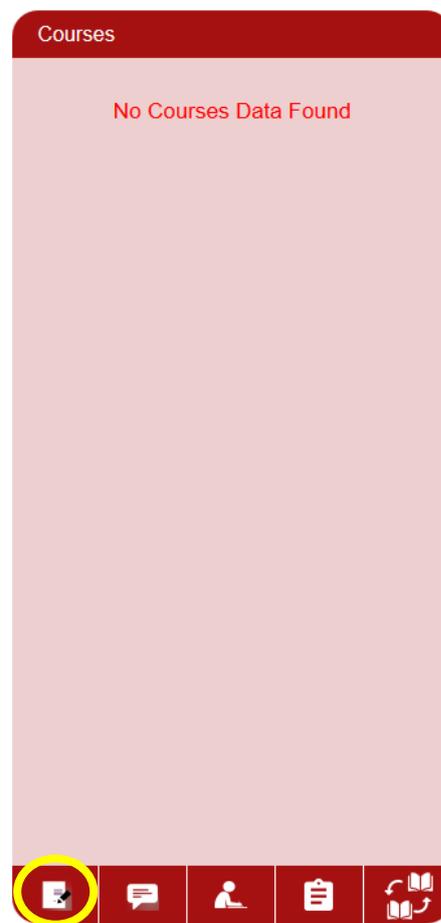


1. Visit <https://erp.nerist.ac.in/student>
2. Login using your User ID (your Registration Number) and Password. If you can't login, try again in browser incognito mode. If you have forgotten your password, reset the password by clicking on "Forgot Password" link on the login screen and using OTP sent to your ERP registered mobile number and email address.

[If you are logging in for the first time after reset, you will have to change the password on first login.]

You must enable pop-ups from the above URL in your browser.

3. Click on the "Subject/ Exam Registration" icon on the bottom-left corner of the "Courses" panel:



4. The "Subject Registration" page has the following sections depending on your curriculum/ repeater status/ F, FA or I-grades in previous semesters:
 - a. Semester Subjects
 - i. Compulsory Subjects
 - ii. Elective/ Optional/ Trade/ Specialization

For semester Subjects, click on the "Click to Register" link under column "Status" for each subject you want to register so that the status changes to "Registered". **Don't change it to "Drop" in any case.**

For Trade/ Specialization subjects, please make sure you select the Trade/ Specialization you have done in previous semester(s). For Elective Subjects, **make sure your department is floating that subject in present semester.**

Repeater students won't see any Semester Subjects.

b. Reappear Subjects

Click on the "Click to Register" link under column "Conduction Type" for each subject you want to register so that it changes to "Exam".

For Reappear Exam, you will only see the Failed Subjects (F/ FA/ I grades) that runs in parallel semester. You can't register for cross-semester subjects.

You can register one reappear subject without any credit restriction. For more than one reappear subjects, total credit (regular + reappear) is restricted to 28. Degree Second Year students can't register reappear subjects from Bridge Year.

Click Submit.

The screenshot shows the 'Exam Registration' interface. At the top right, there is a link for 'Acknowledgment Slip'. Below this, there are two main sections: 'Semester Subjects' and 'Reappear Subjects'.

Semester Subjects Table:

| Subject Code | Subject Name | Credits | Status |
|--------------|---|---------|------------|
| AE12201 | INTRODUCTION TO TRACTOR | 2.0 | Registered |
| AE12202 | PROCESSING OF FARM PRODUCE | 3.0 | Registered |
| AE12203 | BASICS OF FLUID MECHANICS | 3.0 | Registered |
| AE12204 | BASICS OF PUMPS | 2.0 | Registered |
| ES12201 | TECHNICAL MECHANICS | 4.0 | Registered |
| HS12201 | ENTREPRENEURSHIP AND START UPS | 3.0 | Registered |
| HS12277 | ESSENCE OF INDIAN KNOWLEDGE AND TRADITION (AUDIT) | 0.0 | Registered |
| AE12279 | WINTER INTERNSHIP | 3.0 | Registered |
| ED12288 | EXTRA-CURRICULAR ACTIVITIES | 2.0 | Registered |

