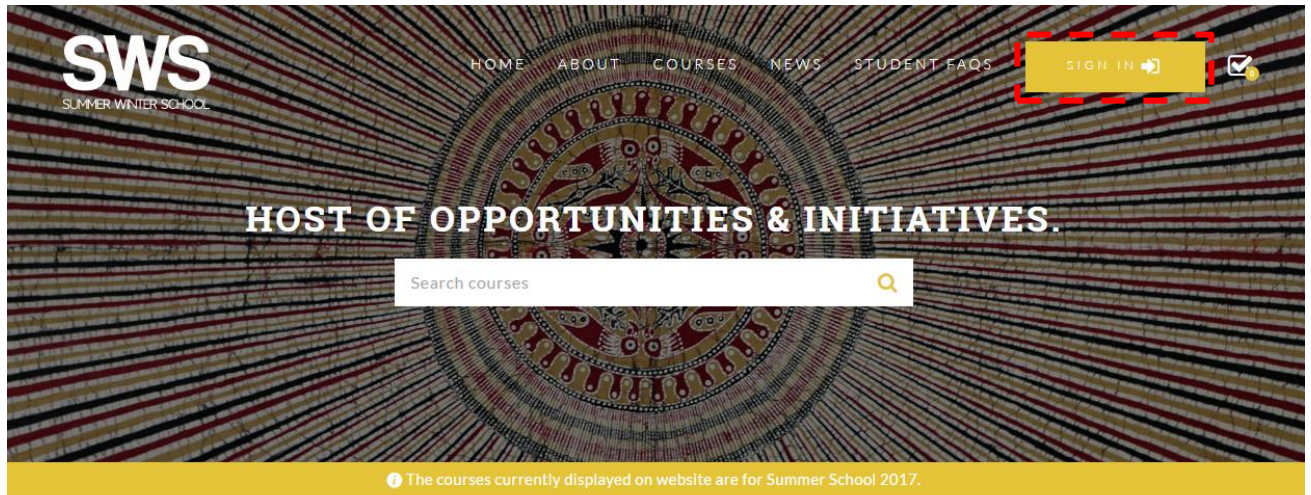


GENERAL INSTRUCTIONS FOR REGISTRATION OF SWS COURSES

Step 0 Login on the SWS website and follow the highlighted box (Red Box)

Go to link: <http://sws.cept.ac.in/>



SUMMER WINTER SCHOOL

The Summer and Winter Schools (SWS) at CEPT University are opportunities for students to gain valuable learning experience that goes far beyond the structured classrooms.

[LEARN MORE](#)

ANNOUNCEMENT

NO ANNOUNCEMENTS

NEWS

SS17 Call for Proposals
02 JAN 2017

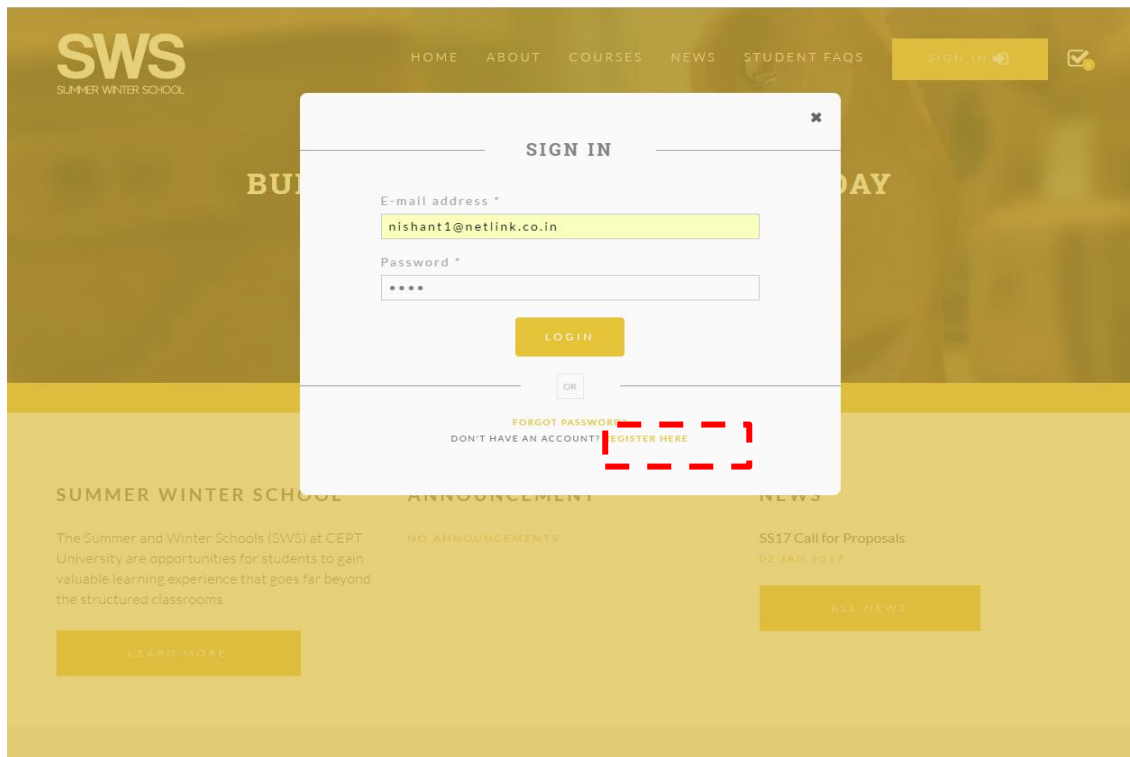
[ALL NEWS](#)

