



## NOTICE

Admission schedule and procedure for Spring semester 2017 for all existing UG,PG and PhD students of the Institute shall be as follows:

### **Reporting in the department –**

<u>Semester</u>	<u>Date</u>
1. IV Semester	: 03/01/2017
2. VI Semester	: 04/01/2017
3. VIII Semester	: 05/01/2017
4. X Semester B. Arch./Existing Ph.D.students/All semester for remaining students	: 06/01/2017

The process of admission will be done by following the steps given below:

- (i) Students have to fill up admission form. Separate form is available for UG/PG/MCA and existing Ph.D. students. The form can be downloaded from the institute website.
- (ii) Students have to report to the department on the scheduled date and time along with their admission form and ID card. All existing Ph.D. students will also have to submit progress report of the previous semester at the time of admission. These progress reports must then be forwarded to the Dean(Academics).
- (iii) No mark sheet or other documents is to be attached with admission form. However, if the HOD has any doubt, he may ask for the documents.
- (iv) HODs or their representative faculty will generate challan from MIS.
- (v) **B.Tech.students who have been admitted in the Institute in year 2009 or prior will not be eligible for admission as per decision taken in 17<sup>th</sup> meeting of Senate.**

**HOD should also advise not to take admission to such students where balance duration of study of the student is more than balance numbers of years available with the student as per seven year clause approved in the above Senate.**

- (vi) Students will pay the required fee through State Bank Collect(earlier knows as I-Collect) mode only. Challan must be compulsorily generated and given to students for regular admission.
- (vii) Thereafter, students have to submit admission form and fee payment receipt in the department.
- (viii) HODs must arrange to complete MIS related entries like course registration etc. latest by 13/01/2017.

**Late Fee:**

All students seeking admission have to report as per the schedule given above. Thereafter late fee is applicable as follows:

From 9<sup>th</sup> January 2017 to 16<sup>th</sup> January 2017

Rs.100/- per working day

**Important Note:**

1. Aadhar number of the student is to be compulsorily entered while processing for admission (course-registration) in MIS. Please ask for a photo copy of Aadhar card from the student.
2. Photocopies of the Aadhar card are to be submitted to student section later.
3. In case of MIS related difficulties, HODs can contact MIS team available in the Institute.

**Dr. Shrish Verma  
Dean, Academics**

**Copy to:-**

1. All HODs, NIT Raipur for necessary action.
2. Account Section, NIT Raipur for information.
3. Webmaster, NIT Raipur to upload in institute website.
4. Student Section, NIT Raipur for information.
5. MIS team member NIT Raipur for information.
6. All Hostel Wardens, NIT Raipur to display on notice board.