Reappear Subjects Table:

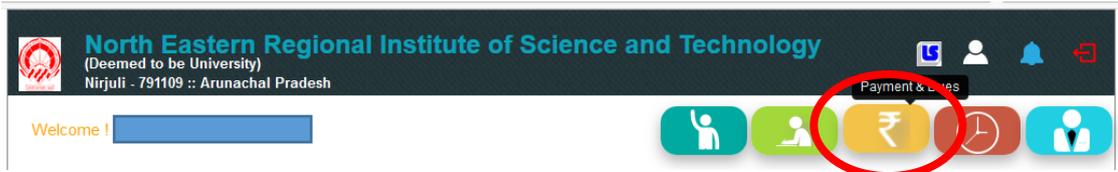
| Subject Code | Subject Name | Session Name | Status | Result | Credits | Conduction Type | Status |
|--------------|-------------------------------|--------------|---------|--------|---------|-----------------|--------------|
| HS11201 | HS11201 (REMEDIAL ENGLISH-II) | 2020 Jan-May | Regular | Fail | 3.0 | Exam | UnRegistered |

Below the tables, there are fee summary sections: 'Regular Fee : 0' and 'Total Fee : 0+0=0'. At the bottom center, there is a 'Submit' button.

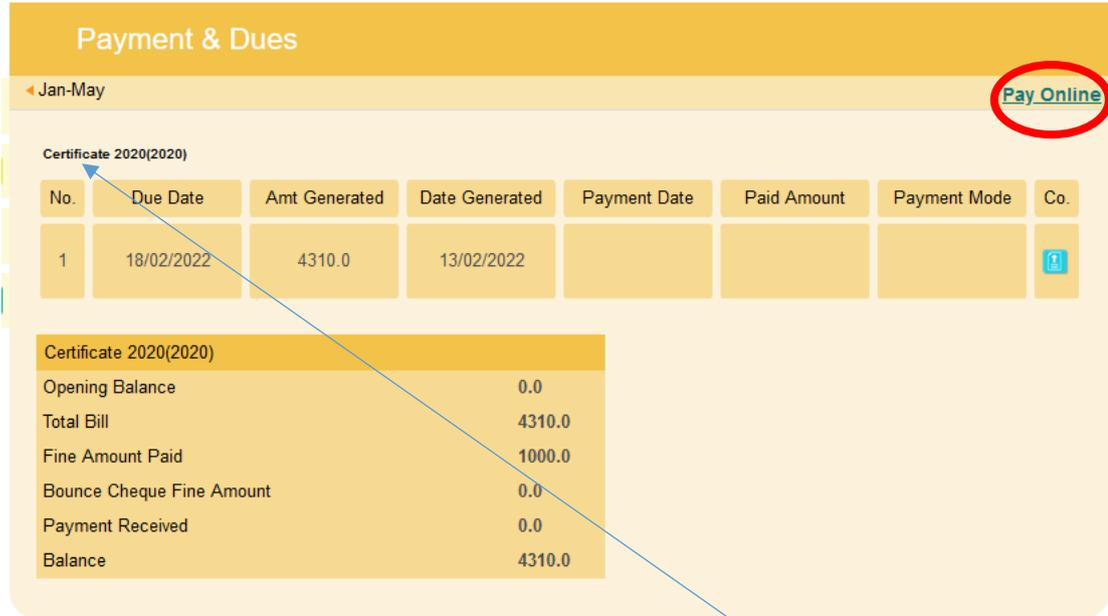
- Download the "Acknowledgement Slip" from the top-right corner. Check if subject registered are alright (both regular and reappear). If not, contact erp.nerist@gmail.com for further assistance.

If everything is alright, save/ print the Acknowledgement Slip. The acknowledge slip will be available for download till end semester exam.