Step 1: Details for NON-CEPT STUDENTS/PROFESSIONALS

Non CEPT Students or Professionals need to register by clicking on the top of the registration tab as a NEW Student and fill up all the Personal Information in the Portal. (Refer the above screenshot)

Note for Non CEPT Student: Please note that if you are registering in the Summer Winter School as non CEPT students, you must be a bona fide student in any education institution in India or abroad. You will have to submit bona fide certificated to summer winter school. You can upload the same or else can send the same through mail also on the email ID summerwinterschool@cept.ac.in after the completion of the registration process. This is a mandatory requirement for getting enrolled in any course.

Note for Professional: Please note that if you are registering in the Summer Winter School as a Professional, you must be read the rules given in the student handbook carefully and submit the required documents of your association with current organization. This is a mandatory requirement for getting enrolled in any course.



The screenshot displays the SWS (Summer Winter School) website interface. At the top, there is a navigation menu with links for HOME, ABOUT, COURSES, NEWS, and STUDENT FAQS. A SIGN IN button is visible in the top right corner. The main content area features a large white modal window titled "SIGN IN". Inside this modal, there are two input fields: "E-mail address *" with the value "nishant1@netlink.co.in" and "Password *" with masked characters "****". Below these fields is a yellow "LOGIN" button. Underneath the login button is an "OR" separator, followed by two links: "FORGOT PASSWORD" and "DON'T HAVE AN ACCOUNT? REGISTER HERE". A red dashed rectangular box highlights the "REGISTER HERE" link. The background of the website is a golden-yellow color with some text and images partially visible, including "SUMMER WINTER SCHOOL ANNOUNCEMENT" and "SS17 Call for Proposals".

Once you click the SIGN IN button the next screen would be seen as above kindly click the **register** button as highlighted in the above screen and complete the registration process. You need to fill in all the mandatory details asked in the form. Please use your current active email ID for the registration process only. Once you complete filling up the form you would receive an email of the Unique Student Code generated for SWS. You would be requiring the same code for all further correspondence of SWS.

Student Code generated for SWS. You would be requiring the same code for all further correspondence of SWS.

Step 1: Sign In for CEPT STUDENTS

SWS
SUMMER WINTER SCHOOL

HOME ABOUT COURSES NEWS STUDENT FAQs SIGN IN

SIGN IN

E-mail address *
nishant1@netlink.co.in

Password *
....

LOGIN

FORGOT PASSWORD?
DON'T HAVE AN ACCOUNT? REGISTER HERE

SUMMER WINTER SCHOOL ANNOUNCEMENT NEWS

The Summer and Winter Schools (SWS) at CEPT University are opportunities for students to gain valuable learning experience that goes far beyond the structured classrooms.

LEARN MORE

NO ANNOUNCEMENTS

SS17 Call for Proposals
02 JAN 2017

ALL NEWS

CEPT STUDENTS: For logging in the system, the students registered with CEPT University need to enter the registered CEPT e-mail id and password (newly admitted students would be given password separately by e-mail).

