



# **Registration Instructions to On-roll UG, PG and PhD Students**

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Enterprise Resource Planning(ERP), IIT Kharagpur

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## I. Broad Sequence

1. **Online Fee Payment through the SBI payment Gateway (SBIMOPS).** (Refer to <https://erp.iitkgp.ac.in/PaymentInstructions.pdf> for Instructions)
2. **Academic or Subject Registration.**(UG students please Refer to <https://erp.iitkgp.ac.in/SubRegGuideline.pdf> for details)
3. **Confirmation of registration and digitally sign the Registration Card.**

All Registration events are online and the student needs to finalize his/her subject Registration by suitable choice of Electives/Additional or Backlog subjects as per time lines mentioned in section II.

## II. Time Lines

For Registration timeline related information, please refer to the Academic calendar available at IITKGP website ([www.iitkgp.ac.in](http://www.iitkgp.ac.in)) under “Quick Links”.

Students, registering late, will have to apply online through individual ERP login (Academic -> Fees Application For Late Registration/Fee Certificate) and must submit the corresponding printout 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 time line and late fee to be paid, if any, and there after Academic (UG/PGS&R) Section to allow the student to register within the approved time line after paying the late fee, if any. ERP is not involved in the late registration process; hence students should not come to ERP in this regard.

### III. Detailed sequence of events

#### A. Fee Payment

1. Log into the [erp.iitkgp.ac.in](http://erp.iitkgp.ac.in) site and go to the link: Academic -> Fees -> Fee Demand and Payment.
2. The fee payment for Semester Registration of all Students will be in online mode through SBI payment Gateway (SBIMOPS).
3. User Guide for Fees Payment / Fee Payment Instruction and Important Notice is available under the link mentioned in step 1.

**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-KGP account or any other mode, would not be accepted and acknowledged.**

#### B. Subject Registration/Semester Registration

1. The subject Registration Link (for UG/PG/PHD students) and the semester registration Link (for MS/PHD/CER students) will be activated once the fee payment status is shown as 'Success' in ERP system. It may take up to 12 hours after online/chalan mode fee payment to reflect the payment status in ERP.
2. For UG students Breadth/HSS/Mgmt Subjects are allocated by ERP system on the basis of CGPA (of n-2 semester), preferences and timeslot of n semester depth subject. 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. Confirmation of Registration & digitally sign the Registration Card

1. UG&PG Students must finalize their Elective/Additional subject Registration within the last date of registration as mentioned in the Academic calendar. Printing of Registration card will be enabled only after the student has finalized his/her registration by clicking the 'confirm' Registration on the Registration link. If the student does not finalize his/her registration by the last date of registration, the existing registration will be locked and no further registration changes will be permitted. Faculty advisors will digitally sign the Registration cards only after the confirmation of subject registration.
2. Registration links are as follows:
  - UG Students : Academic -> UG -> Student Academic Activities (UG)
  - PG Students : Academic -> PG -> Registration for Current Session
  - MS/RS/CER Students: Academic › MS/RS/CER › Semester Registration; Academic › MS/RS/CER › Subject Registration

All Subject Registration will be done strictly in accordance with the Academic rules and regulations. No Registration will be permitted beyond the scheduled date as mentioned in Academic calendar.

#### **D. Rejoining of UG/PG withdrawal students**

1. Students who want to resume their academics after Semester withdrawal must report to the Academic section of Institute, before fee payment and registration.
2. 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.

**For any registration related clarification of students please contact with Student's respective faculty adviser. Student may apply to Dean (UGS) / Dean (PGS&R) through Student's respective faculty advisor and HOD for any special permission related to registration. Student need to contact with Academic (UG) / Academic (PGS&R) section after Dean's approval.**

**For any fee payment / registration related technical issue in ERP, Students are advised to raise a Complaint in the Complaints/Requests link available under individual ERP home page.**