



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

NITR/AC/UG-PG/2019/M/2152

Dt. 12.07.2019

NOTICE

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

Sub: Semester registration & starting of classes for UG, PG & Research Programmes for Autumn 2019-20

It is for the information of all concerned that the Semester registration for Autumn Semester 2019-20 of all UG, PG & Research programmes has been fixed on 22.07.2019. **Pre-registration of all UG/PG will be done from 13-07-2019 till 21.07.2019.** Students failing to register on the scheduled date are permitted for registration till 01.08.2019 with a late registration fee of Rs. 500/-. Normally no late registration is allowed beyond 10 calendar days from the scheduled date. However, under exceptional cases, Director on recommendation of Dean (AC) can permit late registration with payment of late fee.

All students are required to pay their semester registration fee online between 18.07.2019 and 30.07.2019 as per the following details and submit duly signed online registration form in their department **IN PERSON** on 30.07.2019 positively. The semester fee should be paid during the above mentioned dates, unless otherwise permitted by the competent authority **[to be communicated earlier and obtained the permission]**. However, students facing technical difficulty are advised to resolve the issue[s] between 18.07.2019 and 19.07.2019 with prior e-mail intimation to acad.ugpg@nitrkl.ac.in. Payment beyond 30.07.2019 will attract a late fee of Rs. 1000 /- for delayed payment. Students having any issue or who require some more time to make the payment should take prior permission from Dean (Ac)/ Director.

Delayed payment and/or registration attract the above late fees, which cannot be waived.

Classes for all programmes will start from **23.07.2019**.

- ❖ Subject details including Backlog, X and UR papers are to be duly verified by the Faculty advisor of the concerned batch of students with respect to the regulations.
- ❖ Once registered, a student may amend his/ her registration within 10 calendar days of the original registration date.
- ❖ A student is required to appear both Mid - semester and End - semester examinations for each Backlog paper registered for the Autumn semester 2019-20. In no circumstances, a student will be allowed to write examination if he/she has not registered for a paper.
- ❖ Students are advised to consult their concerned Faculty Advisors in advance for any complications in their registration and devise a plan before **19.07.2019** to escape administrative worries and ensuing loss in attendance. This applies to those students who have more number of Backlog or UR or X courses [Theory, Lab & Research Project] and those who are in 09th [B. Tech], 11th [Integrated M. Sc], 5th [M. A/M. Sc/M. Tech/MBA] & above semesters.

- ❖ To know their individual demand, Students are required to visit our website www.nitrkl.ac.in -> Students -> Online Fee payment -> Semester Registration fee (A detailed demo is given below for fee transaction/payment).
- ❖ The printout of the NEFT details [which should be done between **18.07.2019 & 30.07.2019**] to be submitted to Finance Office on or before **01.08.2019** and obtained with a money receipt for the same to be updated in the database, otherwise may be reflecting in the defaulters list even after successful payment.
- ❖ Students willing to pay by DD require generating a pre-populated challan from the portal and can deposit DD along with generated challan at any ICICI Bank Branches across India or they can submit at Finance Section of NIT Rourkela by 01-Aug-2019.
- ❖ Students availing bank loan may obtain the required documents from the Institute any time before the last date of the Fee payment, complete their loan procedures at the bank and deposit the fees on or before **30.07.2019** beyond which a late fee for delayed payment may be levied. A money receipt has to be obtained from the Finance and Accounts office after successful payment.

NOTE:

For any correction in fee demand please, contact AR (Academic)

Contact no- 0661-246 2037/ 4050

For any query in fee payment please contact AR (Finance & Accounts)

Contact no- 0661-246 2041

Before submitting registration form to the department, students are required to pay the following fees online:

Semester Registration fee as prescribed above under semester registration head. (This will include Hall dues with establishment fee, Library fine and any other dues/fines, as applicable).

Sd/-

Asst. Registrar (Academic)

Copy to:

1. Director for kind information
2. Dean (AC/SW)
3. Registrar
4. PIC (Exams/Time Table)
5. All H.O.Ds with a request to notify in their department and to make arrangements for online registration for all students [including Research Scholars] of the department and verification of the registration forms on the scheduled date. The duly signed printout of the attendance sheet for online registration forms may be sent to the Academic office on 01.08.2019. They are further requested to send the list of students having any outstanding department dues of the previous semester(s) to the Academic Office by 15.07.2019. It will be treated nil dues if list is not received from a dept.
6. AR [F&A]
7. Chief Warden of Halls of Residence with a requested to upload the accumulated Hall dues of Spring 2018-19 along with outstanding Hall dues of the previous semester(s), if any by 15.07.2019.
8. PIC (BPCL) with a request to upload the Library fines (if any) of the students latest by 15.07.2019.
9. Notice Boards (Institute/Halls/Departments) ,Institute Website
10. Group e-mail to all students & faculty(Committee on weak students is requested to settle issues of weak students before registration)