Step 2 Selections of Courses

SWS
SUMMER WINTER SCHOOL

HOME ABOUT COURSES NEWS STUDENT FAQS

MOHIKA YADAV

Select Courses: 1 Set Course Priority: 2 Pay Fees: 3

HOW TO MAKE POP UP
11 Days
CEPT Campus

SET COURSE PRIORITY

S17FA001
ARCHITECTURE
HOW TO MAKE POP UP
Prantik Chattopadhyaya | Kruti Thaker
5 Credits | 11 Days
May 22 - Jun 01, 2017
CEPT Campus

S17FA002
ARCHITECTURE
ASSEMBLAGE - PRIMACY OF IMAGINATION AND JUXTAPOSITION
Sharad Sheth
3 Credits | 14 Days
May 18 - May 31, 2017
CEPT Campus

S17FA003
ARCHITECTURE
ARCHITECTURE IN MOTION : MAKING OF BUILT FORM THROUGH RAPID DEPLOYABLE SYSTEMS
Vicky Achnani | Kiran Vaghela
5 Credits | 18 Days
May 22 - Jun 08, 2017
CEPT Campus

S17FA004
ARCHITECTURE
MEDIA, TRANSMEDIA, AND THE MULTIPLE ARTS
Gavin Keeney
5 Credits | 15 Days
May 08 - May 22, 2017
Ljubljana, Slovenia, Venice, Italy

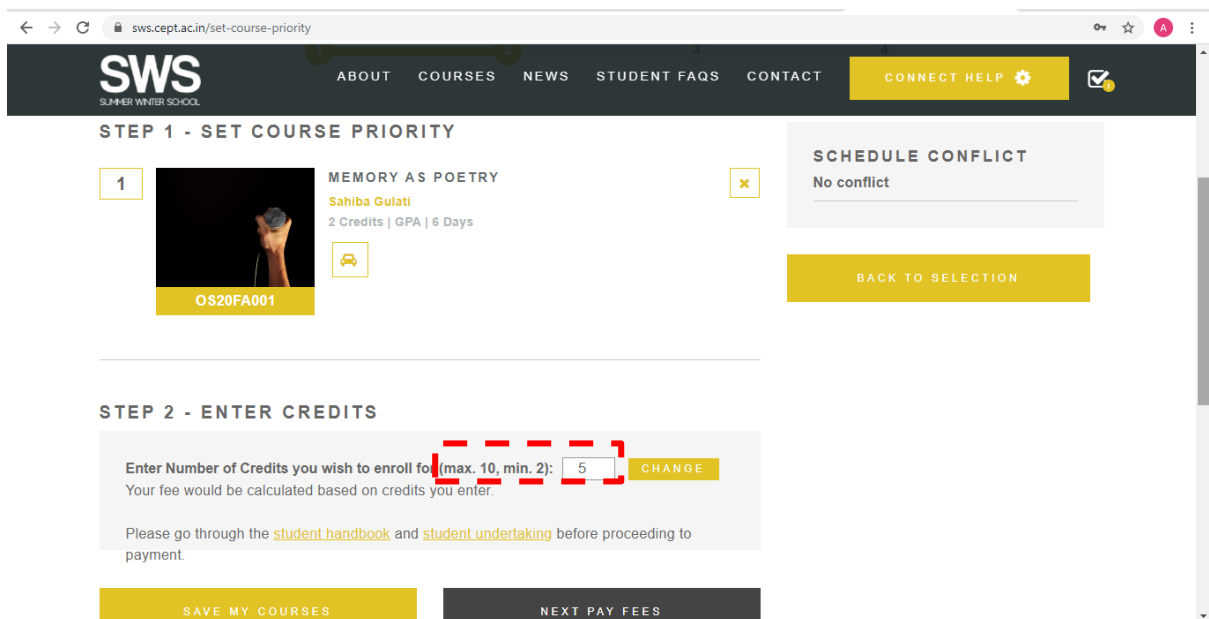
ENROLL ENROLL ENROLL ENROLL

Go to course tab given on top of the SWS page. After that click on enrol check box for selecting the course option of your choice. After selection of the courses you are required to click on **Set Course Priority**. You can scroll down for more courses.

Step 2.1 Selecting the priority & Applying Credits

After selection of the courses from the courses page, you will have to go to Set course Priority. On that page you will have to set the course priority and also you will have to choose the credits you want to apply for. Maximum 10 credits you will be able to apply.

Note: In case of time clash of courses you would be shown a warning indicating a time clash. However, you would be still able to select the courses and you would be allotted either of the courses based on your preference.



