

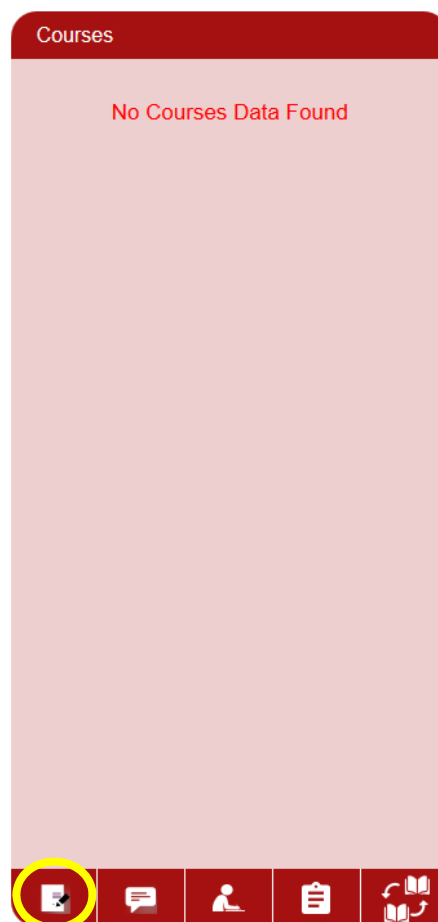
1. Visit <https://nerist.ac.in>
2. At the bottom of the homepage, click on “ERP login”
3. Click on Student Portal link depending on your situation below:
 - a. If you are in NERIST LAN -> Internal Access (<http://10.10.100.21:8280/student>)
 - b. If you are in outside network (broadband/ mobile data/ etc.) -> External Access
 - i. Mirror 1 (NKN) -> <http://14.139.209.24:8280/student>
 - ii. Mirror 2 (PGCIL) -> <http://223.31.174.251:8280/student>
4. Login using your User ID (your Registration Number) and Password. If you can't login or have forgotten your password, contact your departmental ERP Faculty Coordinator for password reset.

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

Students joining back after withdrawal will have to send an email asking for reactivation of their account to arnabbandyo@gmail.com mentioning their Registration Number first.

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

5. Click on the “Subject/ Exam Registration” icon on the bottom-left corner of the “Courses” panel:



6. 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 “Enroll” link under column “Action” for each subject you want to register till it changes to “Taken”. **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 Jul-Dec 2018 semester. For Elective Subjects, make sure your department is floating that subject in Jan-May 2019 semester.

Repeater students won’t see any Semester Subjects.

Click Submit.

b. Reappear Exam

Click on the “None” link under column “Conduction Type” for each subject you want to register till it changes to “Study and Exam”.

For Reappear Exam, you will only see the Failed Subjects (F/ FA/ I grades) that runs in Jan-May semester. You can’t register for Jul-Dec semester subjects.

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

Click Submit.

Subject Registration
Acknowledgment Slip

Semester Subjects
Hide Curriculum

Choose 0 of the following Group(Comp.)

Compulsory Subjects

Subject Code	Subject Name	Credits	Action	
HS2201	ENTREPRENEURSHIP	3.0	Enroll	
ES2200	BASICS OF COMPUTER AND PROGRAMMING	3.0	Enroll	
ES2201	TECHNICAL MECHANICS	4.0	Enroll	
ED2288	EXTRACURRICULAR ACTIVITIES AND DISCIPLINE	2.0	Enroll	

Choose 1 of the following Group(Trade)

Choose exactly 4 Subjects from Tractor Mechanic

Subject Code	Subject Name	Credits	Action	
AE2200	FARM EQUIPMENT AND MAINTENANCE	4.0	Enroll	
AE2201	TRACTOR SERVICE CENTRE MANAGEMENT	3.0	Enroll	
AE2202	TRACTOR SYSTEMS	5.0	Enroll	
AE2279	VOCATIONAL TRAINING	2.0	Enroll	

Choose exactly 3 Subjects from Food Processing

Subject Code	Subject Name	Credits	Action	
AE2203	FRUITS AND VEGETABLES PROCESSING	4.0	Enroll	
AE2204	MILK PROCESSING	4.0	Enroll	
AE2205	MEAT, FISH AND EGG PROCESSING	4.0	Enroll	

Total Credits Selected : 0
Submit

Reappear exam
Hide Curriculum

Subject Code	Subject Name	Session Name	Status	Result	Credits	Conduction Type
PH1201	PH1201 (PHYSICS-II)	2017 Jan-May	Regular	Fail	5.0	None
MA1201	MA1201 (MATHEMATICS-II)	2017 Jan-May	Regular	Fail	4.0	None

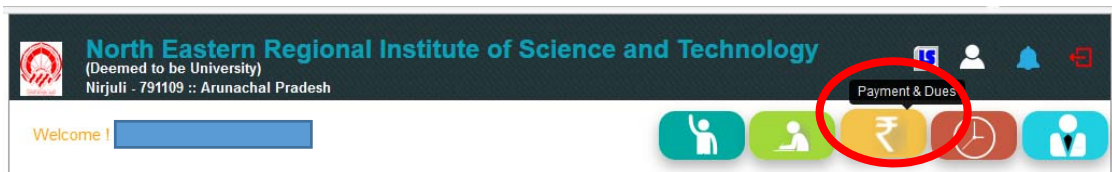
Total Credits Selected : 0
Submit

- Download the “Acknowledgement Slip” from the top-right corner. Check if subject registered are alright (both regular and reappear). If not, make necessary corrections as above and submit again. **Please note that Regular and Reappear Subjects are to be submitted separately.**

If everything is alright, save/ print the Acknowledgement Slip. The acknowledge slip will be available for download till 31 January 2019.

Subject Registration will be open till 11 January 2019.

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



- Check the amount to be paid. If found correct, click on “Pay Online” link:

The screenshot shows the 'Payment & Dues' page. At the top, there is a header 'Payment & Dues' and a sub-header 'Jan-May'. A 'Pay Online' link is circled in red. Below this, there is a table for 'Base 2017 (Batch - 2017)' with columns: No., Due Date, Amt Generated, Date Generated, Payment Date, Paid Amount, Payment Mode, and Co. The table contains one row with the following data:

No.	Due Date	Amt Generated	Date Generated	Payment Date	Paid Amount	Payment Mode	Co.
1	08/01/2019	3890.0	20/12/2018				

Below the table, there is a summary table for 'Base 2017 (Batch - 2017)' with the following data:

Opening Balance	₹0.0
Total Bill	₹3890.0
Bounce Cheque Fine Amount	₹0.0
Payment Received	₹0.0
Balance	₹3890.0

If you have paid the fees already (SBI netbanking/ Bank Loan/ DD/ Cheque/ etc.), report the same to the Academic section during 7-8 January 2019. They will do the needful in the system so that you can download the receipt (Step 12). You have to print and submit the receipt along with your Acknowledgement slip to the Academic section.

- In the next pop-up window, click Submit:

Online Fee Payment

Student Name

Student Id

Fee Type

Course Type



Student Phone No

Amount Deposited

11. 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:

Fee Payment has been done successfully. Kindly re-visit your fee details page.
Your Order No. : LSA0000000000004_

12. 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.

Payment & Dues							
Jan-May ▶							Pay Online
BSc 2018 (Batch - 2018)							
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	

Payment will be possible till 11 January 2019 but will attract a late fee of Rs. 1,000/- if done after 8 January.