

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR-3, DWARKA
NEW DELHI-110078**

F. No. 220(75)/Fees/2005/Acad/NSIT/ 1926

Dated : 6/3/2017

NOTICE

It is notified that the registration and Examination fee for supplementary / Improvement of papers of II, IV, VI & VIII Semester of various programmes (B.E./ M.Tech.) for May/June 2017 Examination will start from **15/03/2017**. Students will do Registration & Examination Fee Payment ONLINE through their account on Institute Management System website <http://www.imsnsit.org>

The details of requisite examination fee are given below:

SEMESTER	EXAMINATION FEE FOR THEORY OR PRACTICAL PAPERS PAYABLE AS UNDER :
III/ IV/ VI / VIII	Form Fee : Rs.10/-
	Statement of marks (Marksheet per sem.) : Rs.100/-
	Rs. 200 per paper, subject to a minimum of Rs. 800/- for each sem of the examination (up to four papers)
	Practical (per paper) : Rs. 200/-
	Ex- students fee : Rs. 500/-

Schedule for Registration & Examination Fee Payment (supplementary / Improvement)

Duration	Remark
15/03/2017 to 30/03/2017	Registration & Examination Fee Payment as mentioned Above without any late
31/03/2017 to 06/04/2017	Registration & Examination Fee Payment as mentioned Above with late Fee of Rs. 500/-
07/04/2017 to 13/04/2017	Registration & Examination Fee Payment as mentioned Above with late Fee of Rs. 1200/-
14/04/2017 to 20/04/2017	In case of any exceptional circumstances, students have to take permission from competent authority of the institute for enabling Registration & Examination Fee Payment. Students has to submit the documentary proof in support of the claim of exceptional circumstances that must be acceptable to institute authorities. Such students can do registration & pay their examination fee as mentioned above with late fee of Rs. 2500/-.

NOTE: No request for registration for supplementary / Improvement of papers will be considered after 20/04/2017 under any circumstance.

Following procedure have to be adopted for carrying out Registration and Examination Fee payment on Institute Management System website <http://www.imsnsit.org> :

1. Visit Institute Management System website <http://www.imsnsit.org>
2. Select "student login"
3. Already registered students have to login to their account.
 - Entry Year 2010, 2011, 2012 students need to firstly create their account on the above website

- Your institute roll number **without** / is your user ID. For example, 004EC10, 123EC12, 254CO10
 - You require your JEE or AIEEE roll number for generating the password. In case you do not remember this, please contact Room no. 307, Admin Block, NSIT.
 - All such students must fill complete details in their profile on the website. Without this, your admit card will not get generated.
4. Click registration Tab and then click the " Supplementary / Improvement Registration" link
 5. Choose all the papers in which student want to appear and CLICK submit.
 6. View opted courses on the next screen and print "EXAMINATION REGISTRATION FORM".
 7. **To make fee payment, visit Institute Management System website <http://www.imsnsit.org>** select "My Activities" tab. In the left side options, Click + sign and click "Institute fee" option. Student can pay the requisite amount of fee through BillDesk or "State Bank Collect" website. Students can pay their fee amount by using Credit Card / Debit Card / internet Banking or can generate e challan by closing SBI Branch option. Using e Challan, students can pay their fee in any of the SBI Branch. Students must take the multiple print of online Fee Payment Receipt or get multiple photocopies of Bank stamp copy of e challan.

Please note that Fee Payment through "State Bank Collect" can be done only after 1 day of generation of Registration FORM and updation of the paid fee is done after 1 day of making fee payment.

8. Students must submit the "ONLINE generated and duly signed REGISTRATION FORM" along with Proof of fee payment (copy of online fee receipt / original bank stamped e challan) in Room No 012, Academic Section of NSIT. Students residing out of Delhi may submit the above through "SPEED POST" within the due dates. Examination form received after due date will not be accepted and student himself/herself will be responsible for any loss occurring to him/her due to delay in delivery of the signed copy of Examination Registration at the institute due to any reason, whatsoever.
9. Students can download their examination admit card 1 week before start of the examination from their accounts on IMS website <http://www.imsnsit.org>.

Note :

- (i) VIII Sem students can apply for VI Sem paper improvement.
- (ii) VI Sem students can apply for IV Sem paper improvement.
- (iii) IV Sem students can apply for II Sem paper improvement.
- (iv) Improvement in practical exams are not allowed.
- (v) Students beyond span period are not allowed.
- (vi) Ex student can not apply for Improvement
- (vii) Request for cancellation of paper will be accepted only up to 30/04/2017. Thereafter no request will be accepted under any circumstances.
- (viii) Duly signed copy of Examination Registration Form need to be mandatorily submitted in Academic Section Room. No 012, Admin Block of the institute


Section Officer (Acad.)

Copy to :

1. All Deans/ All HODs –
2. Dy. Registrar (A/Cs)
3. Dy. Registrar (Acad.)
3. PRO - is requested to upload the fee notice on the Institute website
4. A.R. to Director
5. P.S. to Registrar
- ✓ 6. Coordinator of CIMS
6. Branch Manager, S.B.I., NSIT
7. All Notice Board


Section Officer (Acad.)