DEMONSTRATION FOR ONLINE FEE PAYMENT

Step 1:

Step 1:

Fee collection will be done through following url:
www.nitrkl.ac.in -> Students -> Online Fee Payment -> Semester Registration Fee

Or

Pay directly in the following link

<https://eazypay.icicibank.com/>

Please Enter the url in your browser and press enter

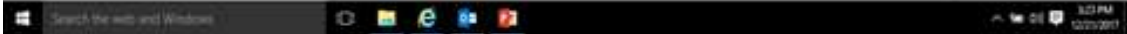


Step 2:

Payment on eazypay platform

Step 2: Student needs to enter NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA as institution name

The screenshot displays the eazypay website interface. At the top, there is a navigation bar with links for Home, About Us, FAQs, Terms, and Contact Us. The main heading is "Search, View & Pay" with a subtext "Pay bills and invoices from any bank account or any card". Below this, there is a search bar with a dropdown menu for "Search By:" containing options for "Institution Name", "Your Mobile Number", and "Your Email ID". The "Institution Name" option is selected, and the search bar contains the text "Enter name of the institution you wish to pay". Below the search bar, there is a "Go" button. To the right of the search bar, there is a woman holding a cup of coffee with a speech bubble that says "Paying bills is as easy as making my coffee". Below the search bar, there is a "Make Payment" button and a "Transaction History" button. Below the "Make Payment" button, there is a "Category Search" section with a list of categories: Education, Housing, Utilities, and Municipal Corporations. The "Education" category is selected, and a list of institutions is shown, including National Institute of Technology Rourkela. Below the list, there is a "Show More" button. At the bottom, there is a footer with the text "Brought to you by ICICI Bank".

[illegible]

Step 5: Select Payment Mode and complete the payment

The screenshot displays the ICICI Bank Online Payment interface. At the top, there's a navigation bar with 'Search, View & Pay' and a progress indicator showing three steps: 1. SEARCH, 2. VIEW, and 3. PAY (highlighted in orange). Below this, the 'Select Payment Mode' section is visible. On the left, there's a list of payment modes: Cash, Cheque / DD, RTGS / NEFT, Net Banking, Debit Card, Credit Card, and UPI. The 'Net Banking' mode is selected. To the right, a table displays transaction details:

Transaction ID:	57122116744839
Merchant Name:	NATIONAL INSTITUTE OF TECHNOLOGY ROORKEE
Amount:	Rs. 1.0
Commission Fee:	Rs. 0.00
GST:	Rs. 0.00
Total Bill Amount:	Rs. 1.00

Below the table, there are radio buttons for 'ICICI Bank' (selected) and 'Other Bank'. There are two orange buttons: 'Proceed Now' and 'Back'. At the bottom, a 'Notes' section contains the following text:

- Please check the bill displayed for accuracy prior to proceeding with payment.
- Selection of Net Banking will disable other modes of payment.

INSTRUCTIONS:

Online Transaction:

1. Net Banking
2. Debit Card
3. Credit Card



Payment through DD

1. Select DD Payment mode
2. Enter Drawer Name, DD Date and DD Number and click on submit
3. Click Ok to generate Challan
4. Students can deposit DD along with generated challan at any ICICI Bank Branches across India or they can submit at Finance Section of NIT Rourkela
5. Please do not change any of the contents on slip manually. ICICI Bank reserves right to refuse payment if same is different from content of instruction slip generated from portal.



Payment through RTGS/NEFT

1. Select RTGS/NEFT Payment mode
2. Click on Generate Challan
3. Click Ok to generate Challan
4. Post taking print out of RTGS/NEFT instruction slip, visit to your bank for remitting the fund through RTGS/NEFT
5. Please do not change any of the contents on slip manually. ICICI Bank reserves right to refuse payment if same is different from content of instruction slip generated from portal.



Student Loan Payment Procedure

1. Student who are availing Education Loan need to generate challan either for DD or RTGS/NEFT depending on the requirement of bank
2. For RTGS/NEFT: The challan needs to be submitted to respective bank along with loan documents for transfer of funds post disbursement
3. For DD: Student needs to submit the DD along with challan generated at nearest ICICI Bank branch or at Finance section of NIT Rourkela
4. Please do not change any of the contents on slip manually. ICICI Bank reserves right to refuse payment if same is different from content of instruction slip generated from portal.



Disclaimer:

All the transaction needs to be done on following url:

<https://eazypay.icicibank.com/>

Payment would not be accepted without challan generation for RTGS/NEFT and DD mode

