No. NITR/AC/UG&PG/2021/M/613   Dt. 01.12.2021

N O T I C E

Instructions for 1st Year UG Students (B.Tech., B.Arch., Int. Msc., & Dual Degree) Admitted through JoSAA/CSAB/SII/ICCR/DASA in the Academic Year 2021-22

[ALL CONCERNED ARE REQUESTED TO READ THE INSTRUCTIONS CAREFULLY AND COMPLETELY]

All UG Students of 1st year who have taken admission in the **B.Tech., B.Arch., Int. MSc., and Dual Degree** programmes of this institute through **JoSAA/CSAB/SII/ICCR/DASA** during the **academic year 2021-22** are hereby advised to abide by the following instructions for smooth execution of their academic activities and online semester registration for **Autumn 2021-22**.

IMPORTANT DATES:

Assigning Roll numbers to students admitted through JoSAA (admitted till 2nd December 2021): **3rd December 2021 (after 15:00 hrs)**

Date of preregistration for Autumn 2021-22 semester (online): **3rd - 4th December 2021**

Date of registration for Autumn 2021-22 semester (online): **5th - 6th December 2021**

Commencement of Online Classes for all programmes: **6th December 2021**
(through MS-Teams platform)

Important points to be noted: The students admitted through CSAB special rounds need not panic for semester registration and attending classes. Their semester registration shall be done subsequently after completion of the admission process; tentatively by **15th December 2021.** The students taking admission in the spot round should not panic about missing classes/attendance during this lag period (approx. 9-10 days). The same shall be compensated by the concerned course teachers later. **Students are strictly advised not to make panic calls during this period and wait till 15th December 2021.** They are advised to check their registered email ID, e-application portal and institute website (under Announcement) for updates on their admission/enrolment status.

a. Please visit the e-application portal vide link; **http://eapplication.nitrkl.ac.in** and log in using your registered credentials. **After logging in download the Provisional Admission Report (PAR) and read the instructions carefully and completely mentioned therein.** It contains detailed instructions regarding your assigned roll number and subsequent steps to be followed for **login to your NITRIS portal.**

Login to **NITRIS PORTAL** with link: **https://eapplication.nitrkl.ac.in/nitris/Login.aspx**

User ID – Your Roll No (All in capital letter)

Password – Your Roll No (All in capital letter)

You will be asked to change the password. You are required to change the password and re-login in the NITRIS portal. You will get all details on the NITRIS dashboard regarding webmail passwords, MS-Team credentials, and detailed instructions regarding attending online classes.

b. After logging into the NITRIS portal you will get subsequent instructions regarding **activation of your webmail ID & Password, and MS-Team credentials for attending the classes.** Your webmail will be activated within 48-72 hours, after which you can log in to your webmail using the given credentials.

c. **Semester registration & commencement of classes for Autumn semester 2021-22:** The **Semester registration for Autumn 2021-22** for all UG programmes has been fixed for **5th - 6th December 2021**.

d. The students are requested to log in to their NITRIS portal for completing the semester registration process within the scheduled dates **(3rd-4th December 2021).**

Please complete the registration using the following link after NITRIS login; **Academics→Registration→Registration→Autumn/Spring.**

Students who fail to register on the scheduled dates are permitted for registration till **20.12.2021** with a late registration fee of **Rs. 500/-.** Students who are admitted in the special rounds can register by **20.12.2021** without any late fine. **Normally no late registration is allowed beyond 10 working days from the scheduled date.** However, under exceptional cases, the Director on the recommendation of Associate. Dean (AC)/Dean (AC) can permit late registration with payment of the late fee.

e. **NOTE**: For any semester registration-related query, you may please contact the faculty advisor of your department **(as per the list given in Annexure-I).**

f. **Students are requested to follow the instructions given in the NITRIS dashboard for MS-Team login and attending the online classes.**

g. All students are required to submit a duly signed online registration form in their department **IN PERSON** positively after returning to the Institute or when asked for.

h. The students should check their webmail **(rollno@nitrkl.ac.in)** regularly for all circulars/notices. The information/notices shared through webmail are issued by the authorised academic official, only after the approval of the competent authority. They may also Join Telegram Channel via the link https://t.me/ugpgnitrkl to receive notices and circulars about academic processes/activities.

i. To obtain any certificate for different purposes (availing scholarships, bank loans, etc.) such as Studentship, Conduct, Language, and Grade Card, students can apply through the NITRIS portal **(under the link; R1 forms)** and get it recommended by their concerned faculty advisor which will be then forwarded to the academic office in the NITRIS portal. After the recommendation, the same will be printed, signed, and mailed to the student in his/her Zimbra webmail. This process normally takes five working days for processing.

