



# Physical Reporting UG & Dual Degree 2023

A Comprehensive Guide:



**NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA**

Dear Candidate,

Congratulations on choosing NIT Agartala for your further studies. A hearty welcome to the Institute. You have been Provisionally selected for admission to the B.Tech./ Dual Degree (B.Tech.+ M.Tech.)/ B.S.M.S programme at this Institute.

During your stay at NIT Agartala, you are expected to maintain good conduct, adequate academic standing and discipline. To begin your journey with NIT Agartala, complete the Online Registration Process, before reaching NIT Agartala by following the instructions mentioned in the annotated figures.

**Dean Academic Affairs**

## Registration Process

1. You are required to register yourself by visiting the website <https://mis.nita.ac.in/> and clicking on the link UG Admissions (refer to Fig. 1).

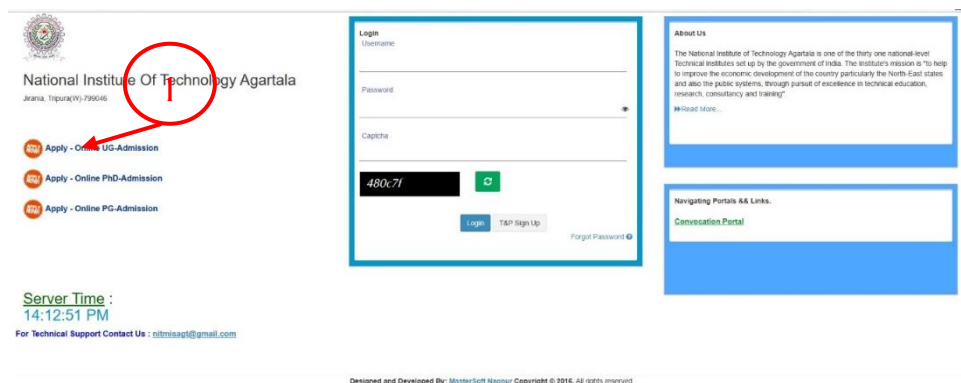


Fig. 1

2. On clicking the link that is shown Fig.1, you will get a window as shown in Fig. 2.

ONLINE UG-ADMISSION REQUEST [ 2023-24 ]

\*JEE(Main) App No. :  
2304598678

\*Date of Birth :  
08/12/2003

Proceed Registration Slip Admission Slip Cancel

Fig. 2

3. Enter the JEE Main Application number.
4. Enter your Date of Birth.
5. Click on **Proceed** button. You will get a form that is shown in Fig. 3, where you have to accept the terms and conditions.

**Terms & Conditions**

I, RAMKRISHNA, undertake that my provisional admission in the BACHELOR OF TECHNOLOGY program in the specialization of ELECTRONICS & COMMUNICATION ENGINEERING in the department of Electronics & Communication Engineering, whenever is approved, is subject to the fulfillment of the verification of the original documents. I affirm to produce the following documents in original on the day of physical reporting for verification, as will be mentioned in the notice published by NIT Agartala for the said purpose.

I agree to apply for provisional registration to the above-mentioned course subject to the production of the following documents in original during my physical reporting on the day, as will be announced by this institute.

