	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	Inter-Office Memo	SHEET 1 OF 1

From: Dean-Academic Affairs

To: Student Notice Boards/LMS/Website
Cc: Hon'ble GB, PC, VC, Academic Advisor,
Registrar, All HODs, COE, COR, ERP Cell,
Exam Cell, Accounts, Ph.D. Cell.

Date: 09 January 2024   **DEAN/IOM/001/2024**

NOTICE REGARDING ONLINE REGISTRATION FOR THE EVEN SEMESTER OF THE AY 2023-24 (JAN-JUNE 2024)

1. Dates of Registration of **all the existing Batches along with the leftover students of previous batches of all the programmes across all schools** for the Even Semester Jan-June 2024 are from **11 Jan 2024 (from 10 a.m. Onward) till 14 Jan 2024 (up to 11:59 p.m.)**

2. Classes of all the schools except SOL will commence from **15 Jan 2024**.

3. Classes of SOL will start from **22nd Jan 2024**. *(One extra week for SOL students to complete their internship)*

4. Ph.D. registration will commence from **18 Jan 2024 till 19 Jan 2024** and classes start from **20 Jan 2024.**

5. **Registration will be done online through ERP only.** Use the Link given below for the purpose:

   https://academics.ncuindia.edu/

6. Details of login and password to be used are as under:

   i. **Login Id:** **Student Roll Number**

   ii. **Password:** **As set last time**

7. Online registration is mandatory. See the attached user guide (Annexure#2) for the purpose.

8. Non-registered students will be charged late registration fee strictly as per the **"Late Registration Rules"** attached as **Annexure#01.**

9. If any students are having trouble with online registration, please come to the Dean's Office (Room No. 123) at NCU before January 15, 2024.

10. Apart from this, students having backlog (Re-appear) courses are also advised to come to **Dean Office, NCU** (Room No. 123) during the registration period (11-14 Jan 2024) to get required counselling for their re-appear courses (Regular/Supplementary mode).

11. Those who don't register by the specified date will be considered as non-Registered.

Note:

1. *The students who have not paid their semester fee, shall not be able to register.*

2. *For any quire, you can contact erpncu@ncuindia.edu*

Prof. Manoj Kumar Gopaliya

Dean-Academic Affairs

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Annexure#01

<u>Late Registration Rules</u>

i. **Registration after the due date (as specified in the Academic Calendar) will be done only after paying a fine of Rs. 1000/. This provision will be applicable only the for first two weeks after the commencement of classes.**

ii. **Students will not be allowed to attend classes and will be marked absent during the non-registered status.**

iii. **Non-Registered students beyond two weeks of commencement of classes will lose the entire semester.**

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Annexure#02

1. Open ERP ---- > academics.ncuindia.edu
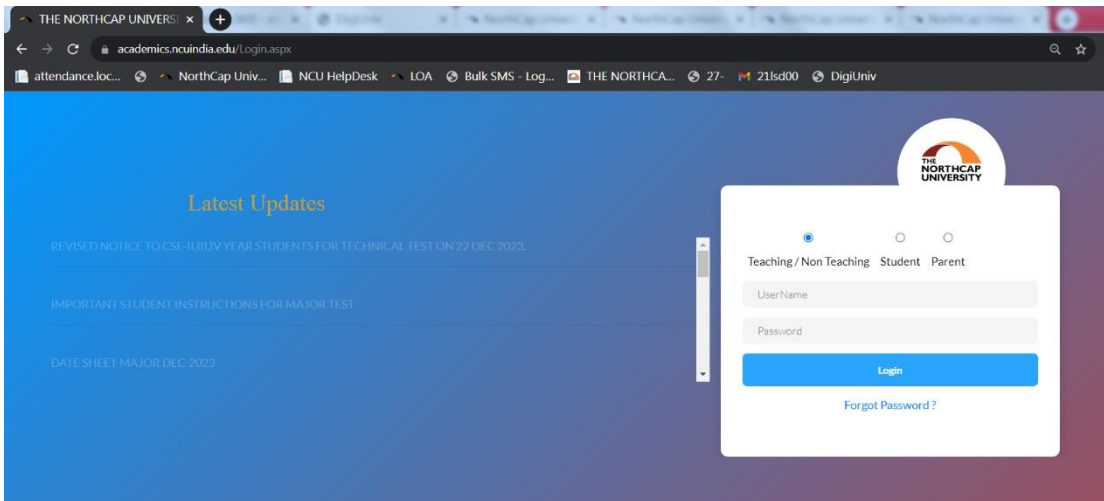
2. After that click on semester registration :

Semester Registration

The Student can:
- ✔ Select all Core courses(This is mandatory).
- ✔ Not opt for more than 8 lecture-based courses.
- ✔ For reappear courses the mode is fixed on this panel. Students can change the course mode from "Supplementary" to "regular". In case they want to improve their internal marks in that course. They are advised to visit Dean's office for same.
- ✔ Click on Save & Submit Button to Finalize choices. After that you may not be able to change the choices.

Please verify your Fee Receipt

Receipt No. [   ] [Verify]

3. There is fee receipt requirement : fee receipt will start with numeric number 1XXXXX.

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Fee Details   `Print`

S.No.	Reciept No	Session	Semester	Transaction No	Installment	Amount	Mode of Payment	Action
1	104303	JUL-2023	3	NCU1001714220688105923	1	10.00	Credit Card	View
2	109281	JAN-2024	4	NCU10017142206815104115	1	50000.00	QR	View
3	109533	JAN-2024	4	NCU1001714220681742341	2	50000.00	UPI	View
4	109555	JAN-2024	4	NCU10017142206818125228	3	38000.00	UPI	View

* Enter this receipt number at the time of semester registration

4. After that Select all the subject at semester registration:

Semester Registration

The Student can:

✔ Select all Core courses(This is mandatory).

✔ Not opt for more than 8 lecture-based courses.

✔ For reappear courses the mode is fixed on this panel. Students can change the course mode from "Supplementary" to "regular". In case they want to improve their internal marks in that course. They are advised to visit Dean's office for same.

✔ Click on Save & Submit Button to Finalize choices. After that you may not be able to change the choices.

S.No.	Semester	Course Code	Course Name	Course Type (L-T-P)	Total Credit	Select
1	2	CLL130	Effective Communication-I	1-0-2	2.0	Select
2	2	CSL108	FOCP- II	2-0-4	4.0	Select
3	2	CSR119	General Proficiency-II	0-1-0	1.0	Select
4	2	CSS102	Community Service-II	0-0-4	2.0	Select
5	2	ECL110	Basic Electrical & Electronics Engineering	2-0-2	3.0	Select
6	2	MAL152	Engineering Maths-II	3-0-2	4.0	Select

`Save & Submit`

5. Click on Save & Submit Button: After that no one can change in semester registration.

Thank you

DOE:20/01/2024