ACADEMIC (UG) SECTION
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

NO: IIT/Acad(UG)/ SQ/Supple/2015-2016
Dated, 5th May 2016

SUB: 1)   SUMMER QUARTER FOR THE SESSION   2015-2016

2)   SUPPLEMENTARY EXAMINATION :   REGISTRATION OF
SUBJECTS OF THE AUTUMN/SPRING SEMESTER : 2015-2016

1. SUMMER QUARTER FOR THE SESSION 2015-2016

I.   Summer Quarter Subjects (First Year subjects where the number of failure is more than 5) will be identified and it may be available in the Institute website.

II.   **Registration of students for the Summer Quarter will be held on 11.05.2016.**

Maximum two subjects can be taken in Summer Quarter.
Registration Fee for summer quarter is **Rs. 500/- per credit.**

III.   Summer quarter classes (Theory only) for both Autumn & Spring Semester will be held from **16.05.2016 to 22.6.2016.** Mid-Summer Examination related to Summer Quarter subjects will be taken by the teachers concerned on a date between **23.05.2016 and 27.05. 2016.**

Failure list for 1st year Autumn Semester subjects are available in the following link in ERP: Academic →Result Review (UG)   →Failure list →for Summer Quarter and also given at the end of this circular. Failure list of Spring Semester subjects will be given in the website soon.

IV. Registration:

1.   For Summer Quarter Registration, students have to apply online through the ERP system (http://erp.iitkgp.ernet.in) of the Institute through the link **Academic → UG → Summer Quarter Registration** for Current Session. The student makes an application online through the ERP system, takes a hard copy print out of the application, gets the signature of the concerned teacher/Coordinator/Head of the Department (of the offered subject) on the hard copy. Student generates the fee demand from ERP from above link after hard copy generation and prints it and makes the payment at the State Bank of India, IIT Kharagpur Branch. The signed hard copy of the application along with the proof of payment should be submitted to the Academic(UG) Section to complete the process of Registration. Submission of signed hard copy form to the Academic(UG) Section is Mandatory. **The date of Summer Quarter Registration is 11**[th]** May 2016.**

2. In case the teacher concerned is not available , the above approval has to be done by Coordinator or Head of the Department offering the subject. The student can monitor all the stages of Summer Quarter Registration on ERP. In case of any problem regarding Summer Quarter Registration students may please contact the ERP personnel at 81017, 81018, and 81019 for assistance.

3. Handwritten Applications will not be entertained. **ERP Registration is mandatory. Those who, did not attend classes or were debarred from the Examination, will not be eligible to register for the Summer Quarter subjects.**

2. SUPPLEMENTARY EXAMINATION   2015 - 2016

Students who will fail in one or more subjects out of the subjects registered in the Spring Semester, 2015-2016, may appear in the SUPPLEMENTARY EXAMINATION. Students desirous of appearing at the SUPPLEMENTARY EXAMINATION may apply for the registration in prescribed application form through ERP, paying a fee of **Rs. 50/- per subject.** Students who already applied for Autumn Semester subjects, need not apply again.   **However, those students who have not yet submitted the hard copy of the application for the Autumn Semester subjects to the Academic Section (UG) may please do so immediately**.

Those who did not attend classes or were debarred from the Examination, will not be eligible to appear at the supplementary examination.

I.   **Supplementary Examination Registration Process:**

1. For supplementary Examination, the students have to apply online through the ERP system (http://erp.iitkgp.ernet.in) of the Institute through the link **Academic →UG→ Supplementary Registration for Current Session.**

2. In the case of supplementary examination, after making online application, the student has to take a hardcopy print out of the application. After generating the fee-receipt on ERP for payment at the State Bank of India, IIT Kharagpur Branch, the student has to produce the hardcopy of the Supplementary Registration Form along with the proof of payment to the Academic Section to complete the process of registration.

3. The student can monitor all the stages of Summer Quarter/ Supplementary Registration on ERP. In case of any problem regarding Summer Quarter/Supplementary Registration students may please contact the ERP personnel at 81017, 81018, and 81019 for assistance.

4. Handwritten Applications will not be entertained. **ERP Registration is mandatory. Those who did not attend classes or were debarred from the Examination, will not be eligible to appear at the Summer Quarter/Supplementary Examination.**

Supplementary Examination Registration process/link will available on ERP after the declaration of End-Spring Semester Examination result and will be continued till **20th June, 2016**. The application form duly filled in and signed by the student must be submitted to the Academic (UG) Section latest by **23rd June, 2016**. Application forms received without the prescribed fees will be rejected.

A student will not be allowed to appear in more than 5 (five) (including Summer Quarter subjects) subjects out of the subjects taken in Autumn and Spring Semester 2015 – 2016 together.

The Summer Quarter and Supplementary Examination of Spring and Autumn Semester will be held from 27. 06.2016 to 01.07.2016.

N.B.: **There will be no Supplementary Examination for the subjects earmarked for Summer Quarter unless otherwise decided by the competent authority in special circumstances justifying such deviation.**

(S. K. Poddar)
Assistant Registrar (UGS)

To

1. All Heads of the Department/Centre
2. Faculty Advisers of all Departments
3. Dean (UGS)
4. Dean (Students' Affairs)
5. Wardens, All Halls of Residence -- with a request to display in the notice board
6. Professor-in-Charge, Examination
7. Chairman, ERP
8. ACSSC
9. President, TSG
10. Chairman, Central Library
11. Deputy Registrar (F&A)
12. Class Room Notice Boards
13. Accountant, Cash Section
14. Chief Manager, SBI, IIT Kharagpur Branch
15. Executive Engineer(Civil)
16. Executive Engineer(E&M)
17. Security Officer
18. Secretary to Director