j. Due to the COVID-19 pandemic, most of the documents are being sent via webmail in soft copy followed by hardcopy (if required).

k. If students are applying for NOC for Passport and VISA, they must keep at least 10 days in hand as it takes time to process the same for obtaining the signature of the competent authority.

l. In every semester, the students must ensure to secure not less than 6.0 CGPA to avoid termination/moving to the slow pace mode of the programme.

m. For any academic-related query, ensure to send your application through the faculty advisor to the academic office. Since you are not on campus, you may send mail to your faculty advisor with the request to further forward to the academic office at acad.ug@nitrkl.ac.in for the execution of the work.

n. You may call the academic office student helpdesk no **0661-2462038** from **4:00 pm – 6:00 pm** on all working days (Monday to Friday) to discuss any urgent academic issue.

This is issued with the approval of the competent authority.

Sd/-
Asst. Registrar
(Academic-UG&PG)

Academic Year: 2021-22 [Autumn]

FACULTY ADVISOR LIST - Programme: B.Arch./ B.Tech.

Sl. No.	Discipline	Batch	Faculty Name	Email
1	Architecture [AR]	2021	Ms. Roshmi Sen	senr@nitrkl.ac.in
2	Biomedical Engineering [BM]	2021	Dr. Earu Banoth	banothe@nitrkl.ac.in
3	Biotechnology [BT]	2021	Prof. Nandini Sarkar	sarkarn@nitrkl.ac.in
4	Civil Engineering [CE]	2021	Dr. Sonali Bhowmik	bhowmiksonali@nitrkl.ac.in
5	Chemical Engineering [CH]	2021	Dr. Chandan Kumar Das	dasck@nitrkl.ac.in
6	Ceramic Engineering [CR]	2021	Prof. Shantanu Kumar Behera	beherash@nitrkl.ac.in
7	Computer Science and Engineering [CS]	2021	Prof. Ratnakar Dash	ratnakar@nitrkl.ac.in
8	Electronics and Communication Engineering [EC]	2021	Prof. Sudipta Maity	maitysudipta@nitrkl.ac.in
9	Electrical Engineering [EE]	2021	Dr. Indrajit Sarkar	sarkari@nitrkl.ac.in
10	Electronics and Instrumentation Engineering [EI]	2021	Prof. Upendra Kumar Sahoo	sahooupen@nitrkl.ac.in
11	Food Process Engineering [FP]	2021	Dr. Poonam Singha	singhap@nitrkl.ac.in
12	Industrial Design [ID]	2021	Dr. Mohammed Rajik Khan	khanmr@nitrkl.ac.in
13	Mechanical Engineering [ME]	2021	Dr. Sumit Kumar	kumarsumit@nitrkl.ac.in
14	Metallurgical and Materials Engineering [MM]	2021	Prof. Kumud Kant Mehta	mehtakk@nitrkl.ac.in
15	Mining Engineering [MN]	2021	Dr. Mahesh Kumar Shriwas	shriwasmk@nitrkl.ac.in

FACULTY ADVISOR LIST - Programme: Integrated M.Sc.

Sl. No.	Discipline	Batch	Faculty Name	Email
1	Chemistry [CY5]	2021	Prof. Sasmita Mohapatra	sasmitam@nitrkl.ac.in
2	Life Science [LS5]	2021	Prof.(Ms.) Bismita Nayak	nayakb@nitrkl.ac.in
3	Mathematics [MA5]	2021	Dr. Ankur Kanaujiya	Kanaujiyaa@nitrkl.ac.in
4	Physics [PH5]	2021	Dr. Susanta Kumar Bisoi	bisois@nitrkl.ac.in

FACULTY ADVISOR LIST-Programme:B.Tech/M.Tech (Dual Degree)

Sl. No.	Discipline	Batch	Faculty Name	Email
1	Chemical Engineering [CH1]	2021	Prof. Sujit Sen	sensujit@nitrkl.ac.in
2	Industrial Ceramic [CR2]	2021	Prof. Shantanu Kumar Behera	beherash@nitrkl.ac.in
3	Metallurgical and Materials Engineering [MM1]	2021	Prof. Kumud Kant Mehta	mehtakk@nitrkl.ac.in
4	Mining Engineering [MN1]	2021	Dr. Mahesh Kumar Shriwas	shriwasmk@nitrkl.ac.in