



राष्ट्रीय प्रौद्योगिकी संस्थान पटना / NATIONAL INSTITUTE OF TECHNOLOGY PATNA

अशोक राजपथ, पटना, बिहार / ASHOK RAJPATH, PATNA - 800 005, BIHAR

Academic Section

(शैक्षिक अनुभाग)

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संदर्भ / Ref.: 883/Acad./2020-21

दिनांक / Date : 10/12/2020

## NOTICE

All the students of UG / PG / Ph.D (Except newly admitted) are informed that **Mock registration** for the **Even semester January-June, 2021** is scheduled to commence from **11 AM on 15 December, 2020 (Tuesday)** and will be live till **17 December, 2020 (Thursday)** till **02 PM.**

It is prerequisite and mandatory to register in the **Mock registration** for even semester January-June, 2021 within the window of 15-17 December, 2020. Only subject registration will happen during the **Mock registration** and no fees will be collected. Our institute is adapting to the new syllabus approved earlier and MIS portal has changed accordingly. Hence, the exercise of **Mock registration** is taking place in-order to familiarize the students with the registration scheme for the new syllabus and fix issues (if any) in the online registration process. This will minimize the grievances of students and ensure a hassle free final registration process for students, which is scheduled to commence from 18 December, 2020 (Friday) as per Academic Calendar.

Request for change/correction/wrong elective/credit display will not be entertained in respect of those students who fail to register themselves in the mock registration and in turn have not reported their grievance to the concerned authority.

In case a student faces any difficulty while registering in the mock registration process, then the same needs to be reported to [mis.help@nitp.ac.in](mailto:mis.help@nitp.ac.in) with CC: [ar.acad@nitp.ac.in](mailto:ar.acad@nitp.ac.in) for needful correction before the final registration commences.

The students of UG / PG / Ph.D (Except newly admitted) are directed to register for Even semester (January-June, 2021) Session 2020-21 through online mode only (starting from 18 December (Friday), 2020). Therefore, all students are directed to visit the Chanakya portal for registration and payment of fees through their login ID and Password.

After online registration & payment of fees, student must download the copy of registration (in triplicate) and submit all three copies to their Head of Department through email.

The classes of UG/PG/Ph.D Programme (except 1<sup>st</sup> Semester) will commence from 21<sup>th</sup> December' 2020.

NO HOSTEL & MESS FEES IS CHARGED FROM STUDENTS AS OF NOW.

Please Note: You will be able to download/view/print the registration details only after making successful payment of fees and fee details will be updated 24 hours after making fee payment.

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## **1-Normal Fee Collection:**

SOP for the same would be as under:

- (a) Student will login on chanakya portal through his/her credentials.
- (b) Student will register for semester by saving paper as per guidelines.
- (c) After that student will be able to see the link for payment which will redirect the student to HDFC Payment gateway.
- (d) After successful payment the transaction details will get updated 24 hours after making successful payment

**Please note: Registration will be valid and saved in the portal for only for those students who will successfully make the fee payment after saving papers, failing which it will not be valid and no request will be entertained).**

## **2-Processing of fees through student Education Loan**

(Loan amount needs to be credited through **NEFT/RTGS ONLY**) in below mentioned Account of NIT Patna).

Account: **NIT PATNA FEE COLLECTION A/C**  
Bank Name: **HDFC BANK**  
Branch: **Ashok Rajpath, Patna**  
Account Number: **50100229963183**  
IFSC CODE: **HDFC0002532**

SOP for the same would be as under:

01. After Successful disbursal of loan, student needs to **get UTR number & loan sanction letter from bank and login on chanakya portal.**
02. Select mode of payment as **"Bank Loan"** and fill necessary details of transaction like Loan sanction number, loan sanctioning bank, branch name, UTR number, date of payment, loan amount etc.
03. Student needs to upload **Loan sanction letter and transaction receipt** on the link given on the chanakya portal.

**(Please note: Registration will be provisional subject to confirmation of amount received in the Institute Fee Account).**

## **3-Processing of fees through DRCC Loans**

**Those students who have applied for loan from DRCC under Bihar Credit Card Scheme for the semester January –June'2021:**

- a) **If his / her loan transferred from DRCC to NIT Patna on or before 15<sup>th</sup> December'2020 then the candidate needs to send a request along with supporting document of loan transferred amount to the Assistant Registrar(Academic) through email ID ar.acad@nitp.ac.in on or before 18<sup>th</sup> December'2020.**

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b) In case loan is not transferred from DRCC to NIT Patna upto 15<sup>th</sup> December' 2020 then the candidate has to deposit the required fee and complete the registration as per schedule. However, the candidate can submit a request for refund of DRCC loan amount if his / her loan transferred to NIT Patna by DRCC.

c) (Please note: Registration will be provisional subject to confirmation of amount received in the Institute Fee Account).

Please note: Students admitted in the year 2016 and onwards in UG/Int. M.Sc. Program who belong to SC/ST/PH category or Economically Backward (having parent's income below 5 lakhs / 1 lakh per annum) and have already taken the benefit in relaxation of fee are required to pay the fees accordingly through the Chanakya portal.

**General Instructions:**

- i) Students are strictly advised to opt courses of Even semester of any year of B.Tech/B.Arch/Int. M.Sc/M.Tech/DD programme.
- ii) Students can register up to 31 credit courses including regular, Non-collegiate (NC) and Backlog courses in that semester.(Kindly refer to guidelines for the same).
- iii) Only online payment will be accepted.
- iv) Payments through DD/Challan will not be accepted.
- v) *HODs are requested to verify the payment and course(s) opted by the students through faculty advisors before signing the registration form. They should collect all registration copies from the students and Dean's copy should be sent to Academic Section after completion of registration along with covering letter and list of registered students. One copy (Department's copy) should be retained with the department and student's copy should be handed over to the student when they report physically in the department.*
- vi) All students are directed to deposit only the required amount of fee as per the notified fee structure.

(In case of any difficulty in registration or payment of fees kindly write to [mis.help@nitp.ac.in](mailto:mis.help@nitp.ac.in) with cc: [ar.acad@nitp.ac](mailto:ar.acad@nitp.ac)

*SK Verma*  
10.12.2020  
Dean (Academic)

**Copy to:**

1. All Deans/HOD
2. PI (Exam)/(PG)
3. PI (MIS & Web services) for making necessary arrangement on portal.
4. AR(Academic-UG)
5. Secy.to Director
6. PA to Deputy Director
7. PA to Registrar

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