

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

Barjala, Jirania, Agartala - 799046 (Tripura)

NITA.5/(10-Acad)/CSAB-2024/Adm/2023-24 /A-1717

Date. .29../07/2024

NOTICE

This is to inform those who have been allotted seat at NIT Agartala in the regular rounds of JoSAA- 2024 and CSAB- 2024-Special Rounds, for admission to UG and Dual Degree programmes, should report physically at the Institute between 12th, 13th, 14th and 16th August, 2024, during 9 am to 4 pm.

The details related to registration and a list of documents to be submitted at the time of provision admission is stated here under:

Instructions for online registration on MIS portal:

- Register yourself in the MIS portal through link <u>www.mis.nita.ac.in</u> by using the JEE (Main) 2024
 Application number, before appearing for physical reporting.
- 2. Enter and fill the required details in the portal.
- 3. Candidates must upload the following documents in the online portal as mentioned below (In case of multiple documents, upload in a single pdf file):

Table-1

Sl. no.	Document	
a)	Score card of JEE (Main) 2024. (mandatory)	
b)	Admit of class 10/ Birth certificate, for age proof. (mandatory)	
c)	Marksheets of 10th and 12th or Equivalent. (mandatory)	
d)	Provisional Admission Letter finally issued by JoSAA/CSAB 2024 and final Seat acceptance letter. (mandatory)	
e)	Photo ID proof, as per Govt. of India guidelines. (mandatory)	
	If applicable: Upload the Certificate/s (SC/ST/OBC-NCL/GEN-EWS), issued by the competent authority, as per Government of India format (available at the JoSAA 2024 website). In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after 01/04/2024. For candidates of Maharashtra state, Caste validity Certificate is mandatory along with caste certificate. ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.	
g)	Migration and Conduct/ Character certificate, from the last attended Institution. (mandatory)	
h)	Physical Disability Certificate, as per JoSAA 2024 format, if applicable.	
i)	Undertaking as per prescribed format at Annexure- A. (mandatory)	
j)	If Applicable (for B. Tech. courses only): Upload a valid Annual Family Income Certificate, from all sources, and affidavit in the prescribed format, issued by the competent authority strictly to claim tuition fee remission at NIT Agartala. Certificate should be in Hindi/ English only. Details are given in subsequent pages of notification. Note: SC/ST/PwD students need not upload Income certificate for tuition fee waiver.	
k)	Medical Certificate, as per JoSAA/ CSAB- 2024	

4. An **online provisional registration slip** will be generated. All are instructed to save the online provisional registration slip for future reference. (Candidates must enable the pop-ups in their browser to download the online provisional registration slip).



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Candidates must complete the Online registration before the appearing for Physical Reporting at the Institute.

Instructions for Physical Reporting at NIT Agartala (12th, 13th, 14th and 16th August, 2024):

1. Candidates must bring the online provisional registration slip.

2. Candidates must bring all the Originals of the above mentioned documents (Table- 1) along with a set of duly self-attested photocopied hard copies.

Following points are to be noted by the candidates:

- For details of fees for 1st Semester, candidates may visit Institute website. The different heads of fees (including tuition fee) may be changed by the Competent Authority. In such case, students are required to pay the changed fee.
- Candidates not eligible for tuition fee waiver and remission are required to pay the <u>Balance</u> <u>Institute Fee</u>.
- 3. No request of extension of date of physical reporting will be entertained.
- Classes will commence from tentatively <u>22nd August</u>, <u>2024</u> for UG and Dual degree students admitted during 2024-25 session.
- 5. The Induction programme for all admitted students will be start on 19th August, 2024.
- Notification regarding the Anti- Ragging is appended with this notice., as per Annexure– IV.
- For hostel related matters, students may contact the Office of the Chief Warden.
 (Mr. R.K.Bhogendro Meitei, Assistant Professor, M.E Department & Chief Warden (chiefwardennita@gmail.com)).

