No. NITA.5/(22-Acad)/Registration Fee(UG,PG,Ph.D)/2024-25(Vol-IX) /A-1990   Date: 08./07/2025

NOTICE

Sub:-Odd Semester Registration of UG, Dual Degree, PG, Ph.D and B.Sc-B.Ed Odd Session 2025-26 (June – Dec 2025) for all the ON ROLL students (except 1st year).

Online Semester Fee Payment without fine: 08/07/2025 to 29/07/2025.

Physical Registration Dates:
   a. **25th, 28th and 29th July 2025, without a fine.**
   b. **30th, 31st July, 1st and 4th August 2025, a fine of ₹ 5,000/-will be imposed**
   c. **Beyond the date in Sl. No.b fine of ₹ 10,000/- be imposed as penalty up to 15 days.**

Commencement of classes:
Classes will commence from **25/07/2025 (Friday).**

Semester Fee Payment:

1. **Semester fee payment(without bank loan)**
      a. Log in into the MIS account at https://mis.nita.ac.in and then use the link**(Online Payment→ SBI E-PAY→Pay Tuition Fee).**
      b. No other way of payment will be allowed, except for students availing of any loan.

2. **Semester fee payment (with bank loan):**
      a. Students while they seek a loan should inform their loan sanctioning authority to transfer the Academic fees/Hostel Fees to their **Virtual Account Number (VAN)** linked to the institute account at **IFSC SBIN0011491.**
      b. Students can get their **VAN,** in their MIS account by visiting the **link Academic→ Admission→ Update Information.**
      c. After the successful transfer of the loan to the VAN, the students should update their loan details and upload supporting documents in their MIS account **Academic→Admission→Upload Document.**

3. **Semester fee payment (from unused excess amount):**
      a. Contact MIS over email at nitmisagt@mail.nita.ac.in mention the enrollment number and fee adjustment in the subject of the email.
      b. Provide details of adjustment in the email. Attach the necessary documents to the email.

Subject Registration

1. After payment of semester fees **register the subjects provisionally through the MIS link(Academic→ Registration→ Semester Registration).**
2. All core subjects will be pre-selected by default.
3. Students have to select their electives and click on the **submit button** to complete the subject selection.
4. **Year-back students** must register for those subjects in which he/she has an **'F' grade** in the respective semester and the same to be informed to the UG Co-Ordinator.

Physical Registration

1. After subject selection, the students have to **mandatorily report physically** to their **Faculty Advisor/Supervisor and/ or UG/PG Coordinator** (as applicable) of their Department.

2. The **Faculty Advisor/Supervisor and/ or UG/PG Coordinator(s)** will verify the fee payment and the selected subjects on their MIS portal and select **Physically** Reported to **YES** to complete the semester registration process for the student.
3. After **physical reporting**, students should seek the signature of the Faculty Advisor on a printed **Semester Registration Slip**, and keep it as a record for the future.
4. Year-back students must register for those subjects in which he/she has an **'F' grade** in the respective semester and the same to be informed to the UG Co-Ordinator.

NOTE:

i. Academic Coordinators to monitor continuously the status of Registration of students of their respective departments.
ii. For any technical issues during the Registration/ payment process, students may contact the MIS section during **10:00 AM- 5:00 PM** (working days) and may e-mail: nitmisagt@mail.nita.ac.in.
iii. All Faculty Advisors and departmental Coordinators are hereby informed to ensure the smooth conduction/completion of the physical registration process looking after the proper selection of Elective Subjects.
iv. Regarding hostel-related matters, students may contact the Office of the Chief Warden.

This is issued with the approval of the Competent Authority.

Dean (Academic)
NIT Agartala

Copy to:-
1. PS to the Director, NITA, for kind information of the Director.
2. The Registrar, NIT Agartala for kind information.
3. All HODs and W/S, for kind information and necessary action.
4. The Asso. Dean (Exam), for kind information.
5. The Asso. Dean (UG), for kind information.
6. 1st year Co-ordinator for kind information and necessary action.
7. The Dy. Registrar(Academic) for kind information and necessary action
8. The Asstt. Registrar(Academic) for kind information and necessary action
9. The Faculty-In-Charge, MIS, for kind information & necessary action.
10. The System Administrator for kind information with a request to upload the notice in the Institute website.
11. Notice Board

Dean (Academic)
NIT Agartala