



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
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No. NITRR/SS/2023/.....**25**..

Date : ..**18** / ..**9**... / 2023

IMPORTANT NOTICE

UPDATING OF PERSONAL DETAILS IN MIS SYSTEM BY NEWLY ADMITTED STUDENTS OF B.TECH, B.ARCH and MCA

1. All the newly admitted students of B.Tech, B.Arch and MCA. of the academic session 2023-24 are hereby informed that they are to update their personal details in the MIS system. The correctness of students' details in the database is essential as the same will be used for all the academic and the administrative purposes as and when required. In addition, personal details of student are required for printing his/her Identity Card. A student **must be** in possession of his/her Identity Card issued by the Institute for appearing in all the forthcoming Semester Examinations.

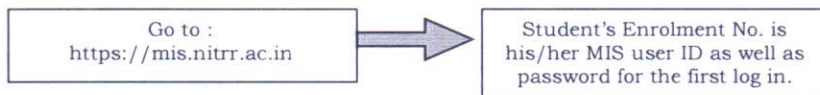
2. All newly admitted students of B.Tech, B.Arch and MCA must update their personal particulars in the MIS **by 21.09.2023**. Students should take utmost care while entering details and before clicking the "SUBMIT" button as they can edit/update their details **only once**. Following details must be updated mandatorily by the students for their identity card printing:

- Student Name (in Hindi)
- Student Mobile No. and Email Id (Mandatory)
- Father/Mother Mobile No. (Mandatory)
- Uploading of Formal passport size **Colour photograph with white background** (size should be <100kb).(photos taken by mobile, selfie are not allowed)
- Uploading of signature (size should be <50kb)
- Present address. (This will be printed on the ID card)
- Blood Group

3. Further, students are also suggested to check their other details available on the MIS page, which were filled in at the time of admission, for correctness. Any deviation in the particulars should be reported/corrected as early as possible. Students must ensure that their personal particulars i.e. name, date of birth, father/mother name are **as per their 10th marksheet/certificate**.

4. To update the personal particulars in MIS, a student is required to log in into MIS using his/her user ID and password. Student's **Enrolment No. is his/her MIS user ID as well as password** for the first log in.

Students can follow the following path to log in into MIS:-



Registrar (I/c)
NIT Raipur

राजिस्ट्रार/Registrar,
राष्ट्रीय प्रौद्योगिकी संस्थान,
National Institute of Technology,
रायपुर. (CG) / Raipur. (C.G.)

Copy to:-

- All HoDs with a request to provide necessary assistance to the students.
- MIS Team for necessary action.
- All Notice boards.