



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
NATIONAL INSTITUTE OF TECHNOLOGY

Barjala, Jirania, Agartala – 799046 (Tripura)

OFFICE OF THE DEAN ACADEMIC

nitadeanacademic@gmail.com

No. NITA.5/(37-Acad)/All Notices/2020-21/A-2040

Date: 15/10/2025

NOTICE

Sub: Procedure for Applying for Fee Structure / Fee Certificate.

This is to inform all students of **UG, Dual Degree, B.Sc-B.Ed, PG, and Ph.D** programmes that they can apply for a **Bonafide Certificate** through **MIS**, and the same will be sent automatically to their registered email ID.

The **Fee Structure** and **Fee Certificate** will be issued in **offline mode** upon payment of the requisite fee. Students are required to pay **₹50/- through bank challan (Drop Box submission)**.

Steps for Applying Fee Structure / Fee Certificate

Step 1: For Fee Certificate → Submit the application form along with the bank challan of ₹ 50 in the Academic Section mentioning the required year/semester.

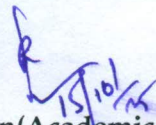
Step 2: For Fee Structure → Submit the bank challan of ₹ 50 in the drop box placed at Academic Section, mentioning the student name and enrolment number.

Certificates can be collected from the **Academic Section** after **5–10 working days** from the date of submission of the application and payment proof.

(Prof. Rajib Saha)
Dean(Academic Affairs)

Copy to:-

1. PS to the Director, NITA, for kind information of the Director.
2. The Registrar, NIT Agartala, for kind information.
3. The Dean (SW-I and SW-II), NIT Agartala, for kind information.
4. All HODs, for kind information and necessary action.
5. The Chief Warden, for kind information and necessary action.
6. The 1st year Co-ordinator, for kind information and necessary action.
7. The Dy. Registrar (Finance), for kind information.
8. The Asstt. Registrar (Acad), for kind information and necessary action.
9. The Faculty-in-Charge, MIS for kind information & necessary action.
10. In-Charge Stipend Section, NIT Agartala for kind information.
11. The System Administrator, for kind information with a request to upload the notice in the Institute website.
12. Notice Board.


Dean(Academic Affairs)