No. NITA.5/(22-Acad)/Registration Fee(UG,PG,Ph.D)/2014-15(Vol-II)/*A.-343*   · Date: 10/12/2015

NOTICE

Sub: - Registration in UG and PG program for Even Semester (Jan – June 2016).

All the student of NIT Agartala are hereby informed to pay their semester fees, hostel fees and bus fees in full to make them eligible for subject registration during Even Semester, 2015-16.

The fees are to be paid through Online Payment Portal from **December 23rd 2015**, in accordance with the fee structure shown in Table 1 mentioned as below.

1. The students who avail bus facility are instructed to pay an amount of Rs.4200/- through Bank Challan (which will be available in the room no.215 or in the bank) in favor of INDIAN OVERSEAS BANK, ACCOUNT NAME-VIDYARTHI ENGINEERING COLLEGE BUS OWNERS ASSOCIATION, Account No. CD 965.

2. All Non-Hosteller students are instructed to get clearance at room no. M-215 and it will be starting from 11/12/2015.

3. The students who reside in the hostel and avail mess facility are instructed to pay their mess charges as per Annexure-I.

4. The link i.e. https://www.nita.ac.in/mis/Default.aspx for online payment of semester fees and hostel charges will be available at the Institute website from **December 23rd 2015**. The students are advised to use the Username and Password of their Institute MIS account.

5. For those students who have completed the formalities mentioned in Sl. No. **1 or 2, 3 and 4** will be allowed to register the subjects provisionally through the same online portal. All the core subjects will be pre-selected as default. Student has to click on the submit button to complete provisional registration and print three (3) sets of provisional registration slip.

6. On **1st January** and **4th January 2016**, in between **10.00 AM** to **4.00 PM** the students have to be **physically present** in their respective department, get the **provisional registration slips** (as printed in Sl. No. 4) signed by the respective coordinators and **submit 2 copies** to the department to complete the **provisional registration process**. The student will retain one signed copy of the provisional registration slip.

7. Those who fail to submit provisional registration slips as mentioned in Sl No. **6**, will be allowed to submit the provisional registration slips on **5th-8th January and 11th January 2016** after paying a fine of **Rs 1000/-** (https://www.nita.ac.in/mis/Default.aspx) in addition to the regular semester fees and hostel fees.

8. The fine of **Rs 1000/-** is also applicable to those students who may have paid all necessary fees or may have completed provisional registration through online portal but was **not physically present** on **1st or 4th January 2016** to submit the provisional registration slips.

9. Students who do not submit their provisional registration slips by **11th January, 2016** will be allowed to do so only on **12th January 2016** after paying a fine of **Rs 5000/-** (https://www.nita.ac.in/mis/Default.aspx) in addition to the regular fees. This is applicable to those who might have paid fees in all respects and or fine or submitted provisional registration through online earlier to **11th January 2016**.

10. On exceptional circumstances or on genuine grounds, (with prior permission/approval from the **Dean (Academic)/Director)** students may be allowed to pay their fees online (https://www.nita.ac.in/mis/Default.aspx) and provisionally register their **subjects** from **12th – 15th January and 18th January 2016 from 10:00 AM to 4:00 PM.**

11. There will be no registration <u>under any circumstances after 18th January, 2016.</u>

12. Students who **avail bank loan** to pay semester fees are instructed to upload/update the details of their bank loan A/c in the MIS profile **before commencement of semester registration.**

13. The students who avail **bank loan** will be allowed to register subjects for the odd semester from **1st January 2016 to 18th January 2016 (10.00 AM to 4. 00 PM on all working days)** after submission of Bank Draft/Bank transfer details.

    i.   Students who pay through bank loans should deposit the demand draft/s along with a bank statement indicating the loan details at **the account section** and obtain a receipt of the same.

    ii. The receipt of cash section should be produced in the academic section for fee updating.

    iii. Students who avail bank loan may also get the fees transferred from their **respective bank** through **NEFT** to the **Institute a/c no.30369892838 IFSC Code SBIN0011491.**
    In such case, students have to obtain a certificate from the Accountant of the account section.

    iv. The same should be produced in the academic section for fee updating.

    v.   Pay bus fees or take clearance as mentioned in points 1 & 2.

    vi. Thereafter the students can register the subjects from their MIS account and print 3 copies of the provisional registration slip.

