# शैक्षिक अनुभाग /ACADEMIC SECTION NATIONAL INSTITUTE OF TECHNOLOGY: SILCHAR

Acad-52/13/19646-75

19.12.2023

#### Instruction Manual for Registration Jan.-July 2024

This is for information of all UG (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> & 8th semester) & PG (2<sup>nd</sup> and 4<sup>th</sup> semester) student that Registration for Jan.-July 2024 session shall be held from · 3<sup>rd</sup> - 5<sup>th</sup> January 2024.

All concerned students are requested to follow the instructions given below:

- 1. Students require to duly fill the registration form first, then get hostel and library clearances from the concerned sections.
- 2. Non-Hostellers need to attach non-hosteller certificate along with the registration form.
- 3. After getting the required clearances, students are to report to their respective faculty advisors and get the registration forms signed by them. List of Faculty Advisors will be put up in the notice board of the New Gallery.
- 4. Those having bank loan are to submit DD to the **Accounts Staff** available in the **Gallery 301** to get the fee receipt which is needed for submission along with the Registration Form.
- 5. Thereafter, complete & signed Registration Forms along with academic fee receipts and other relevant documents, are to be submitted by the students to the Academic Staff in Gallery No. 306 (UG 4<sup>th</sup> & 6<sup>th</sup>), Gallery No.- 305 (UG 2<sup>nd</sup> & 8<sup>th</sup>) and Gallery No. 303 (PG) within mentioned dates.

Dean (Acad)

#### Copy:-

- 1. Dean (SW) with a request to circulate the above notice to all Wardens for information and necessary action.
- 2. All HODs with a request to circulate among all the respective faculty advisors.
- 3. Librarian.
- 4. DR (Accounts), for information and necessary action.
- 5. All Hostel Notice Boards.
- 6. Associate Dean Exam.

OFFICE COPY

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#### शेक्षिक अनुभाग /ACADEMIC BECTION NATIONAL INSTITUTE OF TECHNOLOGY: BILCHAR

Acad-52/13

19,12,2023

#### सूचना /NOTICE Even Semester 2024 Registration

This is for information of UG/PG students that the following procedure be followed during the even semester registration of B.Tech. 2<sup>nd</sup>, 4th, 6<sup>th</sup> and 8th semester and PG (M.Tech. MSc. & MBA) 2<sup>nd</sup> & 4<sup>th</sup> semester, to be held from 3<sup>rd</sup> - 5<sup>th</sup> January 2024

- Registration Forms of B.Tech. 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semester and PG (M.Tech. MSc. & MBA) 2<sup>nd</sup> & 4<sup>th</sup> semester is annexed herewith.
- Students are to register themselves physically and submit the filled in form to the respective Faculty Advisors in their departmental chambers.
- Students who shall not be present on these days shall be fined Rs. 500.00 (Five hundred) per day upto 12/01/2024, as mentioned in the Academic Calendar.
- B. Tech. 4th, 6th and 8th semester students will be allowed to register for maximum 30 credits as per regulation. However, under special circumstances, the students can register for one more course, including lab course, exceeding the maximum credit limit with the approval from the Dean (Academic).
- For M.Tech. program, a full-time student can register for a maximum of 18 credits and part-time student can register for a maximum of 12 credits. For M.Sc. program, a student can register for a maximum of 24 credits and for MBA program, a student can register for a maximum of 26 credits.
  - The fee for each backlog subject is Rs.400.00.
  - Students who want to avail Tuition Fee waiver have to produce the appropriate documents, i.e. category certificate applicable for SC/ST/PwD candidates. Students whose annual family income is below 1 lakh or between 1-5 lakhs has to produce **Annual Family Income Certificate** issued by competent authority for the financial year 2022-23, and issued on or after 01.04.2023. However, if a student fails to produce the document, he/she has to pay the full tuition fee and claim for refund (as admissible) after submission of the valid family income certificate issued on or after 01.04.2023.
  - Students are to make payment of fees online on or before the said dates through SBI online portal i.e. <a href="www.onlinesbi.com">www.onlinesbi.com</a>. Semester-wise Institutional Fees (Part I of the fee structure) are shown below:

1-9hr

F. S	Status	Description	PG 2 <sup>nd</sup> sem.	PG 4th sem.	B.Tech 2 <sup>nd</sup> / 4 <sup>th</sup> / 6 <sup>th</sup> Sem	B.Tech 8th Sem
		SC, ST & PWD	••		10,100/-	11,600/-
	Hosteller	Family income below 1 lakhs		••	10,100/-	11,600/-
		Family income between llac-5 lakhs			30933/-	32,433/
ech.		Family income above 5 lakhs			72600/-	74,100/
-		SC, ST & PWD			5970/-	7470/-
	Non-	Family income below 1			5970/-	7470/-
	Hosteller	lakhs Family income between llac-5 lakhs			26803/-	28,303/-
		Family income above 5			68470/-	69,970/-
.Tech.	Hosteller	lakhs	45,100	46,600		
	Non-		40,970	42,470		
ſ.Sc.	Hosteller Hosteller		18,100	19,600		
1.50.	Non-		13,970	15,470		
(T) A	Hosteller Hosteller		50,100	51,600		
MBA	Non-		45,970	47,470		
	Hosteller					

#### \*\*\* Steps for online payment

- A. www.onlinesbi.com
- B. State Bank collect. (SB Collect)
- C. Accept and proceed.
- D. State of Institute>Assam.
- E. Type of Institute>Educational Institute>Go.
- F. Educational Institutions Name>Select Online fee collection account NIT Silchar for admission fees payment>select Payment Category and fill the required field and submit.

Note: 1. For SC/ST/PWD M.Tech students Tuition Fee Rs. 35,000.00 is waived.

Copy for information/ necessary action to:

- 1. Dean (SW)
- 2. All HODs
- 3. The Librarian (i/c)
- 4. All Wardens
- 5. DR, Accounts
- 6. Branch Manager, SBI, NIT Branch, Silchar

Dean (Academic)

# UG COURSE REGISTRATION FORM

(For Part 2, See reverse)

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