Refund:

- If a candidate decides to quit the allotted course at NIT Agartala, after the last date of withdrawal/ cancellation, as announced by JoSAA- 2024 and/or CSAB- 2024, the Institute will refund only the academic caution money, after the amount paid by the candidate to JoSAA and/ or CSAB is transferred to NIT Agartala.
 - 2. At any point of time, in any semester during the tenure of a course, if an admitted student cancels admission or abandons the course without completing the programme, the fees paid in all the semesters will be forfeited by the Institute. The student will be eligible for refund of academic caution money only.
 - 3. To cancel admission, the student has to apply for a No-Dues certificate through his MIS account. Once the No-Dues certificate is issued, the candidate has to apply with a copy of the No-Dues certificate, for the release of Caution Money.

Candidates must visit Institute website regularly for any further updates.

This is issued with the approval of the competent authority.

(Prof. Rajib Saha Dean (Academic) NIT Agartala

Copy to:-

- 1. PS to the Director for kind information of the Director.
- 2. All Deans, NIT Agartala for kind information.



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- 3. The Registrar, NIT Agartala for kind information.
- Professor-in-charge, Admission (JoSAA- 2024 and CSAB- 2024), for kind information and necessary action.
- 5. All HODs and W/S, for kind information and necessary action.
- 6. Asso. Dean (Exam), for kind information.
- 7. Asso. Dean (UG), for kind information.
- 8. Chief Warden, for kind information and necessary action.
- 9. 1st year Co-ordinator, for kind information and necessary action.
- 10. Dy. Registrar (Academic), for kind information and necessary action.
- 11. Asstt. Registrar (Academic), for kind information and necessary action.
- 12. Faculty-In-Charge, MIS, for kind information & necessary action.
- 13. Head (F&A), for kind information and necessary action.
- 14. System Administrator, with a request to upload the notice in the Institute website.

Dean (Academic)

Undertaking by all candidates

	I, Mr./Ms, Son/ Daughter of
	, Resident of,
	th JEE (Main) 2024 Application No, under GEN/GEN-
EV	WS/OBC-NCL/SC/ST/PwD (tick as applicable) do hereby undertake as under:
1.	I will not have any objection if my provisional registration and admission in B. Tech/ BS-MS/
	BT-MT (tick one) programme allotted by JoSAA/ CSAB- 2024, in the Department of
	is cancelled in event of my failure to produce all the
	required document(s) at the time of physical reporting, date as and when notified by NIT
	Agartala.
2.	I will pay all fees, as applicable, if at any point of time during the course my claim towards
	tuition fee waiver/ remission is found wrong/ false.
3.	I further declare that at any point of time, if any of my uploaded/ submitted document(s) as well
	as information given by me is/ are found to be false/ untrue, then my provisional registration and
	admission at NIT Agartala will stand cancelled, and decision taken by NIT Agartala will be final.
4.	I shall abide by all the rules and regulations of NIT Agartala, modified from time to time.
	Signature of the candidate with date:
	Name of the candidate:

Name & Signature of Parent with date:

Declaration by the Parent

do hereby undertake to en	sure that my son / daughter shall
conduct himself / herself in accordance with Institute, the State of Tripura and the Union of India Institution of repute.	the rules and regulations of the
I shall also ensure that he / she will attend examination. If his / her attendance record or acad as per the norms and standards fixed by the Institu be final in all respect.	demic performance is not satisfactory
I do undertake to ensure that my son / dau laws of India in any form.	ighter / ward will not contravene the
I shall continuously monitor his / her acade his / her Faculty advisor in every semester.	emic progress and keep contact with
I do agree to meet the expenses as fixed by from time to time during the period of students	dy of my son / daughter / ward
	Full signature of the parent/ guardian
Date:	
	Name of the parent/guardian



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Annual Family Income for Tuition fee remission and for various income related benefits:

- The link for uploading family income document for the academic session 2024-25 will be available in the MIS portal of Institute.
- All students who are interested to avail tuition fee remission linked to family income, must submit their family income documents as per the mentioned guidelines.
- 3. Students must upload an <u>Annual Family Income Certificate</u> as per **Annexure –** I along with an **affidavit as per Annexure II**.
- The Issuing authority of Family Income Document and Certificate must be a local District Authority like S.D.O./B.D.O./Tahasildar/Mandal Revenue Officer (MRO), etc. State-wise list of Issuing authority is listed in Annexure-III, for reference.
- 5. The Annual Family Income Certificate must be issued on or after 01/04/2024.
- 6. All income documents should be issued for the Financial Year 2023-24.
- 7. In all documents, the financial year 2023-24 should be clearly mentioned.
- Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as supporting documents to family income document with INCOME AFFIDAVIT as per Annexure –II.
- 9. In the event of non-submission of the income documents as mentioned above, within the notified date, the student will be required to pay full tuition fee.
- 10. Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fee.

Note: Candidates of B.Tech belonging to ST, SC & PwD categories and candidates having Annual Family Income above INR 5 lakhs are not required to submit Income certificate and affidavit.

(Round Stamp of Office of Issuing Authority)

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2023-24 (Valid for Academic Year 2024-25)

This is to	certify that Mr. /Mrs. (Father	er/Mother/Guardian)	
Father/Mo	ther/Guardian of		(Student name) is a
resident	of Village/ Town		P.O.
			Mouja/Taluk
			her Annual Family Income
			in
words).			
Income f	rom:		
	Relation	Profession	Amount
1.	Father's Income :		Rs
2.	Mother's Income :		Rs
3.	Guardian's Income :		Rs
4.	Other sources :		Rs
		Gross Total Income	Rs
This Cer	rtificate is issued for the	e financial year 2023-2	4.
Date:			
			Signature of issuing authority with Seal

Name of Issuing Authority:

Designation:

**The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./ Mondal Revenue Officer (M.R.O.)/ Tehsildar, as listed in Annexure - III.

FORMAT OF INCOME AFFIDAVIT

(To be submitted on Non-Judicial Stamp paper of Rs. 50/- and sworn in before a First Class Magistrate/ Notary Public)

I,	Sri/ Smt.		a resident of
			solemnly declare as
unc	der:		
1. 1	My son/ daughter Mr./ Miss		is
	currently studying at the National Institute of Techn	nology, Agarta	
	Year Dual Degree (BS-MS/ BT-MT)		and the second s
	Here the second of the second	provisionally a	dmitted through JoSAA
(CSAB- 2024.		
	Γhat, my son/ daughter		
	no is claiming remissi		
	Certificate bearing No d ssued by the		
9	osaca by the		- Government of
3. 1	He/ She is an applicant for the Tuition Fee Remissi	on for the Aca	demic Year 2024-25
7.7. 3	to the second approach for the random room to the rest	on for the <u>riou</u>	deline fedi 2024 20.
4 1	declare that my spouse is employed/ not employ	yed and that t	he Annual Income of my
	amily in the Financial Year 2023-24, i.e., during		
1	March, 2024 was as mentioned hereunder (Suppor	ted by docume	ent):
I)Fro	om my own profession as indicated:		
a	Income from Business/Medical practice	D-	
	Legal Practice/ Engineering Consultancy etc.	Ks	p.a.
b	. Income from Agriculture	Rs	p.a.
С	Income from Landed Properties	Rs	p.a.
d	. Income from Investment in Bank/Post Office etc.	Rs	p.a.
е	Income from Share Certificates/Debentures		p.a.
f.	Income from any other sources (i.e. Retirement Be	nefits for VRS/	VSS etc., if any
			p.a.
(11)	Income of my wife/spause's (if any)		
	Income of my wife/spouse's (if any) mployed, Business/Pensioner then Salary / Income /	Pension Certif	p.a.
	s/ spouse's occupational status, to be enclosed		
	uments, if applicable as stated in the Annexure - II "L		
(111)	Income in the name of account to add (if any)		
(III)	Income in the name of my son /ward (if any).		
	GROSS TOTAL INCOME (I+II+III):	Rs	p.a.
**'Ni	I' to be mentioned whichever is not applicable.		