The screenshot displays the 'Set Course Priority' page for the course 'MEMORY AS POETRY' by Sahiba Gulati. The course is listed with 2 credits and a 6-day duration. A 'SCHEDULE CONFLICT' warning indicates 'No conflict'. A 'BACK TO SELECTION' button is visible. Below this, the 'STEP 2 - ENTER CREDITS' section shows a form where the user has entered '5' credits, with a 'CHANGE' button next to it. A note below the form states: 'Please go through the [student handbook](#) and [student underlaking](#) before proceeding to payment.' At the bottom, there are two buttons: 'SAVE MY COURSES' and 'NEXT PAY FEES'.

STEP 1 - SET COURSE PRIORITY

1 MEMORY AS POETRY
Sahiba Gulati
2 Credits | GPA | 6 Days
OS20FA001

SCHEDULE CONFLICT
No conflict

BACK TO SELECTION

STEP 2 - ENTER CREDITS

Enter Number of Credits you wish to enroll for (max. 10, min. 2): 5 CHANGE
Your fee would be calculated based on credits you enter.

Please go through the [student handbook](#) and [student underlaking](#) before proceeding to payment.

SAVE MY COURSES NEXT PAY FEES

Step 3 Payments of Fees/ Registration

- 1) View the charges and fees per credit as applicable.
- 2) Read the student hand book and tick the undertaking before making the payment.

← → ↻ https://sws.cept.ac.in/pay-fees

PAY FEES

Select Courses 1 Set Course Priority 2 Pay Fees 3 Accept Courses 4

Note: The registration process will be considered complete, only after fees are paid. Changes are not permitted in course selection or their priority, once fees are paid.
[Click here](#) to view online/offline payment charges. [Click here](#) to view cost per credit.

15 Points of undertaking from the students enrolling in SWS

1. Will not engage in:
 - a. Profring of any kind as the same is prohibited by law;
 - b. Willful defiance of orders and instructions issued from time to time;
 - c. Any activity individually or collectively which may obstruct smooth administrative functioning or which is in contravention of pronounced university policy;
 - d. Create any obstacle in the smooth running of the courses;
 - e. Insubordinate to Faculty & Staff directly or indirectly;
 - f. Carry out unlawful activity.
2. I will maintain:
 - a. Correct personal behavior and conduct towards all while inside classes/studios, workshops, laboratory, office in/off campus.
 - b. Sense of proportion and balance during extra-curricular activities.
3. I will abide by:
 - a. Any instructions and directions issued by the faculty and administrative authorities in the letter and spirit intended;
 - b. Have in possession identity card issued and produce the same on demand;
 - c. Manage any funds placed at my disposal economically, truthfully and submit accounts at laid down schedules;
 - d. All teaching sessions of the course(s) offered;
 - e. Attend site visits assigned and prepare site reports thereof.
4. I fully understand that:
 - a. The Summer and Winter Schools are regulated similar to academic semesters.
 - b. During the site visit (s) (or field visits) and project work, I am required to carry out work on my own and independently, and these sessions are regulated similar to academic behavior on campus.
5. I understand and agree that the University reserves the right to make changes to the Program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any expenses incurred by me as a result of such changes.
6. I understand and agree that the University reserves the right to make changes to the Program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any expenses incurred by me as a result of such changes.
7. I hereby indemnify and agree to keep the CEPT University, its management, faculty and staff fully indemnified against all claims, loss or damage whatsoever in respect of death, injury, disability or any loss or damage whatsoever arising from any cause in connection with my participation therein.
8. I hereby certify that the information provided by me is true to the best of my knowledge.
9. I agree that I am financially and logistically responsible for aspects related to air rail tickets, local travel, visa and insurance (in case of international field visits), food and other expense also in international travel I must have a passport in my possession, valid up to 12 months past the return date.
10. I agree that SWS CEPT University is not responsible for my VISA and Insurance arrangements in case of international travel and the University will only be responsible for providing the required documents pertaining to VISA requirements.

(Points 11 to 15 are for International Students only)

11. I will be a student at CEPT and undertake the courses as indicated in my registration portal.
12. I agree to adhere to the provisions of the VISA granted to me by the Government of India and CEPT University. The University and any of its staff, employees and agents are not to be held responsible for my actions that may be in violation of the above mentioned provisions and agreements.
13. I represent and warrant that I will be covered throughout the Program and stay in India by a policy of comprehensive health and accident insurance which provides coverage for illness or injuries I may sustain or experience. I hereby release and discharge the University from all responsibility and liability for any injuries (including death) illnesses, medical bills, claims, damages, bills, charges or similar expenses I incur as a student.
14. I further represent and warrant that I have no condition, physical or mental, which requires special medical attention or accommodation during my participation in the Program.
15. I understand and agree that the University reserves the right to make changes to the Program or travel (if required) at any time and reason with or without notice, the University shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the University makes a flight arrangement. Any additional expense resulting from the above will be paid by me.