- Birth Certificate / 10th Marksheet / Admit Card / Certificate
- 12th Mark sheet & Pass Certificate
- Original Migration Certificate / School leaving certificate Original Character Certificate
- Admit Card of JEE(MAIN)-2022
- Latest Document Verification Cum Provisional Seat Acceptance Letter
- Latest Seat Allotment Letter
- Category certificate if applicable (SC/ST/OBC-NCL/EWS) [OBC-NCL and EWS should be issued on or after 01-04-2022]
- That I, undertake to pay to NITA / IITA the Balance Institute fee whenever notified by the Institute.
- That, as I will present myself to the medical board of NIT Agartala for medical checkup and produce PwD certificate (wherever applicable) in JoSAA 2022 format.
- I, declare to the best of my knowledge and belief that, in case I fail to produce any of the documents mentioned above, whichever is applicable, or, if any document produced by me is falsified during verification on the day of physical reporting or at any later date, my provisional admission is liable to be cancelled. That, I will have no claim on my candidature for the said seat after that. I also declare that in such case I shall have no claim on the fees paid to JoSAA/ CSAB 2022 or NITA.
- I, declare to the best of my knowledge and belief that in case I fail to produce any of the documents mentioned above, whichever is applicable, or if any document produced is falsified during verification on the day of physical reporting or at any later date, my provisional admission is liable to be cancelled and that I will have no claim on my candidature for the said seat thereafter. I also declare that I will not claim any refund in case I decide to abandon the course.

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Fig. 3

6. Agree to all these points by checking against each.
7. Finally click on I Agree button to agree on the terms and conditions. You get a form that is shown in Fig.4. This is a semi pre-filled form. Your name, Fathers name, JEE Main Application number, Mobile number and Email id will come pre-filled.
8. You have to upload the documents (in proper formats and sizes under 500 kb as mentioned. In a document runs into multiple pages, convert them into a single pdf to upload).
9. Click on the Submit button. This completes your registration process.
10. To download the registration slip, click on the button **Registration** in **Fig. 2**. A sample of the Registration slip is shown in **Fig 5**. Bring the registration slip with all other documents as is suggested in the notice.
11. You have to upload the documents (in proper formats and sizes as mentioned. In a document runs into multiple pages, convert them into a single pdf to upload).

**ONLINE UG-ADMISSION REQUEST [ 2023-24 ]**

**General Information**

\*JEE Main Application No:

\*Student Name:

\*Father's Name:

\*Date of Birth:

\*Caste Category:

\*For OBC Only Sub Caste Category:

\*Student Mobile:

\*Quota:

\*Seat Pool:

\*Gender:  Male  Female  Transgender

\*Email Id:

Photo Upload:  No file chosen

Upload Passport Size, JEE Main Photograph Only. Photo size more than 500 KB is not allowed. Upload JPG/JPEG/PNG/GIF photograph only.

**Admission Details**

\*Date of Admission:

\*Curriculum:

\*Department:

\*Branch/Specialisation:

\*Admission Batch:

\*Year:

\*Payment Type:

\*Semester:

\*State of Eligibility:

\*Admission Type:

\*Allotted Category:

**Entrance Exam Scores**

\*Exam Name:

\*All India Rank/Rank/ Percentile:

Percentile Only For CAT, XAT, MAT, CMAT Exam

**Document Upload**

Document Type	Validation Type	Document Upload (Only pdf format is allowed, Each document should be between 10 - 500 KB.)
Score card of JEE (Mains) 2022.	Mandatory	<input type="button" value="Choose File"/> No file chosen
Admit card of class 10 / Birth certificate, for age proof.	Mandatory	<input type="button" value="Choose File"/> No file chosen
Mark sheets of 10th and 12th or Equivalent.	Mandatory	<input type="button" value="Choose File"/> No file chosen
Provisional Admission Letter (Final) issued by JoSAA/CSAB 2022 and Seat acceptance letter.	Mandatory	<input type="button" value="Choose File"/> No file chosen
Photo ID proof, as per Govt. of India guidelines (such as Aadhaar card, Pan card etc.).	Mandatory	<input type="button" value="Choose File"/> No file chosen
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 2022 website). In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after 01/04/2022. * Caste validity Certificate(s), wherever applicable, is mandatory along with caste certificate as per guidelines of JoSAA / CSAB 2022.	Optional	<input type="button" value="Choose File"/> No file chosen
Migration and Conduct / Character certificate, from the last attended Institution.	Mandatory	<input type="button" value="Choose File"/> No file chosen
Physical Disability Certificate, as per JoSAA 2022 format, if applicable.	Optional	<input type="button" value="Choose File"/> No file chosen
Undertaking as per prescribed format at Annexure - A.	Mandatory	<input type="button" value="Choose File"/> No file chosen
If Applicable: 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 waiver at NIT Agartala. Certificate should be in Hindi / English only. Details are given in subsequent pages of notification. (SC/ST/PwD students need not upload Income Certificate).	Optional	<input type="button" value="Choose File"/> No file chosen
Medical Fitness certificate submitted during JoSAA / CSAB 2022	Mandatory	<input type="button" value="Choose File"/> No file chosen

