from 02:15 P.M. to 03:30 P.M.

Udayan Chanda	MGTS	Atish Paul	PHA	Gaurav Dwivedi	MATH
Neetu Yadav	MGTS	Manoj Kannan	BIO	Bijoy Krishna Mukherjee	EEE
Gautam Singhvi	PHA	Biswanath Layek	PHY	Sainath B	EEE

(B) BOOTH MANAGEMENT IN-CHARGES

Location/ Room	In-Charge	Div/Unit
Entry IPC (NAB)	Vinod Kumar Naruka	WSU
Entry IPC (NAB)	Amitabh Jangir	EEE
Exit IPC (NAB)	Dhanna Ram Saini	ME
Exit IPC (NAB)	Yogendra Kumar	WSU
6101 Entry/Exit	Suresh Kumar Saini	Civil
6102 Entry/Exit	Ashok Kumar Saini	CHE
6103 Entry/Exit	Rajesh Kumar Tanwar	WSU
6104 Entry/Exit	Prakash Singh Bist Raj Kumar Saini	HUSS IU
6105 Entry/Exit	Om Prakash Pratap Singh	WSU IU
6106 Entry/Exit	Mahesh Chandra Saini	EEE
6151 Entry/Exit	Mukesh Saini	BIO
6152 Entry/Exit	Naresh Kumar Rohil	WSU
6153 Entry/Exit	Naveen Kumar Rana	PHA
6155 Entry/Exit	Harish Soni	ME

(C) <u>REGISTRATION CONTROL UNIT</u>

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	ARCD
Registration	6114	5414	Subit Kumar Saha	ARCD
Registration	6116	5411	Jitendra S Rathore	ARCD
ACB	6118	5418	Sachin U Belgamwar	ARCD
Registration	6119	5419	K Haribabu	ARCD
Student working Group	**6117/6156**	**5417**	Akash/ Riya	Student
Help Desk	**6117**	**5519**	Abhishek Dadhich	ERP

(E) <u>STUDENT VOLUNTEERS</u>

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

(i)   Registration Control,

(ii)   Computer Management,

(iii)   Timetable Help: **Room No. 6156**

(iv)   Resolving of Difficult Timetable Cases

Guidelines for REGISTRATION ADVISORS

1. **Interaction timing for Registration Advisors**

   Session – I : **9:00 AM to 1:00 PM**

   Session – II : **2:15 PM to 6:30 PM**

2. Following items are sent to you as **registration material**:

   (a) List of the students allotted to you.
   (b) Registration Cards,
   (c) Eligibility Sheets,
   (d) Grade Sheets and

   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 along with the Registration Cards 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. **When the student reports to you after completing his registration on computer.**

   ➔ *CHECK THE FOLLOWING ENTRIES ON THE REGISTRATION CARD:*
   - Lecture and/or Practical SECTION NUMBER for all courses is **legible**,
   - For EL/REPEAT/OVERLOAD courses **Computer Code, Course No., Course Title and category "EL"** are correctly entered.
   - Number of ELECTIVES registered is within limits.
   - A course in Eligibility Sheet is NOT taken as EL.

   ➔ *ENSURE*
   - Consistency in computer code, course no. and course title for hand written course(s).
   - Course(s) **not registered** are **struck off** completely.

   ➔ *Ask the student to sign the Registration Card.*

   ➔ *Sign the Registration Card as Registration Advisor.*

   ➔ *Retain the completed Registration Card.*

8. **Students with DTC**

   ➔ CHECK that the DTC form conations clash free sections and timetable and sign DTC from.
   ➔ Ask the student to sign the Registration Card.
   ➔ DO NOT SIGN the Registration Card as Registration Advisor.
   ➔ Attach DTC form to Registration Card for each student with DTC and keep it separately.

9. **Segregate the Registration Cards into**

   a. Registration completed,

   b. DTC cases, (DTC form attached to Registration Card),

   c. 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 6:00 P.M. on 01/08/2018.**

   a. Proforma with all entries made, list 2(a) and supplementary lists, if any.

   b. All Registration Cards segregated as above.

   c. "Dues cleared" slips for students who were in dues and registration cards released by you.

REGISTRATION TEAM

Associate Dean, ARCD
Prof. B K Rout

ARCD Nucleus Members
Prof. Subit Kumar Saha
Dr. K Haribabu
Dr. Jitendra Singh Rathore
Dr. Sachin U Belgamwar
Prof. Madhushree Sarkar

ARCD Office
Santosh Kumar Saini
Mudit Soni
Harpal
Suresh Kumar
Ramswaroop Sharma
Santosh Kumari Sharma

ERP Office
Abhishek Dhadich

Student Volunteer
Akash/ Riya

Website of ARCD: http://arcd

and   **http://10.2.102.15:9010/psp/hcsprod/?cmd=login&languageCd=ENG**

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-