



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला  
**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-1753

Date: 07/08/2024

**NOTICE**

**Sub :- Registration in 2<sup>nd</sup> year (3<sup>rd</sup> Semester) B.Sc-B.Ed programme for Even Semester (2024-25 session).**

**Online Semester Registration Dates:**

Date of opening of on line fee payment link in MIS : **08/08/2024**

Date of closing of on line fee payment link in MIS : **12/08/2024 (without fine)**

**Physical Semester Registration Dates:**

a. 12<sup>th</sup> to 14<sup>th</sup> and 16<sup>th</sup> August 2024, without a fine.

**Commencement of classes:**

Classes will be commenced from 16/08/2024 (Friday).

**Process of Semester Registration:**

1. All the students are hereby informed to pay their semester fee in full to make them eligible for subject registration during Autumn Semester. Students are instructed to pay their semester fees based on the amount displayed in their MIS account
2. The requisite fees for a semester in an academic program can be seen after logging into the MIS account at <https://mis.nita.ac.in> and then by visiting 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.

**Bank Loan Cases:**

3. Students who pay semester fees through loan should inform their loan sanctioning authority to transfer the Academic fees/Hostel Fees from their bank to their **Virtual Account Number (VAN)** that is linked to the Institute. The VAN account number of each student is linked to an account of the institute with **IFSC SBIN0011491**.
  - i. Students can find the **VAN** information in the General Info section of their MIS account.
  - ii. To see this information, the Students should log in to their MIS account and visit the **link Academic→Admission→Update Information**.
  - iii. After successful transfer from the bank to the Institute, the students should then update their loan details and upload supporting documents to their MIS account **Academic→Admission→Upload Document**
4. Students, after completing the formality indicated above, will have **to 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 their provisional registration.
5. After completion of the above steps, students need to **mandatorily report physically** to their **Faculty Advisor and/or UG Coordinator** (as applicable) of their Department as per the schedule mentioned in point 8 below. The **Faculty Advisor and/ or UG Coordinator(s)** will then verify the fee payment and subjects selected on their MIS portal and select physically reported to YES to complete the semester registration process for the student.
6. Only after physical reporting is completed, students will be able to download the **Semester Registration Slip**.
7. They will seek the signatures of the concerned **Faculty Advisor and/ or UG Coordinator** (as applicable) to the Institute at the appropriate spaces provided and submit the same at the department after retaining a copy with themselves for future reference.
8. 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.





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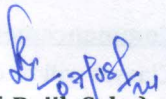
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nitadeanacademic@gmail.com

9. All Faculty Advisors and departmental Coordinators are hereby informed to ensure smooth conduction/completion of the physical registration process looking after the proper selection of Elective Subjects.
10. Regarding hostel related matters, students may contact the Office of the Chief Warden.

**NOTE:**

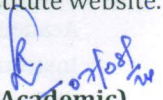
- i. Academic Coordinators to monitor continuously the status of Registration of students of their respective departments.
- ii. For any technical issues during the Registration/ payment process, students may contact the MIS section during 10:00 AM- 5:00 PM (working days) and may e-mail to [mis.agartala@iitms.co.in](mailto:mis.agartala@iitms.co.in) / [nitmisagt@gmail.com](mailto:nitmisagt@gmail.com).

This is issued with the approval of the Competent Authority.

  
(Prof. Rajib Saha)  
Dean (Academic)

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.
5. The Asso. Dean (UG), for kind information.
6. 1<sup>st</sup> 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.

  
Dean (Academic)