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Fig. 4

## NIT Agartala

NIT Agartala is about 35 km from the airport and 25 km from the Agartala Railway station. Agartala is connected by flight as well as train. You are advised to plan your arrival within the normal working hours (**9 AM to 5 PM**). NIT Agartala campus has limited accommodation facilities for parents and guardians. In case of late arrival, you are advised to stay at any hotel in Agartala, Hotels in Agartala may be booked in advance.



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला  
National Institute of Technology Agartala  
Jirania, Tripura(W)-799046

Registration Slip for UG Admission 2022-23



Dear, XXXXXXXX, bearing JEE Main Application number XXXXXXXX daughter of / son of XXXXXXXX you have been provisionally registered on 21/11/2022, for the provisional admission in the **BACHELOR OF TECHNOLOGY** program in the specialization of **ELECTRONICS & COMMUNICATION ENGINEERING** in the department of **Electronics & Communication Engineering** at NIT Agartala. The token number of your provisional registration is XXXXXXXX. Keep visiting institute website [www.nita.ac.in](http://www.nita.ac.in) for further updates.

I agree to apply for provisional registration to the above-mentioned course subject to the production of the following documents in original during my physical reporting on the day, as will be announced by this institute.

- A) Birth Certificate / 10th Marksheet / Admit Card / Certificate
- B) 12th Mark sheet & Pass Certificate
- C) Original Migration Certificate / School leaving certificate Original Character Certificate
- D) Admit Card of JEE(MAIN)-2022
- E) Latest Document Verification Cum Provisional Seat Acceptance Letter
- F) Latest Seat Allotment Letter
- G) Category certificate if applicable (SC/ST/OBC-NCL/EWS) [OBC-NCL and EWS should be issued on or after 01-04-2022]
- H) Original PwD Certificate (only for PwD candidates)
- I) That I, undertake to pay to NITA / IIITA the Balance Institute fee whenever notified by the Institute.
- J) That, as I will present myself to the medical board of NIT Agartala for medical checkup and produce PwD certificate (wherever applicable) in JoSAA 2022 format.
- K) I, declare to the best of my knowledge and belief that, in case I fail to produce any of the documents mentioned above, whichever is applicable, or, if any document produced by me is falsified during verification on the day of physical reporting or at any later date, my provisional admission is liable to be cancelled. That, I will have no claim on my candidature for the said seat after that. I also declare that in such case I shall have no claim on the fees paid to JoSAA/ CSAB 2022 or NITA.
- L) I, declare to the best of my knowledge and belief that in case I fail to produce any of the documents mentioned above, whichever is applicable, or if any document produced is falsified during verification on the day of physical reporting or at any later date, my provisional admission is liable to be cancelled and that I will have no claim on my candidature for the said seat thereafter. I also declare that I will not claim any refund in case I decide to abandon the course.

