

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

No.Acd/ /Ph.D/Spring-2009-10

Dated: November , 2009

NOTIFICATION FOR SPRING SEMESTER REGISTRATION (2009-10) SESSION

It is hereby notified for information of all Ph.D. students that the registration for the Spring Semester of the session 2009-10 will be done in their respective teaching departments as per the following programme:-

A Schedule of Registration:-

Programmes	Date	Time
All Ph.D. scholars(except new entrants)	31-12-2009(Thursday)	10.00 A.M. onwards

B REQUIREMENTS FROM STUDENTS

Students are required to present themselves **in person** for registration and bring the following:-

- (i) Identity Card
- (ii) Documents not deposited so far, if any

NOTE:- The classes for will begin from January 01, 2010 (Friday).

C PAYMENTS

Students shall be granted only one of the following two mutually exclusive categories of status at the time of registration. The change in status will not be allowed during the semester:-

- (i) Residing & dining
- (ii) Non-residing & non-dining

Students shall be required to pay fee in advance as per the details given below together with the outstanding dues if any.

Table:- SCHEDULE OF FEE

DETAILS OF INSTITUTE AND MESS DUES

PROGRAMMES	Category	RESIDING & DINNING			NON-RESIDING & NON-DINNING		
		Institute Fee (Rs.)	Mess Advance (Rs.)	Total (Rs.)	Institute Fee (Rs.)	Mess Advance (Rs.)	Total (Rs.)
Ph.D. Full Time	Gen/ OBC	10150	7500	17650	4650	100	4750
Ph.D. Full Time	SC/ST	7650	7500	15150	2150	100	2250
Ph.D. Part Time	Gen/ OBC	-	-	-	3750	100	3850
Ph.D. Part Time	SC/ST	-	-	-	1250	100	1350
Ph.D. Part Time (Faculty/Staff)	Gen/ OBC	-	-	-	2500	-	2500

Note:- Hostel Fee for Single seated Room is being charged from all students, which will be adjusted as applicable.

Contd 2/-

D Procedure & Mode of Payment of fee**(i) Mode of Payment**

FEE	Mode of Payment (Including late fee)
Institute Fee & Mess Fee	By any of the following modes (a) By Bank Draft in favour of Registrar IIT Roorkee and payable at Roorkee. (b) By local cheque of Roorkee only (no outstation cheque will be accepted) (c) By Direct Bank A/c. Transfer (only of P.N.B./S.B.I. A/c. holders of IIT Roorkee) (Note: Depositing fee through cash is not allowed)

(ii) Place of depositing the fee (Including late fee)

FEE	Up-to the last date of fee deposit	After the last date of fee deposit (with late fee)
Institute Fee & Mess Fee	At P.N.B.(or at the specially notified counters by IITR)	Only at Finance & Accounts office

Contd—3/

3**(iii) Late Fee Schedule****(a) LATE FEE FOR REGISTRATION (After scheduled date of registration 31.12.2009)**

S.No	Period	Amount of late Fee
1.	On 31.12. 2009 (due date)	No late Fee
2.	01.01.2010 TO 09.01.2010	500/-
3.	10.01.2010 to 14.01.2010	1000/-

After 31.12.2009 the registration formalities will be completed in the office of the Academic Research after depositing the late fee in Punjab National Bank, IITR Branch.

(b) LATE FEE FOR DEPOSITING INSTITUTE FEE

S.No	Period	Amount of late Fee
1.	Upto 09.01.2010 (last date)	No late Fee
2.	10.01.2010 to 14.01.2010	500/-
3.	After 15.01.2009 with the permission of the competent authority	Rs. 1000/- per month, or part their of (after the last date with late fee)

E. For depositing the fee specially designed fee slips are available at PNB, IIT Roorkee, and at the institute web-site. The students can also check their amounts of fee on the institute website. This facility will be available from 24th December, 2009 onwards

F. The students, who deposit the fee through loan from bank, can also deposit the draft of the fee in the Punjab National Bank-IITR Branch (or at the specially notified counters by IITR).

G. The foreign students, who deposit the fee in foreign currency, can deposit the fee (including the mess fee) directly in Finance & Accounts Office.

H. If any of the students fails to register by 14.01.2010 (with late fee) :

1. His/her registration will be terminated.
2. His/her name will be struck-off from the rolls.
3. He/she will be required to vacate the hostel.

Note:- The students who repeat a particular class whether on medical grounds or for any other reason will be required to pay the Institute fee as applicable to the batch of students with which they are repeating the class.

Assistant Registrar(Research)

Copy to:

1. All Heads of Deptts/Centres including DPT, Saharanpur
2. All Deans
3. Registrar
4. All Chief Wardens/Wardens
5. Chairman, CCB
6. P.S. to Director for Director's kind information please.
7. Supdt. to Dy. Director for Dy. Director's kind information please
8. All Notice Boards (Deptts/Centres/Messes/Clubs)
9. Manager, Punjab National Bank, IIT Roorkee branch with the request to provide the outstanding details to the Dean, Finance & Planning up to 18.01.2010.
10. Assistant Registrar (Finance & Accounts)
11. Coordinator, Super Highway for putting the notice on Institute website please.

Assistant Registrar(Research)