

NATIONAL INSTITUTE OF TECHNOLOGY, CALICUT

GA1/1668/Tuition Fee/2017-18

November 21, 2017

ID NOTE

Sub: Registration for the Winter Semester 2017-18

As per the academic calendar for the Winter semester 2017-18, registration is scheduled on 11th December 2017 to 15th December 2017 and late registration on 21st December, 2017. As usual, we are planning to conduct the registration in the centralized manner at the Main Computer Centre. In this connection, I request you to make the following arrangements:

1. Please advise the faculty advisers to line up their activities on all the above registration dates.
2. Please nominate two Assistants from your office to assist the academic section for the registration activities on all the above dates. Please send the names latest by 1st December 2017.
3. Inform the Assistants so nominated to report at the Main computer Centre on 11th December 2017 at 9.00 a.m.
4. Please make sure that the courses under 2012 Curriculum are available in DSS for registration.
5. In the last BoAC it was decided that the Department will sign on the No Dues on behalf of the Library also. Please check up with Library in case of any difficulty.



DR (Academic)



Dean (Academic)

Copy to

1. All HODs
2. Chairman ETL
3. Chief Warden:- You are requested to issue No Dues Certificates to the Students prior to registration
4. File Copy

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1. List of students who have short paid the fee required before the commencement of registration.
2. Students availing Bank Loans will pay the fees through Demand Drafts only. This has to be accepted by the Banks as decided by you.
3. The MIS reports from the Banks who collected the fee has to be monitored.
4. In addition to the earlier practice, registration will be done based on the print out given by the students for their online payments. (Please note that we will not insist for authentication on this print out by the Accounts section or Bank. In case this authentication is needed please inform well in advance).
5. The List of students registered with their roll numbers and amount claimed to have paid by the will be given to accounts section for reconciliation.


DR (Academic)


Dean (Academic) 21/11/17

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DR (Academic)


Dean (Academic)

Copy to: Security Officer

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We may need around 20 computers with DSS connectivity for the registration process on all the above days. Please confirm the availability of the centre and arrangements. Also, please ensure availability of technicians to rectify any unforeseen technical problems with the computer.



DR (Academic)



Dean (Academic)

Copy to

1. CNC In charge
2. DSS In charge
3. DR (Finance)