\*This slip is system-generated and does not require a signature

01-Aug-2023

Page 1 of 1

Fig. 5

The parents or guardians have to make arrangements to stay either at Agartala or at the Institute Guest House. As there is a limited number of rooms in the guest house, rooms will be provided on a first come first serve basis. To book a room in the Institute Guest House, you may email [ighnita@gmail.com](mailto:ighnita@gmail.com) and [manishbhargava257@gmail.com](mailto:manishbhargava257@gmail.com). Booking of a room in the Guest House, if available will be for a limited period. The room rents at the guest house are:

- a) ₹1200 (Double bedded room on sharing basis)
- b) ₹ 800 (Single occupancy in a double bedded room)

To reach NIT Agartala, Taxi/Auto-Rickshaw is easily available from the Airport, Railway Station as well as the city. There are two road routes to NIT Agartala from the city. You may arrive at NIT Agartala either at **Gate No. 1** or **Gate No. 2**, depending upon whether your driver travels via Jirania or Ranir Bazaar, respectively.

## The venue for Physical Reporting

You are advised to report, for physical verification, to the venue mentioned below in Table 1. Each reporting venue has a Label (shown in the adjacent cell). Locate this number on the map (Fig. 6) to reach your destination.

The Campus map show the route to your destination starting from **Gate No. 1** and **Gate No. 2**. You will see the way to Boys Hostel (Rabindra Nath Tagore Hostel) and Girls Hostel (Gargi Hostel) from your reporting center. A vehicle will ply along the route, coloured in blue on the map, Fig. 6, every half an hour. Besides this, the campus map will guide you to reach the Bir Bikram Amenity Centre , the marketing centre of the Institute, where you will get all the essentials (Bedding, Stationaries etc.) needed for your stay at the hostel.

Sl. No.	Allotted Department by JoSAA/CSAB	Venue	Label on Map
1.	Civil Engineering	Civil Engineering Department	1
2.	Mechanical Engineering	Old Academic Block, Room no. 100	2
3.	Chemical Engineering	Old Academic Block, Room no. 111	2
4.	Bio-Engineering	Old Academic Block, Room no. 111	2
5.	Production Engineering	Old Academic Block, Room no. 200	2
6.	Electrical Engineering	Electrical Engineering Department	3
7.	Electronics & Instrumentation Engineering	Electrical Engineering Department	3
8.	Electronics & Communication Engineering	Electronics & Communication Engineering Department	3
9.	Computer Sc. & Engineering (including IIIT Agartala)	Computer Sc. & Engineering Department	4
10.	Physics	CDAC Building	5
11.	Chemistry	CDAC Building	5
12.	Mathematics	Mathematics Department	6

