



No./NITRR/Dean (Academic)/2018/789

Date: 17-06-2018

NOTICE

Admission schedule and procedure for Autumn semester 2018 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. III Semester	: 10/07/2018
2. V Semester	: 11/07/2018
3. VII Semester	: 12/07/2018
4. IX Semester B. Arch./Existing Ph.D.students/All semester for remaining students	: 13/07/2018

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

- 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.
- 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).
- 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.
- HODs or their representative faculty will generate challan from MIS.
- B.Tech.students who have been admitted in the Institute in year 2011 or prior will not be eligible for admission as per decision taken in 17th meeting of Senate.**

HOD are also advised not to give 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.

- List of students detained in Spring 2018 has been circulated to each HoD. Please ensure that such student who is detained in Spring 2018 is not admitted in Autumn 2018.
- Students will pay the required fee through on-line mode only, once the Challan is given to him/her, Challan must be compulsorily generated and given to students for regular admission.
- Thereafter, students have to submit admission form and fee payment receipt in the department mandatorily.

- (ix) HODs must arrange to complete MIS related entries like course registration etc. latest by 20/07/2018.

Late Fee:

All students seeking admission have to report as per the schedule given above. There after late fee is applicable as follows:
From 16th July 2018 to 27th July 2018 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, if not already submitted.
2. Photocopies of the Aadhar card are to be submitted to student section later, if not already done.
3. In case of MIS related difficulties, HODs can contact MIS team available in the Institute.

shrish
29/06/2018
Dr. Shrish Verma
Dean, Academics

Copy to:-

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