

No. Acd/30618/Ph.D/Regn.Spring-2011-12

Dated: December 14 , 2011

NOTIFICATION FOR REGISTRATION-SPRING SEMESTER 2011-12 SESSION

In supersession to this notification No. Acd/30562/Ph.D/Regn.Spring-2011-12 dated December 5, 2011 it is hereby notified for information of all **Ph.D. Scholars except New Entrants** that **on-line Academic Registration** for the **Spring Semester of the session 2011-12** will be done in their **respective departments** as per the following schedule:-

A. SCHEDULE OF REGISTRATION:-

Programme	Date	Time
All Ph.D. Scholars except new Entrants	26.12.2011 to 28.12.2011	10.00 A.M. onwards

B. REQUIREMENTS FROM STUDENTS

Scholars 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 printed documents of Pre Academic Registration cards along with Passport size photographs.

NOTE: The classes for programme in all departments except for new entrants will begin from 29.12.2011

C. PAYMENTS

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

- I. Residing & dinning
- II. Non-residing & non-dinning subject to approval of DOSW.

Scholars shall be required to pay fees in advance as per the details given below alongwith the outstanding dues if any.

PROGRAMME		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 Programme	Full-Time	Gen/OBC	11250	10800	22050	6450	100	6550
		SC/ST	8750	10800	19550	3950	100	4050
	Part-Time	Gen/OBC	10350	10800	21150	5550	100	5650
		SC/ST	7850	10800	18650	3050	100	3150
	Faculty/Staff					2500		2500

Note: The amount of Rs. 2900/- (in case of residing & dinning Scholars) Rs. 300/- (in case of non-residing and non-dinning Scholars) from all Ph.D. Scholars for the Autumn Semester 2011-12, in compliance of Notification AR(UGS)/30163/Fee Structure-11 dated 28.7.2011 is also to be paid with the fee of Spring Semester, if not already paid.

D. PROCEDURE & MODE OF PAYMENT OF FEE

(I) MODE OF PAYMENT

FEE	Mode of Payment (Including late fee)
Institute Fee & Mess Fee	<p>By any of the following modes</p> <ol style="list-style-type: none"> 1. By Bank Draft in Favour of Registrar, IIT Roorkee and Payable at Roorkee. 2. By local cheque of Roorkee only (no outstation cheque will be accepted) 3. By Direct Bank A/c. Transfer (only of PNB/SBI A/c. holders of IIT Roorkee) <p>(Note: fee through cash shall not be accepted)</p>

(II) **PLACE OF DEPOSITING THE FEE (INCLUDING LATE FEE)**

FEE	Up-to the last date of fee (Including late fee)	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 (At student Club)	Only at Finance & Accounts Office

E. LATE FEE FOR REGISTRATION (After scheduled dates of registration i.e. 26.12.2011 to 28.12.2011)

S.No.	Period	Amount of late fee
1.	From 26.12.2011 to 28.12.2011 (due date)	500/- (For those who have not done pre-registration)
2.	From 29.12.2011 to 6.01.2012	1000/-

The registration formalities from 29.12.2011 onwards will be done in the Academic Research Section only after depositing fee and the late fee in Punjab National Bank, IITR Branch.

F. LATE FEE FOR DEPOSITING INSTITUTE FEE

S.No.	Period	Amount of late fee
1.	From 26.12.2011 to 3.01.2012	No late Fee
2.	After 3.01.2012 with the permission of the Dean, Academic Research	Rs. 1000/- per month on part thereof (After the last date with late fee)

The late fee for registration & payment of dues are two separate components and a scholar may be required to pay one or the both as applicable.

- G.** For depositing the fee specially designed fee slips are available at PNB, IIT Roorkee, and at the Institute Website. The students can also check their amounts of fee on the Institute Web-site. This facility will be available from 21st December, 2011 onwards.
- H.** The students, who deposit the fee through loan from bank, can also deposit the draft of the fee in the PNB, IITR Branch (or at the specially notified counters by IITR).
- I.** The foreign students, who deposit the fee in foreign currency, can deposit the fee (Including the mess fee) directly in Finance & Accounts Office).
- J.** If any student fails to register by 6.01.2012 (with late fee) and/or fails to deposit the Institute fee by due date except those with prior approval from Dean, Academic Research.
- His/Her registration will be terminated.
 - His/Her name will be struck off the rolls of the Institute.
 - He/She will be required to vacate the hostel.

Signed
Asstt. Registrar (Academic Research)

Copy to:

- All heads of Departments/Centres including DPT, Saharanpur for necessary action and with the request to please intimate the faculty members accordingly.
- All Deans
- Registrar
- All Chief Wardens/Wardens
- Dean, Finance & Planning/Dy. Registrar (A&A)/Assistant Registrar (A&A)
- Chairman, CCB
- P.S. to Director for Director's kind information please.
- All Notice Boards (Departments/Centres/Messes/Clubs)
- Manager, Punjab National Bank, IIT Roorkee branch with the request to provide the outstanding details to the Dean, Finance & Planning up to 14.01.2011.
- Coordinator, Super Highway Centre for uploading the notice on the website.

Signed
Asstt. Registrar (Academic Research)