

Ref. No: VI-K/SS/2024-25/

Date: 16/12/2024

**Subject : Student Registration ( Second Year to B.Tech) for  
Second semester for 2024-25 on ERP.**

Dear Parent/Guardian,

At the outset let me wish you good health and prosperity.

- 1. The Student Registration for Second Semester for Academic Year 2024-25 :**  
**From Second Year To B Tech. Sem. II- ERP Registration starts From 31 DEC 2024 at 10.00 AM**  
**All are instructed to complete subject registration on or before Sunday, 5<sup>th</sup> JAN 2025. The academic classes will start from 2nd JAN 2025 as per the timetable shared by the respective departments.**
2. Your son/daughter/ward has to register within the above prescribed period, through E.R.P. system of college (<https://www.vierp.in/>).
3. Institute conducts two parent - teacher meetings per semester to update you about various activities and progress of your ward, Parents are requested to attend the same and cooperate.
4. Institute is continuously updating its curriculum as well as introducing reforms in assessment and evaluation. All the different kinds of assessment and evaluations (Continuous Evaluation, In semester examinations & End semester Examination) are explained to the students time to time through various means. Your ward has to pass these assessment and evaluations with minimum qualifying marks (40%). You are requested to take note of these and also monitor your wards progress.
5. The academic calendar and other related information for A.Y. 2024 - 25 will be displayed on the NOTICE Board, institute website [www.viit.ac.in](http://www.viit.ac.in) time to time.
6. Please note that attendance from the first day of commencement of academic classes is compulsory. If a student registers and discontinues attending classes thereafter, her/his semester registration will be canceled.
7. **Minimum 75% of attendance for theory and 100% for term work and practical performance is compulsory,** failing to which the term of a student will not be granted.
8. Your ward can interact with their batch guardian- teacher in regards to academic, administrative or other matters, if any.
9. Our past experiences have shown that students are having various barriers and they internally struggle to overcome them. In view of this the institute has appointed a professional counselor to address such concerns.
10. It is necessary to have I-Card with every student for all the procedures mentioned above and during their presence on campus. No student will be allowed to write Examination without valid I-Card and valid hall ticket.
11. Students should wear formal dress in the college for regular and in importance events . Jeans, T-Shirts or any other kind of variations is strictly prohibited.
12. **Payment of fees:** Institute fees and Hostel fees are to be paid as per the schedule displayed on institute website ([www.viit.ac.in](http://www.viit.ac.in)) and on department notice board. Fees are subject to revision by Fees Regulating Authority and Savatribai Phule Pune University. The payment of fees to be made by the student through ERP using his/her login.
13. For those who pay or wish to pay their fees through the education loan, the institute has made a tie-up with GRAYQUEST for cheaper, quick and completely ONLINE approved education loan. The details are enclosed as an attachment with this letter. Students can avail this facility, if they wish to.
14. Late registrations cause academic and administrative inconvenience to both Student and the Institute **and will fetch fine of 200/- per day.**
15. For any queries related to Registration and Payment of Fees, students are advised to write a mail to [registration@viit.ac.in](mailto:registration@viit.ac.in) ,

16. A student is permitted to join the next year before declaration of result. If a student fails in the previous examination, fees paid will be refunded. Students should apply for refund **within five working days** after the declaration of result and submit it to Students Section.
17. As per Government of Maharashtra Gazette, Part Eight and Maharashtra Act No. XXXIII of 1999 clause 3 – Prohibition of ragging - Ragging within or outside of any educational institution is prohibited. Strict disciplinary action as per the guidelines of Government of Maharashtra will be initiated against defaulting students.
18. It is mandatory for all the students to fill up “on-line” affidavit regarding “Anti-Ragging “ on [www.antiragging.com](http://www.antiragging.com) or [www.amanmovement.org](http://www.amanmovement.org) , take a printout and sign the same. Your son/daughter/ward should deposit the signed affidavits to his/her class teacher on joining.
19. It is mandatory to abide by Traffic regulations laid down by Institution. Failing which strict action will be taken.
20. Students should park their vehicles on their own risk and responsibility.
21. **All students should complete the requirement, (administrative and/or academic) within the stipulated time frame given by administrative sections and/or departments. Failing which student will be solely responsible for any kind of administrative, academic and financial actions taken by respective authorities.**
22. Academic Bank Credits (ABC) ID is mandatory for all students. Students should update their ABC ID on ERP through their personal login.

With best wishes.

Yours faithfully,

Sd/-

**Dr. (Mr.) Vivek Deshpande**

**Director**