

End Semester Letter - Even Semester 2012

Dear Parent/Guardian/Students,

1. The information in succeeding paragraphs shall help you plan your events for next semester better

2. Declaration of Results:

- The provisional results shall be declared on 19 Dec 11. They shall be available on Internet thru web kiosk of students.
- The results shall be provisional and liable to change after full verification and approval of Competent Authority.

3. Supplementary Examination.

- The Supplementary Examination shall be held from 4-7 Jan, 2012, only for the students who shall earn F grade in the current semester i.e Odd semester 2011 or for those cases approved, by the VC for genuine grounds. The students who have been debarred are NOT eligible for the supplementary Exam.
- The students must **register for the supplementary exam between 26 Dec 11- 31 Dec 2011**. The registration form can be taken from the Registrar's office or downloaded from the website after declaration of results.
- The form should be deposited with the Registrar, latest by 31 Dec 2011 along with receipt of the Examination fee i.e. Rs. 500/- per subject. If sent by post, attach a demand draft@ Rs.500/- per subject.
- The **date sheet** shall be announced and uploaded on the website by **2 Jan 2012**.

4. Registration and Payment of Dues:

The Institute shall commence its next semester from Jan 04, 2012. Programme of Registration is as follows:-

UG 2nd Yr, UG 3rd Yr (Incl. DD) & M. Tech 1st Yr	05 Jan (Thu)
UG 4th yr (Incl. DD), 5th yr-2008 batch DD & M. Tech 2nd Year	06 Jan (Fri)
UG 1st Year	07 Jan (Sat)
Ph.D Scholars	9-11 Jan (Mon-Wed)

The classes shall commence from the next day of Registration of respective classes.

Late registration is not allowed for any reason and shall entail a fine of Rs/- 500 up to maximum a week after which student shall be de-registered.

Registration can be done in person only. No request for proxy registration or payment of fee by parents/guardians for any reasons shall be accepted.

5. Timings for Registration on respective dates (All years and programmes)

- (a) Biotech - 1000-11.30
- (b) CSE/IT - 11.30-15.30 hrs (Lunch break 1.30 - 2 PM)
- (c) ECE - 15.30-18.00 hrs

Dual Degree programme students shall register with respective branches. M. Tech & PhD students may register any time of the nominated day.

6. Tuition Fee/Dues:

All students have to pay their **fees as applicable to their type of entry**. They must arrange to pay the due fee, as per registration schedule given at para 6 above, failing which their Registration shall be withheld and they shall be required to pay the late fine as given above. The fee shall be accepted by draft/pay orders only in favour of **Jaypee Institute of Information Technology** payable at Noida/Delhi. Hostlers may prepare a single draft/pay order i.e. hostel fee and tuition fee together.

JiIT has made arrangement to pay the fee through all India branches of Axis Bank. The instructions on payment are attached with this letter.

The fee structure for Academic Session 2010-11 students is as follows:

		B.Tech / DD (Regular)	B.Tech / DD (NRI) As applicable (If not paid so far)	M.Tech	Ph. D
Tuition/ Institutional Fee	Batch 2008	Rs. 30000/-	Normally should have paid in July 2011	Rs. 35000/-	Rs. 10000/-
	Batch 2009 onwards	Rs. 35000/-			
Hostel Fee	All Batches	Rs. 30000/-		NA	NA

Note : Those who have some dues outstanding have been notified and must clear their dues before vacations. They shall not be registered in new semester till they clear the dues. Besides, their results are likely to be with-held.

MISCELLANEOUS INSTRUCTIONS

7. New Rules Governing Academics, The modifications to Academic rules specially the progression into next year and award of degree (for batches admitted in 2011 onwards) have been loaded on website and study material folder also. All are advised to go through them carefully. Similarly the rules of respective program must also be seen on the website under Notices.

8. Attendance Requirements: All Parents and students are advised to familiarize themselves with the rules regarding attendance (Specially absence due to medical and any other special reasons). No exemptions are permissible over and above the laid down cutoff.

9. Action on Missing of Examinations: The procedure is laid out on the website and all must familiarize themselves with the same.

10. Registration Data Validation. Most of Students have already been pre-registered for the next semester and must visit the web site www.jiit.ac.in, and see their subject tagging for new semester, under Personal Information System. Variations, if any must be pointed out to the Registrar.

11. Academic Calendar Academic Calendar for all programs is available for viewing on the website.

12. Medical Fitness Requirements for Hostellers

In case any student is suffering from or ever suffered from diseases which need immediate medical attention like Congenial Heart disease, Rheumatic Septal Deficiency, Bronchial Asthma, Epileptic Fits, Diabetes Mellitus etc, the same must be declared at the time of joining the hostel to enable quicker and suitable response in case of emergency. All students/parents/guardian may please note this and follow it strictly.

13. Medical History Sheet All students must ensure that data and blood grouping in Medical history sheet in the web kiosk is correctly filled. Despite numerous notices students have not complied with the requirement. Lack of information in case of medical emergency shall be responsibility of parent, guardian or the student.

14. Important Notices. are posted on the home page of site www.jiit.ac.in and must be regularly perused by the Parents / Guardians / students. Please **Click on the Link**

15. Students Details on the Website. All Parents/Guardians are advised to visit our web site www.jiit.ac.in, and peruse their ward's profile and performance (attendance, discipline and results) on the "Personal Information System". Parents & students are also advised to ensure that Personal & Contact details provided to the Registrar are thoroughly checked for accuracy as they otherwise get reflected in grade/degree certificates. Variations must be given to Registry in writing for correction. Students can now correct the contact details them-selves on their web kiosk whenever such changes occur. Please do provide your and parents latest mail IDs for effective and faster communication. Students who have filled wrong mail IDs or who have not corrected the IDs which results in **mail communications bouncing back are self responsible for important communications not reaching them.**

16. I- Cards. Students will not be allowed, entry into the Institution without valid I cards, on commencement of classes. Any replacement, required due to loss of old I-card will be charged @ Rs. 500/-.

17. Security of Documents. Students must ensure security of certificates, grade sheets etc issued to them.

18. Shortfall of Documents :

- Number of students has still not deposited Original Transfer Certificates/Migration Certificates and other requisite documents from old Institutes at the time of admission. Such students will face problem at time of issue of Degree. Migration Certificate will not be provided by the Institute, unless student deposits his/her certificate from the previous Institute.
- Such students are advised to procure the documents during vacations and deposit them at the time of Registration.

Warm Regards & Best Wishes.

Yours Sincerely

Registrar