14. <u>No subject registration will be allowed</u> under any circumstances **after 18th January, 2016** and the student will be debarred and not allowed to register any subject in the even semester, 2015-16.

15. All the steps mentioned in points **1 to 13** are equally applicable to all the **backlog students** who take **re-admission in various semesters** in the even semester of academic session 2015-16.

16. Students who are not staying in the hostel and also do not avail any bus service provided by the Institute has to take clearance from the In-Charge yellow bus room number M-215.

17. All UG and PG Coordinators of the respective Departments are requested to extend their support to the students concerned during the registration process. During the registration process, they should facilitate to the student concerned in selecting the exact electives floated by the Departments.

18. All the Coordinators are advised to strictly monitor the date of reporting of the students and allow the students to submit the provisional registration slip after checking the actual fine paid.

19. The Coordinators after ensuring the correctness of the core as well as elective subjects selected by to the students should send a consolidated list of students finally registered for the semester to the office of the Dean (AA) at a **date to be announced later**.

20. For getting assistance during online payment the students are advised to refer to the transaction flow tab in the website https://www.nita.ac.in/mis/Default.aspx.

Table 1

Sl. No.	Programme	Semester	Session/ Batch	Total Fee (in Rs.)
1.	B.Tech	2nd Semester	2015-16	42,500
		4th ,,	2014-15	38,500
		6th ,,	2013-14	21,000
		8th ,,	2012-13	21,000
2.	BS-MS	2nd ,,	2015-16	10,000
		4th ,,	2014-15	10,000
		6th ,,	2013-14	3,500
3.	BT-MT	2nd ,,	2015-16	42,500
		4th ,,	2014-15	38,500
		6th ,,	2013-14	21,000
4.	M.Tech	2nd ,,	2015-16	38,500
		4th ,,	2014-15	39,500
5.	MCA	2nd ,,	2015-16	38,500
		4th ,,	2014-15	38,500
		6th ,,	2013-14	29,500
6.	M.Sc	2nd ,,	2015-16	8,650
		4th ,,	2014-15	8,650
7.	MBA	2nd ,,	2015-16	38,500
		4th ,,	2014-15	29,500
8.	Ph.D	2nd, 4th and other Semesters		10,500
		6th Semester		11,500
		3rd ,5th & other Semesters		11,500
9	Hostel Fees(Seat Rent & Mess Charges)	For all the semesters		Seat rent @ Rs 2500/- & Mess Charges as per Annexure-I

(Dr. Ajoy Kumar Das)
Dean (Academic)

Copy to:-
1. PS to the Director for kind information of the Director.
2. The Registrar, NIT Agartala for kind information.
3. The Dean (SA), NIT Agartala for kind information.
4. All HODs and W/S for kind information and necessary action.
5. The Chief Warden for kind information and necessary action.
6. The Controller of Examination, NIT Agartala for kind information.
7. The Dy. Registrar(Acad) for kind information and necessary action.
8. The Asstt. Registrar(Acad)(UG & PG) for kind information and necessary action.
9. The Asstt. Registrar (Finance), NIT Agartala for kind information.
10. The Branch Manager, SBI, NIT Agartala Branch for kind information.
11. The System Administrator for kind information with a request to upload the notice in the institute website.
12. The MIS Coordinator for kind information & necessary action.
13. In-Charge Stipend Section, NIT Agartala for kind information.
14. The Private Bus (Yellow) Coordinator for kind information.
15. Notice Board.

Dean (Academic)