Further I declare that:-

- 1. That, I hereby solemnly aware and undertake that the above submitted Income Certificate and information above is true and correct as per the norms of Government of India. I am fully aware that in case any of information and documents furnished by me related to fee remission is/ are found untrue/false at any point of time, I will pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.
- 2. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Annual Family Income submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

	(Signature of Father/Mother)			
Sworn before me this	day of	202	and signed.	
(SEAL)			s Magistrate /Notary Pr	

ANNEXURE-III

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

SL. NO	State/Union Territory	Income Certificate Issuing Authority.	
1	Andaman & Nicobar	Tahsildar	
2	Andhra Pradesh	Tahsildar	
3	Arunachal Pradesh	Deputy commissioner of respective Districts	
4	Assam	Revenue Circle Officers	
5	Bihar	Circle Officer of Circle Office	
6	Chandigarh	Sub Divisional Magistrates	
7	Chattisgarh	Naib Tahsildar.	
8	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar,	
9	Delhi	SDM of Govt of NCT of Delhi	
10	Goa	Mamlatdar of all Talukas	
11	Gujarat .	District Collector/Depurt Collector/Asst.	
		Collector/Prant Officer/Mamlatdar	
12	Haryana	CRO(Tehsildar/Naib Tehsildar concerned)	
13	HimachalPradesh	Tahsildar of Revenue Department	
14	Jammu&Kashmir	Sub Divisional Magistrate(not below the rank of Tahsildar)	
15	Jharkhand	Sub Divisional Officer in each District	
16	Karnataka	Tahsildar	
17	Kerala	VillageOfficers	
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands	

19	MadhyaPradesh	Tahsildars/Naib Tahsildasr	
20	Maharashtra	Tahsildar	
21	Manipur	District Authorities i.c. DC/ADC/SDO(not below the rank of SDO/SDM	
22	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.	
23	Mizoram	District Magistrate or any other officers authorized by District Magistrate	
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers(C)	
25	Odisha	Revenue Officers	
26 Punjab CRO(Tehsildar/Naik		CRO(Tehsildar/Naib Tehsildar concerned)	
27	Pondicher	Tahsildar, Deputy Tahsildar	
28	Rajasthan	Tahsildar	
29	Sikkim	Special Executive Magistrate(Block Development Officers, Rural Management & Development Deptt.)	
30	TamilNadu	Zonal Deputy Tahsildar	
31	Tripura	District Magistrate & Collector and SDM, DCM, DC (Competent Authority as per Govt. Notification)	
32	UttarPradesh	Tahsildar	
33	Uttaranchal	TahsiIdar/SDM/City Magistrate	

34	WestBengal	1. Dist. Magistrate or-District Level
		Addl. Dist. Magistrate
		2. Sub-Divisional Officer-Sub Divisional Level Of the concerned
		3. Block Development officer-Block Level Of the concerned Blocks
		4. The Collector, Kolkata-Kolkata Municipal Corporation.
		 5. The Collector, Kolkata-Student residing within civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector,
		Kolkata does not exercise jurisdiction- Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective district i.e. South24 Paraganas and North 24 Paraganas.
35	For All other remaining stat and Union Territories	es Not below the rank of Tahsildar/Competent Authority as per Govt. Notification



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Physical Reporting venues

Sl. No.	Department name	Venue	
1.	Civil Engineering	Civil Engg. Department	
2.	Mechanical Engineering	Room no. 100 of Old Academic Block	
3.	Electrical Engineering	Electrical Engg. Department	
4. Electronics & Instrumentation Engineering		EIE Department, 4 th Floor of Computer Sc. & Engg. Building	
5.	Computer Sc. & Engineering (including IIIT Agartala)	Computer Sc. & Engg. Department	
6.	Electronics & Communication Engineering	Electronics & Communication Engg. Department	
7.	Chemical Engineering	Room no. 111 of Old Academic Block	
8.	Bio Engineering	Room no. 111 of Old Academic Bloc	
9.	Production Engineering	Room no. 200 of Old Academic Block	
10.			
11.	Chemistry		
12.	Mathematics	Mathematics Department	

