

Ref. No.: MITADTU/SOC/2024-25/1499

Date: 13th June 2024

CIRCULAR

Subject: Commencement of 'Odd Semester' of Academic Year 2024-25 & Payment of Tuition Fee with Semester Registration for B.Tech., M.Tech., and M.Sc. Second Year onwards Students:

All the students of **B.Tech., M.Tech., & M.Sc. - Second Year onwards** - (Computer Science & Engineering and Information Technology as applicable) are hereby informed that Regular Classwork for **Odd Semester** (3rd, 5th & 7th Semester as applicable) for Academic year 2024-25 is scheduled to commence from **8th July 2024 (Monday)**. Hence, you are hereby advised to complete the following necessary formalities as per schedule given below:

A) Payment of Tuition Fee:

Students should pay the Tuition Fee for the Odd Semester of academic year 2024-25 on or before **5th July 2024** failing which, the students will not be allowed to attend the classes from **8th July 2024**. This will result in low attendance and could lead to 'FR'.

Students are advised to note that the late fee will be applicable after 5th July 2024, i.e. with effect from 6th July 2024 as per rules and regulations given in "Admission Handbook - 2024-25" of MIT ADT University.

Late Fee:

1. If the student is unable to pay the semester fee on or before the due date, then he/she has to apply to the Director requesting permission to pay the fee at a later date. The Director may permit the student to pay the semester fee with the applicable late fee as follows:
2. Late fee payment schedule is as follows:
 - a. If paid within 30 days after the due date i.e. 6th July 2024 ----- late fee of Rs. 50/- per day will be applicable.
 - b. If paid after 30 days but before 60 days after the due date i.e. 6th July 2024 ---- late fee of Rs.100/- per day will be applicable.



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- c. If the fee is not paid even after 60 days, then the name of the student will be struck off from the records of the Institute and University.
- d. In case, the name of the student is struck off from the records of the Institute and University, then Transfer Certificate or recommendations for admission to the other Institutes/Colleges will not be issued to the student or parent.

B) Semester Registration:

After payment of Tuition Fee, the student has to do Semester Registration as per schedule given below:

Programmes	Semester Registration Start Date	Semester Registration End Date
B.Tech. -Second Year	8/07/2024	12/07/2024
B.Tech. - Third Year		
B.Tech. - Fourth Year		

1. Note that, those who do semester registration on the above-mentioned dates, only they will be allowed to attend the classes.
2. Also note that, student will be allowed to sit for Term Assessment examinations only if the attendance is above 75%.

C) Semester Registration Process:

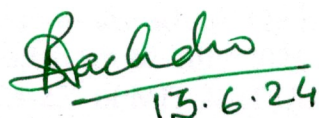
- 1) **For payment of fee:** Pay fees through ERP system – Bill Desk & Paytm Gateway facility, using link <https://tcsion.com/Selfservice/> with your login credentials.
- 2) **For Semester Registration** – Use link <https://tcsion.com/Selfservice/> with your login credentials.
- 3) Understand the Mandatory Courses (Subjects) applicable for your semester. Select appropriate Mandatory Courses (Subjects).
- 4) For selecting Elective Courses (as applicable), students are advised to state only Elective I/ Elective II/ Elective III/ Elective IV/ Elective V/ Elective VI (as appropriate / as guided by the Department) and not to state any subject /course listed under Electives.

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D) General Instructions:

- 1) No further extension will be given under any circumstances for Semester Registration and Payment of fee.
- 2) Those students who have educational loan should take 'Demand Letter' from the Student Section & submit to your respective bank to avail loan amount disbursement. **The last date to collect Demand Letter is 5th July 2024 and no excuses will be entertained.**
- 2) It is the responsibility of the student to select the Courses (Subjects) correctly. These Courses (Subjects) will be communicated to the Examination Department as your Courses (Subjects) Registered for the End Term Examination of Odd Semester.
- 3) You will be allocated appropriate classes based on the Timetable applicable to you.
- 4) After enrolling for the chosen Courses (Subjects) and remittance of the applicable semester fee and outstanding dues (if any), timetable will be applicable to student for attending classes.
- 5) For issues related to Semester Registration/Courses (Subjects), you may contact your Departmental ERP Coordinator.


13.6.24
Prof. Dr. Rajneeshkaur Sachdeo
Director
MIT School of Computing



(Student Section)

Copy to :

1. Vice Chancellor - MIT ADTU
2. Registrar - MIT ADTU
3. Dean - Engineering - SOC
4. All Head of Departments with a request to inform the students through their Class Teachers
5. ERP - For circulation

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