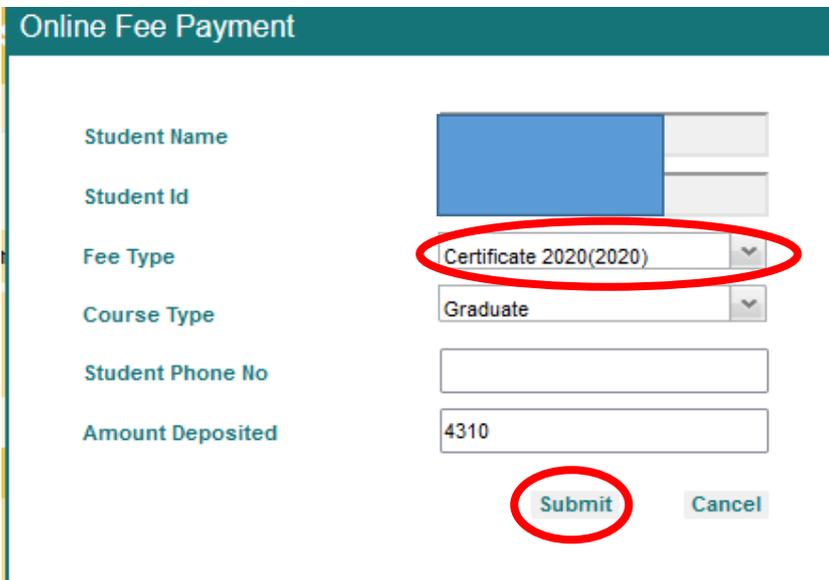
- For Payment of Fees, Click on the "Payments and Dues" icon on the right-top section of the screen:



7. Check the amount to be paid. If found correct, click on "Pay Online" link:



8. In the next pop-up window, select correct fee type as displayed here and click Submit:

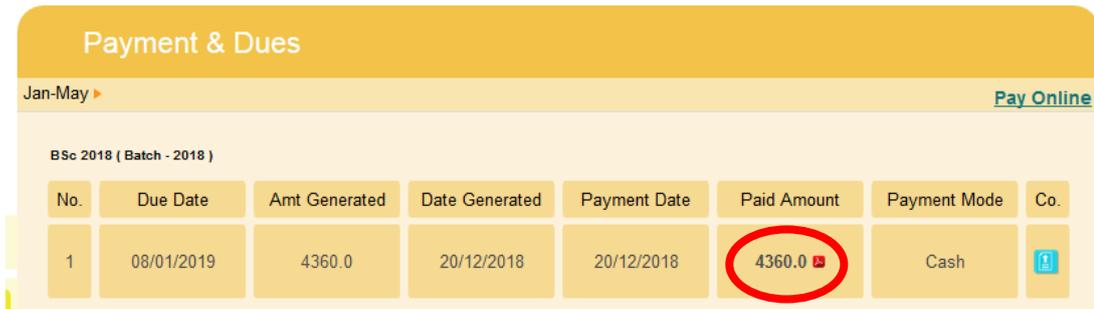


9. You will be redirected to the online payment page in a new tab. Follow the onscreen instructions to make the payment. Once successful, a success message will be displayed as below:

"Transaction with OrderId LS0000000000000000XXXXX is completed. Please contact the administration department for further queries".

If it shows “Invalid Track ID” but the **amount gets deducted from your account, don’t retry the payment**. Your receipt will be generated automatically by the end of the next working day.

10. Come back to the previous tab and click on “Payments and Dues” again to refresh the page. Now you will notice a red PDF icon beside the amount paid under column “Paid Amount”. Click on that icon to download the payment receipt. Submit it along with your Acknowledgement slip (signed by you and your Departmental Course Advisor) to the Academic section.



| No. | Due Date | Amt Generated | Date Generated | Payment Date | Paid Amount | Payment Mode | Co. |
|-----|------------|---------------|----------------|--------------|--|--------------|---|
| 1 | 08/01/2019 | 4360.0 | 20/12/2018 | 20/12/2018 | 4360.0  | Cash |  |

Payments made after the due date as per the academic calendar will attract a late fee of Rs. 1,000/-.