



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

OFFICE OF THE DEAN ACADEMIC
nitadeanacademic@gmail.com

No. NITA.5/(22-Acad)/Registration Fee(UG,PG,Ph.D)/2024-25(Vol-IX)/A-1869

Date: 26/12/2024

NOTICE

Sub:-Semester Registration for 1st year onroll students of UG, Dual Degree, PG, Ph.D Even Session 2024-25 (Jan -June 2025) for all the ON ROLL students.

Online Semester Fee Payment without fine: 06/01/2025 to 17/01/2025.

Physical Registration Dates:

- 15th to 17th January 2025, without a fine.
- 20th to 23rd January 2025, a fine of ₹5,000/- will be imposed
- 24th January 2025 to 13th February 2025, a fine of ₹10,000/- will be imposed.
- Beyond 13th February 2025 no registration will be allowed and he/she has to wait for next semester registration.

Commencement of classes:

Classes will commence from 15/01/2025 (Wednesday).

Semester Fee Payment:

1. Semester fee payment (without bank loan)

- 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**).
- No other way of payment will be allowed, except for students availing of any loan.

2. Semester fee payment (with bank loan):

- 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**.
- Students can get their **VAN**, in their MIS account by visiting the link **Academic → Admission → Update Information**.
- 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):

- Contact MIS over email at nitmisagt@gmail.com. Mention the enrollment number and fee adjustment in the subject of the email.
- Provide details of adjustment in the email. Attach the necessary documents to the email.

Subject Registration

- After payment of semester fees **register the subjects provisionally through the MIS link (Academic → Registration → Semester Registration)**.
- All core subjects will be pre-selected by default.
- Students have to select their electives and click on the **submit button** to complete the subject selection.
- 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

- 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.

[Handwritten Signature]



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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.
5. Students have to report to the Dept Coordinator's if subject wise faculty name is not mentioned in the **Semester Registration Slip**.

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@gmail.com.
- 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) (40)
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 and necessary action.
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