

Sub: Online Registration for B.Tech./B.Pharm. for session July-2023 to Dec.2023 for IInd year IIIrd Semester Regular AB Group/ BA Group/ Regular Repeater students/ 1st year Sem. I, II for detained students (RR) and Semester Vth & VIth for the students promoted after reevaluation/ challenge result of April-2023 exam.

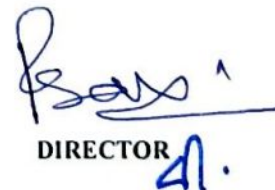
1. All UG Students seeking admission in current semester are required to register themselves by online payment of semester registration fees as per following schedule through Institute's web portal www.sgsits.ac.in>Student Login> Student Services >Registration Form.
2. Before taking online registration, they should also make sure that they have returned all library books and have cleared library dues, hostel and other dues, failing which they will not be able to open the registration form.
3. It is **mandatory** for all eligible students to take **online registration through Institute Portal Only. Offline registration is not permitted.**
4. **No cash will be accepted.**
5. In case of any problem the student should contact 0731-2582125, 0731-2582101. Attendance in the classes will be marked only for those students who take semester registration. The student may not be permitted to appear in Mid Sem. Test if not registered for the current semester.
6. Students who pay fees by taking **Education Loan** are required to register themselves by online payment of semester registration fees as per following schedule through Institute's web portal www.sgsits.ac.in>Student Login> Student Services >Registration Form>Payment option> NEFT/ RTGS. Then generate the bank demand letter. Which contains student detail, Axis Bank account No., IFSC code & virtual Id. Show this challan to your Education Loan Bank for making payment of semester fees. This demand letter is to be given to your bank on the same date on which it was generated. The payment by this mode will be reflected after 24-48 hours in your portal.
7. In such cases the demand letter should be generated at least 3 days prior to last date without late fees otherwise late fee will be applicable.
8. Do not transfer any semester fees into the Institute Bank Account directly in any case.

Online Semester Registration from 12/09/2023 to 03/10/2023
Late Fees Rs. 1000/- From 04/10/2023 to 20/10/2023
Late Fees Rs. 2000/- From 21/10/2023 to 31/10/2023
Late Fees Rs. 5000/- From 01/11/2023 onwards

9. All the students who have fees dues for any of the past semester must clear it before registration in the current semester. From this semester onwards no students will be entertained for renewal of registration unless past dues are cleared.
10. **All Students should note that:**
Minimum 75% attendance is compulsory for appearing in End Semester Examination and getting any scholarship.
11. **OBC/SC/ST** students who are eligible for Post Metric Scholarship on family income basis are required to fill online Post Metric Scholarship form on www.scholarshipportal.mp.nic.in, and hard copy along with all enclosures to be submitted to Post Metric Scholarship (PMS) Section of the institute for further forwarding to Govt. of M.P. for refund/reimbursement of fees and post metric scholarship amount in students bank accounts directly. For any query regarding Post Metric Scholarship the students have to contact PMS section (Accounts Section) of the institute.



REGISTRAR



DIRECTOR

Copy to:

- (1) All HODs/All Deans/Director Office.
- (2) Coordinator (U.G.) / Controller of Exam
- (3) Coordinator Online Services
- (4) I/c Instt. Website for uploading on Instt. Website
- (5) Registrar/ Finance Officer/ Prof. I/c-Library / Scholarship Section
- (6) Chief Warden Office (7) Admission Section/ PMS Section
- (8) Branch Manager, P.N.B., SGSITS Branch, Indore. (9) Reception Counter