



Ref: APO/2026-27/ 04

Date: 21st July 2026

NOTICE

FEE PAYMENT AND REGISTRATION FOR ELIGIBLE PH.D. SCHOLARS– MONSOON 2026 SESSION

This is to notify all **Ph.D. Scholars** who have successfully completed their **Course Work** that the **Fee Payment and Registration** for the **Monsoon 2026 (MO 2026) Session** shall be carried out as per the schedule given below: -

S. No.	Activity	Late Fine	Opening Date of ERP Portal for Payment of Fees	Opening Date of ERP Portal for Course Registration	Closing date of ERP Portal
1	Payment of Fee and Registration without Late Fine	NIL	21-07-2026 (Tuesday)	21-07-2026 (Tuesday)	10-08-2026 (Monday)
2	Payment of Fee and Registration with Late Fine	Rs. 2,000.00		11.08.2026 (Tuesday)	14.08.2026 (Friday)
		Rs. 4,000.00		15.08.2026 (Saturday)	18.08.2026 (Tuesday)
		Rs. 6,000.00		19.08.2026 (Wednesday)	22-08-2026 (Saturday)

Fee shall be paid online through the ERP Portal (JUNO Campus).

The procedure for fee payment and registration is detailed in the **User Manual** enclosed with this notice. All eligible Ph.D. scholars are advised to follow the instructions carefully while completing the registration process.

Note:

- 1) Only those Ph.D. scholars who have successfully completed the prescribed Course Work shall be eligible to register through the ERP Portal for the Monsoon 2026 Session.
- 2) Ph.D. scholars shall not be permitted to appear for their Progress Presentation during the Monsoon 2026 Session without a valid registration.
- 3) No request for fee payment and registration after the last notified date, i.e., 22.08.2026, shall be entertained under any circumstances.
- 4) No waiver of late fine shall be permitted on account of delay in fee payment due to educational loan processing, financial assistance, scholarship disbursement, or any other reason whatsoever. regarding the same. Registration through the ERP Portal shall be enabled only after successful reconciliation of the payment.

All eligible Ph.D. scholars are advised to complete the fee payment and registration within the stipulated timeline to avoid the imposition of late fine and any academic inconvenience.

Dr. Sandeep Singh Solanki
Dean (PGS)

Copy To:

1. All Deans, Associate Deans, Director - IQAC
2. HoDs of Academic Departments, Directors' / Incharge Off-Campuses
3. Registrar, Controller of Examinations
4. Dy. Comptroller, Finance Officer, DR (AAC), AR(s)
5. ERP Implementation Team - for provision of fee payment and registration
6. P.S. to the Vice Chancellor
7. File (Academic Programme Office)

प्रो. (डॉ.) सदाप सिंह सोलंकी
Prof. (Dr.) Sandeep Singh Solanki
 संकायध्यक्ष (प्राग्वहिक अध्ययन) / Dean (Postgraduate Studies)
 बिरला प्रौद्योगिकी संस्थान / Birla Institute of Technology
 मेसरा, राँची, झारखण्ड-835215 (भारत)
 Mesra, Ranchi, Jharkhand-835215 (India)

Role: Student Login

Path: Academic Functions » Course Registration Phd

Step 1: Select Term/Semester from the drop down

Step 2: Enter the Reason/Remark I the text box

Step 3: Click on send Request To HOD

The screenshot shows the 'ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD' page. At the top, there is a navigation bar with links: Personal, Academic Schedules, Academic Functions, Communication, Student Academic Fees Payment, and Student Hostel Fees Details. Below the navigation bar, the page title 'ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD' is displayed on the left, and the date 'JUL 07, 2026 5:22:17 PM' is on the right. A dropdown menu for 'Term / Semester' is set to 'BIT Mesra Phd(MO 2026)'. Below this, there is a modal form titled 'Reason / Remarks' with a text area for 'Enter reason for requesting course registration approval...'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Send Request To HOD'.

Once send message will show as screen shot below

The screenshot shows the 'ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD' page. The navigation bar and page title are the same as in the previous screenshot. The 'Term / Semester' dropdown is still set to 'BIT Mesra Phd(MO 2026)'. Below the dropdown, there is a blue 'Information' message box that says: 'Your request is pending from HOD Comp.Sc. & Engineering'.

After Approval from HoD, follow below steps to complete registration

Path: Academic Functions » Course Registration Phd Step 1: Click on to proceed the payment page.

The screenshot shows the 'ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD' page. The navigation bar and page title are the same. The 'Term / Semester' dropdown is still set to 'BIT Mesra Phd(MO 2026)'. Below the dropdown, there is a green 'Success' message box that says: 'Your request is Approved from HOD Comp.Sc. & Engineering'. Below the success message, there is a red 'Registration Not Allowed' error message box that says: 'You are not eligible for course registration as you have fee dues. Click here to make academic payments. Click here. Click here to make hostel payments. Click here.' A red arrow points to the 'Click here' link for academic payments.

Step 2: Proceed in payment gateway and pay the fee

Installment Details

Sr No.	Installment No	Installment Date	Installment Amount	Fee Structure Name
Data Not Found !!!				

Full Payment

Sr. No.	Particulars	Invoice Amount (In ₹)	Payment Amount (In ₹)
1	Year 2026 2027- PHD STUDENTS FEE MO - 10875	₹40,000.00	40000
Total (In ₹)		₹40,000.00	₹40,000.00

Online Payment

☒ I accept the above Invoice details You have chosen to pay an amount : ₹40,000.00 from your Credit / Debit card of Specified bank account against Student Receivable.

Proceed to SBI EPay

Proceed to ICICI Payment

Please do not press the back button after proceeding to online payment.

Step 3: Once Payment done, go to same course registration link

Step 4: Select the course and then click on save button.

Personal Academic Schedules Academic Functions Communication Student Academic Fees Payment Student Hostel Fees Details

ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD JUL 07, 2026 5:29:53 PM

Term / Semester (BIT Mesra Phd(MO 2026))

Success

Your request is Approved from HOD Comp.Sc. & Engineering

Course Registration

Select your preferred courses

Available Courses1

Selected Credits0

Select	Course Code	Course Name	Category	Group	Credits	Min Choice	Max Choice	Description
☐	TH101	THESIS		-	0	0	0	-

Save

Step 5: Download the Registration Slip

Personal Academic Schedules Academic Functions Communication Student Academic Fees Payment Student Hostel Fees Details

ACADEMIC FUNCTIONS > COURSE REGISTRATION PHD JUL 07, 2026 5:30:25 PM

Term / Semester (BIT Mesra Phd(MO 2026))

Success

Your request is Approved from HOD Comp.Sc. & Engineering

Student Course Choice

Search...

Sr. No.	Course Code	Course Name	Course Group	Credits	Course Type	Reg. Date
1	TH101	THESIS	Core	0.0		Jul 07, 2026 05:30 PM

Your Academic Registration has been done successfully on Jul 07, 2026 05:30 PM.

Documents

Registration Slip