- All the candidates allotted a seat at NIT Agartala through JOSAA/ CSAB-2024 must visit the MIS portal of NIT Agartala at regular interval to check for any update regarding Provisional registration as per the previous notice, for physical reporting.
- 2. The candidates need to upload the same Medical Certificate, uploaded during JoSAA/ CSAB- 2024 counseling, in the MIS portal as well as submit the original hardcopy during physical reporting at Institute. In case, any candidate do not have medical certificate at present, he/she may do to so as per the prescribed attached format. If fails to follow the above, he/she has to get verified in the Medical centre of the Institute during physical reporting.

How to reach NIT Agartala:

- 1. NIT Agartala Campus is around 59 min (26.5 km) away from the Maharaja Bir Bikram Kishore Manikya Airport., Agartala. Public vehicales are available from airport to reach the campus.
- 2. NIT Agartala Campus is around 7 min (3.2 km) away from the Jirania railway station and 37 min (21.1 km) away from the Agartala (Badharghat) railway station. Public vehicles are available from both railway stations to reach the campus.



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Annexure - IV

Anti-Ragging Affidavit

Candidates allotted a seat at NIT Agartala in <u>1st Year</u> Under Graduate & Dual Degree courses through <u>JoSAA/CSAB-2024</u> for the year <u>2024-25</u> will require to submit <u>anti-ragging affidavit</u> and <u>declaration from the Guardian</u> within 7 days from 16th August 2024 to the <u>Office of the Dean Student Welfare</u>.

The procedure to be followed during online submission of <u>Anti-Ragging Affidavit</u> may be seen as below,

- i. Step-1: Log on to www.antiragging.in.
- ii. Step-2: Fill in the information as desired.
- Step-3: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.
- iv. Step-4: Sign them and submit in NIT, Agartala during admission.

The guideline to fill up the online **Anti-Ragging** affidavit form is enclosed herewith for the ready reference of the candidates