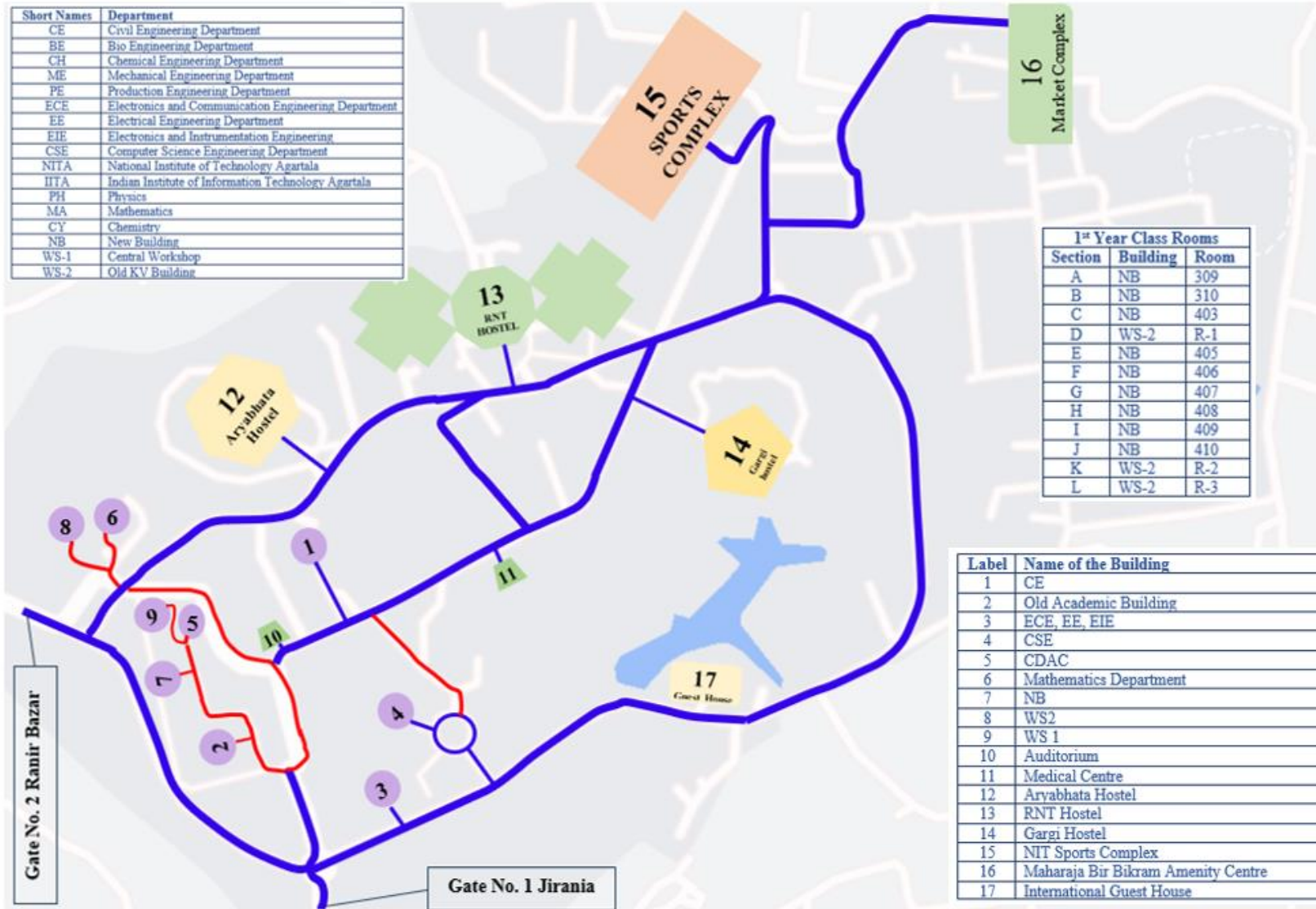


Fig. 6 A Schematic Map of the Campus NIT Agartala

## Physical Reporting

During reporting, the officers will verify the documents uploaded by you with the originals. They will retain a set of photocopies of all the documents you have uploaded, along with the original copy of the Migration and Character Certificate. The officers will also check whether the contents of the income certificate and the affidavit are as per the notice circulated by the Institute. If the documents are found in order, the family income will be changed to the claimed level, else the default, Above 5 lakhs will remain unchanged.

After successful verification, you will get a provisional admission letter as shown in the Fig.7. Please note down, for future use, from the provisional admission letter the following contents that are marked in red

- a) Enrolment Number,
- b) Roll Number.,
- c) Section Number,
- d) Group Number,
- e) Name and contact of your Faculty advisor,
- f) Login id and Password of the institute MIS.

Do change the password with a suitable one of your choice, at the first login.





# National Institute of Technology Agartala

Jirania, Tripura(W)-799046  
url: <http://www.nita.ac.in>

Registration No : 2316126

Enrollment No : 23UCE001

## PROVISIONAL ADMISSION DETAIL (2023-24)

### General Information

Token No : NITA-UG-04546  
JEE Main Application No : KL16000374  
Student Full Name :  
Date of Birth :  
Caste Category : CIWG  
Sub Caste Category :  
Student Mobile : 8000000000  
Quota : All India  
Seat Pool : GENDER-NEUTRAL



### Admission Details

Date of Admission : 07/08/2023  
Curriculum : BACHELOR OF TECHNOLOGY  
Branch : CIVIL ENGINEERING  
Admission Batch : 2023-24  
Payment Type : REGULAR  
State of Eligibility : NRI  
Year : I  
Section : A  
Semester : FIRST SEMESTER  
Admission Type : REGULAR  
Admitted Category : CIWG