I hereby acknowledge and understand all the above clauses and conditions and have read the [student handbook](#) and agree to abide by it.

I have read the [student handbook](#), and agree to the rules outlined above.

CONTINUE TO PAYMENT

PAY FEES



Note: Kindly note that once the payment of the fees is done by Online/Offline Mode, the Registration gets completed. **The courses selected and the priority of the courses cannot be changed after the payment.**

[Click here](#) to view online/offline payment charges

ONLINE PAYMENT

Fees due for 5 credits.

₹ 30,000

PAY VIA EAZYPAY

PAY VIA CITRUS

OFFLINE PAYMENT

STEP 1

Download bank slip. [DOWNLOAD](#)

STEP 2

Using the slip make payment at ICICI Bank.

STEP 3

Upload stamped bank receipt. [UPLOAD NOW](#)

TESTIMONIALS

There are 2 modes of Payment of Fees: - Online and Offline. Please see the details below

Online Payment Mode:- You can pay through citrus. Kindly refer the above screenshot

1. CITRUS: Net Banking/ Credit – Debit Card

Offline Payment Mode:- CEPT-ICICI Challan: For Cash and DD

Screen shots for above mentioned Payment Options

Online Payment Mode

Citrus Payment Gateway Screen

Offline Payment Mode

By printing auto-generated pay-in slip, and cash/demand draft payment at any ICICI bank branch in India. **(This option is not available for international students living outside India)**

Please click the Print Pay in Slip button for payment by cash/ demand draft. **Print the pay in slip and pay fees at nearest ICICI Bank branch. You are required to upload the pay-in-slip on the portal. Also you need to submit a counter copy of duly stamped by the Bank in the institution to CEPT Summer/Winter office.**

Kindly please note the following necessary steps

- a) You have to scan the counter copy and upload it through your SWS account. Please note that your process is still incomplete and you would be required to follow the step 4.
- b) Please check your details in the pay-in slip and in the online payment option. You would not be able to register your courses without fee payment.
- c) Fees mentioned for professionals are the total amount with service tax.

Step 4 Completing the Registration

Note: Kindly note that once the payment of the fees is done by Online/Offline Mode, the Registration gets completed, **The courses selected and the priority of the courses cannot be changed after the payment.**

[Click here](#) to view online/offline payment charges

ONLINE PAYMENT

Fees due for 5 credits.
₹ 30,000

[PAY VIA EAZYPAY](#) [PAY VIA CITRUS](#)

OFFLINE PAYMENT

STEP 1 | Download bank slip. [DOWNLOAD](#)

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STEP 3 | Upload stamped bank receipt. [UPLOAD NOW](#)

ICICI BRANCH NAME MODE OF PAYMENT

BANK NAME DD NO. (START WITH 0)

DATE OF DD AMOUNT



[FILE](#) [SUBMIT](#)



Online Payment Mode



Please note that once the online payment transaction is successfully completed the registration process is completed and you have successfully registered for the SWS course option of your choice. ***In case the amount has been deducted and the registration process is not completed, kindly write an email on summerwinterschool@cept.ac.in with the transaction details or drop in to the office.***

Offline Payment Mode

On Paying the fees in the ICICI bank you need to upload the duly bank stamped Challan/payslip in the portal also. Please note that the registration process gets completed only when the payslip is uploaded in the portal by this mode of payment. Once the payslip is uploaded and submitted the registration process would be completed as per the SWS course option of your choice.

Student/Applicant Copy		8. Cash Details:	
			
Branch Sol Id Name of Branch: Date of Deposit:		Denomination Amount	
PAH No. of Institution Account to be credited 1. Institution Name 2. Student Name 3. Roll No./Student Id 4. Class/Sem/Year 5. Course /Section 6. Amount 7. Amount in words		2000 x 500 x 200 x 100 x 50 x 20 x 10 x 5 x Total 8. Depositor Contact No. 9. Cheque / Payorder / DD No. Drawn on Bank Payable At Branch: Transaction ID (Mandatory filed by Bank Officials): Signature / Stamp ICICI Bank Ltd Signature of Depositor	
CEPT University Ahmedabad 25,000/- Rupees Twenty Five Thousands only.			

Institution Copy		8. Cash Details:	
			
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