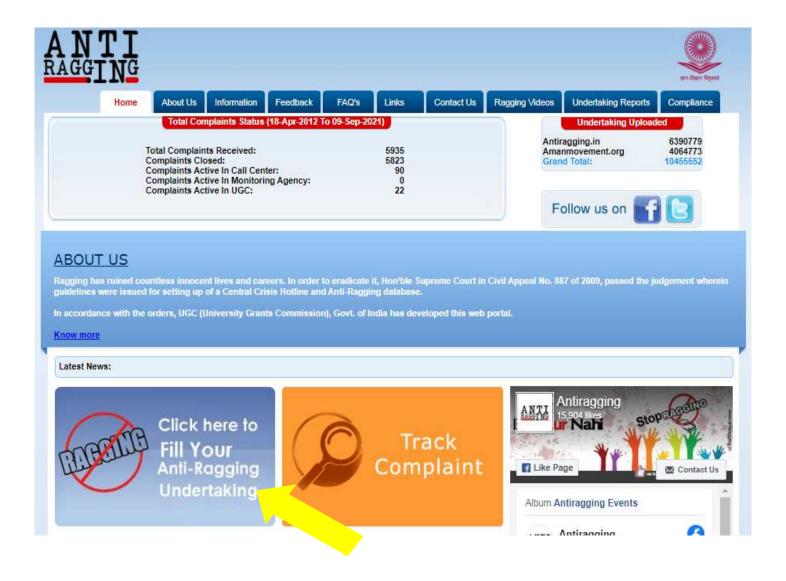
Step by Step

Guide On

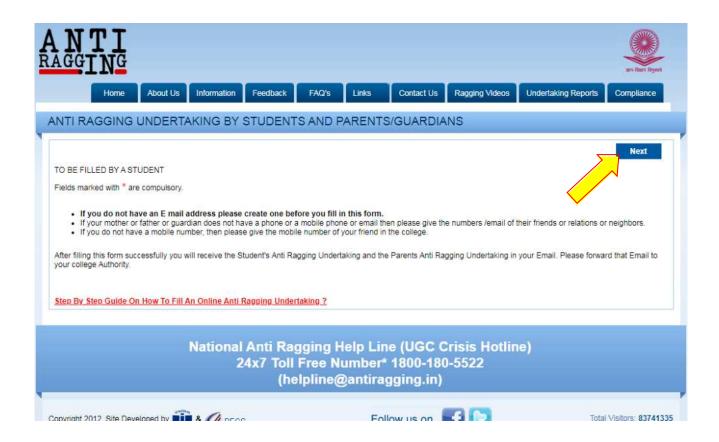
How To Fill An Online Anti Ragging Undertaking on

https://antiragging.in

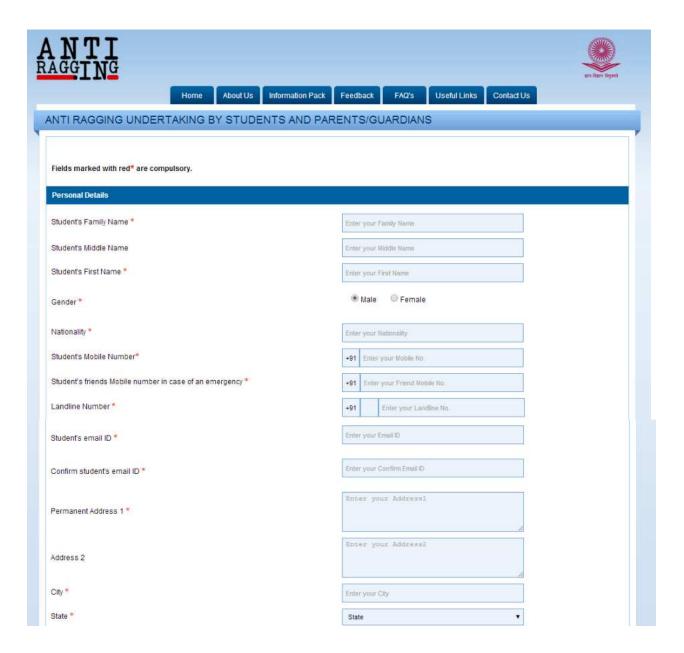
Click here to enter the form.



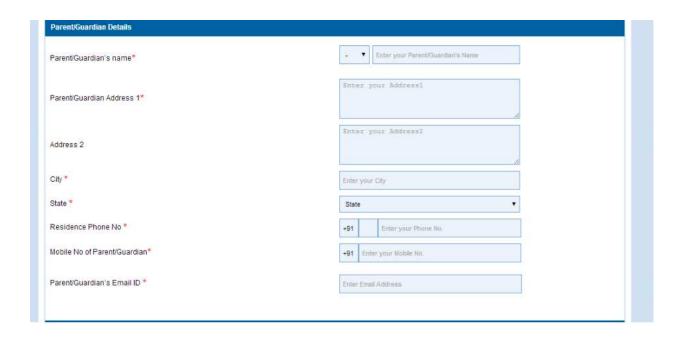
Click on Next button.



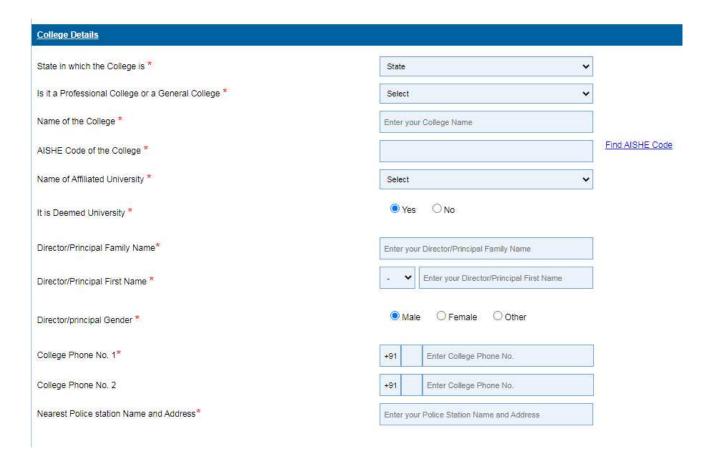
Fill the Personal details here:



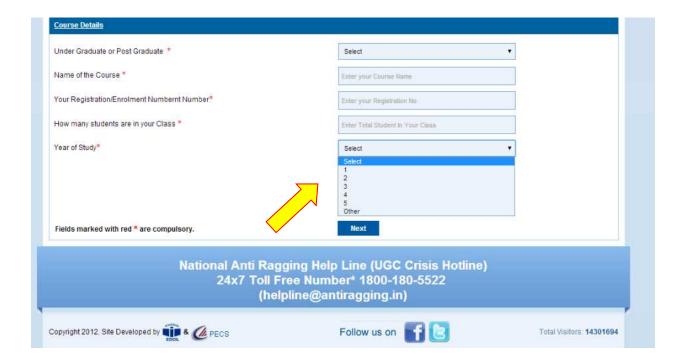
Fill the Parent or Guardian details here:



Fill the College details here:



Fill the Course details here:



After filled all required fields, you need to click on Next button.

You need to check all the checkboxes then click on Submit Button.

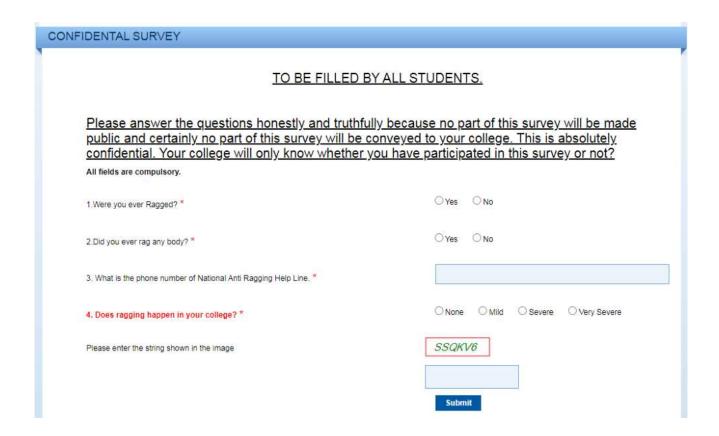


Thereafter, you need to click on Submit button.

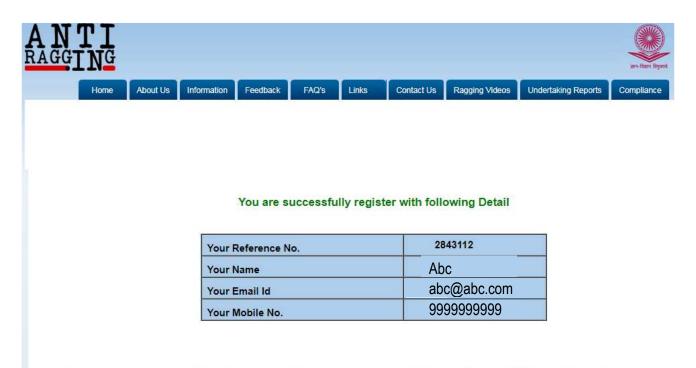
This pop-up confirms that you have on line registered successfully and you have to fill the Confidential Survey also. Click on OK button, this will redirect on Confidential Survey form.



This is Confidential Survey. Please select one option for each question.



This Page confirms that you have successfully submitted the form. Click Home button this will return the homepage of Anti-Ragging web portal (https://antiragging.in)



Please note your details correctly. These details will used further for duplicate Undertaking/Affidavits

(Please note that the student will not receive pdf affidavits & he/she is not required to print & sign it as used to be the case earlier).

Antiragging Helpline Number: 18001805522

Antiragging Email ID : helpline@antiragging.in