### Entrance Exam Scores

Exam Name : JEE MAIN Roll No.: Rank/Percentile : 698705

### Family Details

Annual Income (Rs.) : ABOVE 5,00,000.00

### Payment Details

Sr. No.	Transaction ID / DD No	Amount	Date	Payment Mode	Receipt Type	Remark
1	1001384736318	7000	07/08/2023	ONLINE PAYMENT	Hostel Initial Fee	SUCCESS-Y
2	3249392454130	26200	07/08/2023	ONLINE PAYMENT	Hostel Fee	SUCCESS-Y

### Faculty Advisor

Name : PROF. RICHI PRASAD SHARMA Email ID : richisharma.sharma@gmail.com  
Department : CIVIL ENGINEERING Mobile No. : 9436463474

The Student is instructed to login to [mis.nita.ac.in](http://mis.nita.ac.in) by using the login ID **23UCE001** and password **1612623U**. Thereafter, the student should fill up all the information sought therein. In case the student fails to provide the requisite information within 7 days from the day of admission, he/she will be debarred from appearing in the mid-semester examination of the session 2023-24.

Signature of the Candidate

Authorized Signature

Fig 7

## Hostel Allotment

For the purpose of hostel allotment, refer to the notice F.NITA.74(52)/CW/Notification/2022 dated 9/8/2022. Hostel rooms will be made available on a twin-shared basis. As there are not sufficient rooms available in the Girls' Hostel, only those whose Home-State is other than Tripura will be provided rooms in priority. Girls from their Home State Tripura may get accommodation at a later date. Such students are advised to arrange for their accommodation for the time being.

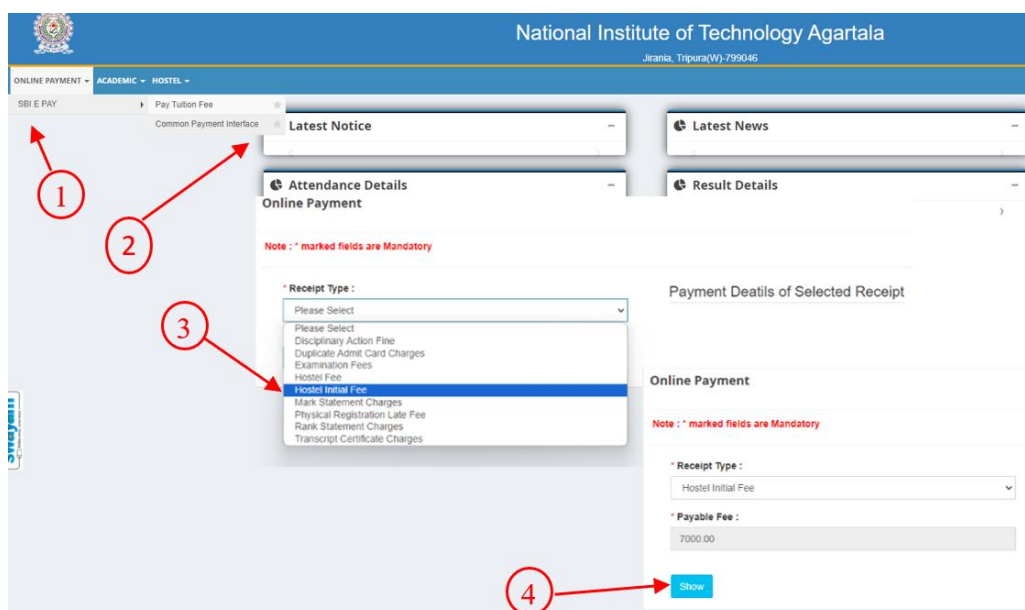


Fig. 8 Steps to pay Hostel Initial Fees

After physical verification, log in to your MIS account by using your **login id** and **password** mentioned in the Provisional admission letter. After that, eligible students, as per the above-mentioned notice, should log in to your MIS account and pay Hostel Initial Fees (**₹ 7000**) and Hostel Fees (**₹ 26200**). A schematic for initiation of payment for **Hostel Initial Fees** is shown in Fig. 8 above, where the steps are marked in **Red**. In a similar way pay the **Hostel Fees**.

