



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Sector-3, Dwarka, New Delhi-110078

Mobile No.: 9968604141, 9968604142, Fax No. +91-11-25099022, 25099025

Website: <http://www.nsit.ac.in> , <http://www.imsnsit.org>

Date: 27/07/2016

Important Instructions about various Admission related Activities to be completed by newly admitted B. E. 1st Semester Students

- 1. Balance Admission Fee Payment:** Pay the Balance amount of Admission Fee. List of students who can pay this balance fee amount is available on NSIT IMS website and such students are also intimated by email. This payment has been enabled from 26/Jul/2016.

For Fee Payment, please visit “NSIT Fee Payments” link available under Admissions / Quick Link on main homepage of NSIT website <http://www.nsit.ac.in>
- 2. Student Profile Updation:** After Balance Admission Fee Payment, Update Student Profile on NSIT Institute Management System (IMS) Website <http://www.imsnsit.org>.
 - ❖ Important **Notices / Circulars** are available on this website. Select the appropriate option on the homepage of <http://www.imsnsit.org> to view these.
 - ❖ For Updating “**Student Profile**”, Select “**Student Login**” and then choose the option relevant for First Year Students on the next webpage.
- 3. NSIT Roll Number Allotment:** NSIT Roll Number will be assigned to the newly admitted students on **29/07/2016 after 5:00 P.M.** The list will be available in **Notices / Circulars** on <http://www.imsnsit.org>.
- 4. Enable Userid on NSIT IMS Website:** Your NSIT Roll Number will be the userid for your account on NSIT IMS website. Click “**Generate New Password**” link to create password for your account.
- 5. Course Registration for First Semester:** After enabling your account on NSIT IMS, you are required to fill the First Semester Course Registration Form, **when this will be available in your account**. After completing this step, take printout of the First Semester Registration Form and your Profile.
- 6. Anti-Ragging Undertaking:** Please go through the ‘**Anti Ragging AICTE Regulation 2009**’ document available in **Notices / Circulars** on <http://www.imsnsit.org>. Download the Anti Ragging Undertaking Format PDF file. Student and Parent / guardian must sign on the relevant pages.
- 7. Apply for Hostel Facility:** After enabling your account on the NSIT IMS, student will be able to apply for Hostel Facility. When this facility will be available in the student account, student should apply for Hostel Facility from his account and take printout of the Hostel Requisition Form. This Form must be submitted along with all the requisite documents as mentioned in ‘**Hostel Allotment Information**’ document available in **Notices / Circulars** on <http://www.imsnsit.org>. Student must download this document and read it carefully. To avail Hostel facility, student must take actions as explained in the document.
- 8. Reporting in NSIT for Registration & Orientation:** Student must report in the institute as per the schedule available in ‘**Registration and Orientation Schedule for newly Admitted B. E. 1st Semester Students**’ in the **Notices / Circulars** on <http://www.imsnsit.org> along with all the documents as listed on the next page.

9. **Commencement of Classes:** The classes of B. E. 1st Semester students will start from the next day after the registration & orientation for a particular branch is scheduled as explained in the table below. Student must attend classes regularly as per the timetable relevant for him/her.

Branch	Date of Registration & Orientation	Date of Commencement of Classes
ECE	02.08.2016	03.08.2016
BT		
COE	03.08.2016	04.08.2016
IT		
ICE	04.08.2016	05.08.2016
MPAE		
ME		

List of Documents Required at the time of Registration for First Semester

Student should arrange the following documents in the mentioned order while submitting these to Registration Officer:

1. Properly signed Print-out of Online generated **First Semester Registration Form**
2. Properly Signed Print-out of Online generated **Student Profile** filled by the student in the NSIT IMS
3. Self-attested copy of “Confirmation of Provisional Seat Allotment Letter” issued to the student by the University / Institute at the time of admission under **JAC DELHI 2016**
4. Self-attested copies of receipt of payment of Rs. 75,000/- and Rs. 50,000/-
5. Self-attested copy of Class 10 Passing Certificate
6. Self-attested copy of Communication Address Proof
7. Properly Signed Anti-Ragging Undertaking to be submitted separately by Student and Parent / guardian

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