No./NITRR/Dean (Academic)/2019/ 910   Date: 28 / 11 / 2019

NOTICE

Admission schedule and procedure for Spring Semester 2020 for all existing UG, PG and PhD students of the Institute shall be as follows:

Reporting in the department –

Semester		Date
1. II Semester(B.Tech/B.Arch)*	:	9 & 10 /12/2019
2. IV Semester (B.Tech/B.Arch) & II Semester (M.Tech/MCA)	:	03/12/2019
3. VI Semester (B.Tech/B.Arch) & II Semester (M.Tech/MCA)	:	04/12/2019
4. VIII(B.Tech/B.Arch),X Semester B. Arch./Existing Ph.D. Students/All semester for remaining students	:	05/12/2019

The process of admission will be done by following the steps given below:

(i) Students have to fill up admission form. Separate form is available for UG/PG/MCA and existing Ph.D. students. The form can be downloaded from the institute website.

(ii) Students have to report to the department on the scheduled date and time along with their admission form and ID card. All existing Ph.D. students will also have to submit progress report of the previous semester at the time of admission. These progress reports must be forwarded to the Dean (Academics).

(iii) No mark sheet or other documents is to be attached with admission form. However, if the HOD has any doubt, he may ask for the documents.

(iv) HODs or their representative faculty will promote the student in MIS after selection of payment method.

(v) ***B.Tech.students who have been admitted in the Institute in year 2012 or prior will not be eligible for admission as per decision taken in 17th meeting of Senate.***

HOD are advised not to give admission to such students where balance duration of study of the student is more than balance numbers of years available with the student as per seven year clause approved in the above Senate.

(vi) Students will pay the required fee through online payment gateway available in institute website only.

(vii) Thereafter, students have to submit signed admission form cum fee payment receipt in the department.

(viii) HODs must arrange to complete MIS related entries like course registration etc. latest by 13/12/2019 except II Semester(B.Tech/B.Arch) and 17/12/2019 for II Semester(B.Tech/B.Arch).
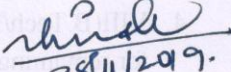
<u>Late Fee:</u>   *[Rs.100/- per working day]*

All students seeking admission have to report as per the schedule given above. There after late fee is applicable as follows:

From 06/12/2019 to 13/12/2019 except II Semester(B.Tech/B.Arch)   &

From 11/12/2019 to 18/12/2019 for II Semester(B.Tech/B.Arch)

<u>Important Note:</u>

1. In case of MIS related difficulties, HODs can contact MIS team available in the Institute.
2. * **{First year students taking admission in 2nd Semester must be physically present and report to the respective Prof- Incharge and complete the process of submission of admission form, etc.}**

28/11/2019.

Dean, Academics
NIT -Raipur

Copy to:-
1. P/S to Director, NIT Raipur for information.
2. P/S to Registrar, NIT Raipur for information.
3. All HODs, NIT Raipur for necessary action.
3. Account Section, NIT Raipur for information.
4. Webmaster, NIT Raipur to upload in institute website.
5. Student Section, NIT Raipur for information.
6. MIS team member NIT Raipur for information.
7. All Hostel Wardens, NIT Raipur to display on notice board.