

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

AZAD HIND FAUJ MARG, SECTOR-3, DWARKA, NEW DELHI-110078

F.No.220(609)/M.Tech/Back-Imp/Fees/PGS/NSIT/397

Dated : 25.10.2016

NOTICE: Registration and Examination Fee payment for Supplementary / Improvement of Papers

It is notified that the Registration and Examination Fee Payment for Supplementary / Improvement of Papers of **I, III, V** Semesters of various programs (M. Tech) for **Nov.-Dec. 2016** Examination will **start from 26/Oct/2016**. Students have to do Registration and Examination Fee payment through their account on Institute Management System website <http://www.imsnsit.org>

The details of the requisite Examination Fee are given below:

SEMESTER	EXAMINATION FEE FOR THEORY & PRACTICAL PAPERS
I/ III/ V	Form Fee : Rs.10/- Statement of marks (Marksheet per semester) : Rs.100/- Rs. 200/- per paper, subject to a minimum of Rs. 800/- for each semester of the examination (up to four papers in each semester) Practical (per paper) : Rs.200/- Ex- students fee : Rs.500/-

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

Duration	Remark
26/09/2016 to 01/11/2016	Registration & Examination Fee Payment as mentioned above

NOTE: No request for Registration for Supplementary / Improvement of Papers will be considered after 01/11/2016 under any circumstances.

Following procedure has 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 2013, 2014, 2015 students need to firstly create their account on the above website.
 - **Please contact Room No 307 Admin Block for creation of user account, if not already available.**
 - Your institute roll number **without /is** your userid. For example, 004PC13, 123IS14, 245SP15
 - **You require your M Tech Application Number for generating the password. In case you do not have 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 the 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 the opted courses on the next screen and print “EXAMINATION REGISTRATION FORM”.
7. **GET YOUR FEE AMOUNT VERIFIED FROM ACADEMIC SECTION BETWEEN 10:30 A.M. TO 1:00 P.M. on all working days. Without verification, the Examination Registration Form will not be accepted.**
8. **To make fee payment, visit Institute Management System website <http://www.imsnsit.org> on the next day after generation of Examination Registration Form.** Select “Student Login”, login to your account. Select “My Activities” tab. In the left side options, there is Fee Payment option. Click + sign and click “Institute Fee” option. Students can pay the requisite amount of fee through this link on the “State Bank Collect” website. Students can pay their fee amount by using Credit Card / Debit Card / Internet Banking **or can generate eChallan by choosing SBI Branch** option. Using eChallan, 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 stamped copy of eChallan.
9. Students must submit the “**ONLINE generated and duly verified EXAMINATION REGISTRATION FORM**” along with **Proof of Fee Payment** (copy of Online Fee Receipt / original bank stamped eChallan) , **latest Passport Size Photograph, Self-attested photocopies of the Marksheets** which contains the previously obtained marks in the courses that the student has opted for appearing in the **Supplementary / Improvement examination.**
10. Students can download their examination admit card after 05/Nov/2016 from their account on IMS website <http://www.imsnsit.org>.

NOTE:

- (i) **V Semester students can apply for III Semester paper improvement.**
- (ii) **III Semester students can apply for I Semester paper improvement.**
- (iii) **Improvement in practical exams is not allowed.**
- (iv) **Students beyond Span Period are not allowed. Ex-student cannot apply for Improvement.**
- (v) **Request for cancellation of paper will not be accepted under any circumstances.**
- (vi) **Ensure that your Registration FORM is printed with your photograph on it. However, you are required to attach a recent passport size photo with examination registration form.**

Sd/-

Deputy Registrar (Acad.)

Copy to:

1. All Deans / All HODs
2. Dy. Registrar (A/Cs)
3. PRO - **Requested to upload the Notice on the Institute website.**
4. A. R. to Director
5. P.S. to Registrar
6. Coordinator CIMS
7. Branch Manager, S.B.I., NSIT
8. All Notice Board

Sd/-

Deputy Registrar (Acad.)