

# INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

No.Acd.Res./ / UG-12/Autumn-2009-10

Dated: May , 2009

## NOTIFICATION FOR REGISTRATION FOR THE AUTUMN SEMESTER OF THE SESSION 2009-10

It is hereby notified for information of all Ph.D. scholars (except for New Entrants) that the registration for the **Autumn Semester of the session 2009-10** will be done as per the following programme:-

### A SCHEDULE OF REGISTRATION:-

Programmes	Date	Time/Venue
<b>All Ph.D. scholars (except new entrants)</b>	<b>23-07-2009 ( Thursday)</b>	<b>10.00 A.M. onwards Respective Teaching Departments/Centres</b>

### 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
- (iii) Six copies of Passport size photographs to be pasted on Registration cards

**NOTE;- The classes/work will begin from July 24 , 2009. (Friday)**

### C PAYMENTS

Students shall be granted only one of the following two 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-dinning Students shall be required to pay fees in advance as per the details given below together with the outstanding dues if any.

### 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	10880	7500	18380	5380	100	5480
Ph.D. Full Time	SC/ST	8380	7500	15880	2880	100	2980
Ph.D. Part Time	Gen/ OBC	-	-	-	4380	100	4480
Ph.D. Part Time	SC/ST	-	-	-	1880	100	1980
Ph.D. Part Time (Faculty/Staff)	Gen/ OBC	-	-	-	2780	-	2780

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

#### D MODE OF PAYMENT

1. The students can deposit their institute fee and mess charges (CCB) in Punjab National Bank, IIT Roorkee only. For this purpose specially designed fee slips are available at PNB, IIT Roorkee, and at the institute web-site.
2. Late fee for late registration or late depositing of the institute fee can also be deposited only in PNB on separate late fee forms available at PNB.
3. Fee can be deposited by any of the following modes: **(Fee in Cash will not be accepted)**
  - a. By Bank Draft in favour of Registrar, IIT Roorkee payable at Roorkee only.
  - b. By Local Cheque (of Roorkee only) in favour of Registrar, IIT Roorkee
  - c. By Account Transfer ( only at PNB, IIT Roorkee)
4. The students can also check their amounts of fee on the institute website.
5. 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.
6. The foreign students, who deposit the fee in foreign currency, can deposit the fee (including the mess charges) directly in Finance & Accounts Office.

#### E LATE FEE FOR REGISTRATION (After scheduled date of registration 23.07.2009)

S.No	Period	Amount of late Fee	Where to deposit
1.	On 23.7.2009 (due date)	No late Fee	-
2.	24.07.2009 to 31.07.2009	500/-	Punjab National Bank, IITR Branch
3.	01.08.2009 to 05.08.2009	1000/-	Punjab National Bank, IITR Branch

After 23.07.2009 the registration formalities will be done in the office of the Academic Research from 24.7.2009 onwards only after depositing the late fee in Punjab National Bank, IITR Branch.

#### F LATE FEE FOR DEPOSITING INSTITUTE FEE #

S.No	Period	Amount of late Fee	Where to deposit
1.	23.7.2009 to 30.07.2009 (last date)	No late Fee	-
2.	31.07.2009 to 05.08.2009	500/-	Punjab National Bank, IITR Branch

#The student who deposit the fee after due date (30.07.2009) are required to pay late fee in Punjab National Bank, IITR Branch

**G** If any student **fails to register by 05.08.2009** (with late fee) and / or **fails to deposit the Institute fee by 05.08.2009** (with late fee): except those with prior approval from Dean, Academic Research.

- (a) His/her registration will be terminated.
- (b) His/her name will be struck off the rolls.
- (c) He/she will be required to vacate the hostel.

**Note:- The information regarding registration, details of fees, Schedule etc. would be available on Institute Website/Notice Boards.**

**Assistant Registrar(Academic Research)**

**Copy to:**

1. All Heads of Deptts/Centres including DPT, Saharanpur for necessary action and with the request to please intimate the faculty members accordingly.
2. All Deans
3. Registrar
4. All Chief Wardens/Wardens
5. Dean, Finance & Planning/Assistant Registrar(Finance) /Chairman, CCB
6. P.S. to Director for Director's kind information please.
7. All Notice Boards (Deptts/Centres/Messes/Clubs)
8. Manager, Punjab National Bank, IIT Roorkee branch with the request to provide the outstanding details to the Dean, Finance & Planning up to 10.08.2009.
9. Coordinator, Super Highway Centre for uploading the notice on the website please.

**Assistant Registrar(Academic Research)**