Once the Hostel Initial Fees and Hostel Fees are paid, a Hostel room can be self-allotted by the students. The steps to be followed are marked in Red in Fig. 9.

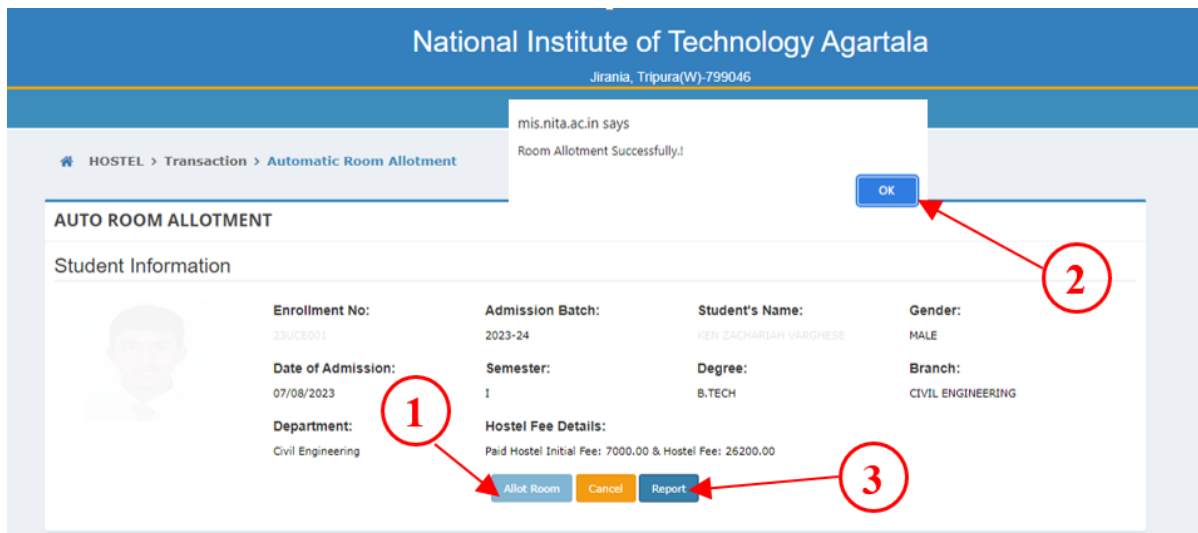


Fig. 9. The room allotment page showing the steps

1. Click on the Allot Room.
2. Once allotted you get a pop up (remove pop blocker of the browser, if any)
3. Click on the Report, to get the Room allotment letter.

After the successful allotment of Hostel accommodation, visit the hostel supervisor's office of your allotted hostel (RNT/Gargi), and show the soft copy of the money receipts for **Hostel Initial fees** and **Hostel fees**, and the **Hostel room allotment letter** along with the filled hostel application form. Wish you a comfortable stay at the Hostel.

### Attend Classes:

Based on the allocated section, start attending the classes. Classes for the first-year students are generally held at New Academic Block (NB) and at Old KV building (WS-2). The section wise class room distribution are shown in Table 2.

Table 2

1 <sup>st</sup> Year Class Rooms		
Section	Building	Room
A	NB	309
B	NB	310
C	NB	403
D	WS-2	R-1
E	NB	405
F	NB	406
G	NB	407
H	NB	408
I	NB	409
J	NB	410
K	WS-2	R-2
L	WS-2	R-3