JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA
(Declared Deemed to be University u/s 3 of the UGC Act, 1956)

23 May 2013

Dear Parent/Guardian/Student,

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

2. **New Rules Governing Academics,** The details are uploaded on website www.jiit.ac.in. Go to Home Page → Notice Board → Latest changes in Rules and Procedures - Academic System. It is a must read for all students and parents. Special attention need to be given to

    (a) Changes in Marks, duration and syllabus to be covered for T-1 and T-2 Exams

    (b) Changes in marks in the Evaluation Parameters for Projects and Labs

    (c) Discontinuation of system of Pro-rata marks

    (d) Introduction of system of make up Exams

3. **Attendance Requirements:** All Parents and students are advised to familiarize themselves with the rules regarding attendance (Especially absence due to medical and any other special reasons). No exemptions are permissible over and above the laid down cutoff. It is seen that students generally aim at cut offs used at the end of previous semesters as a guideline. It is re-iterated that the bar of attendance requirement is likely to be raised and students should be extremely cautious of the same

4. **Declaration of Results:** The provisional results shall be declared on 07 June 2013. They shall be available on web kiosk of students.

5. **Supplementary Examination**
    (a) Details will be loaded on the website by 09 June 2013. The Supplementary Examination shall be held from 18-20 Jul**, 2013**. The students who have been debarred in attendance / UFM are NOT eligible for the supplementary Exam.

    (c) Registration for the supplementary exam shall be between10-15 June for failures of even semester and 14-15 July for the failures in summer semester. The registration form can be taken from the Registrar's office or downloaded from the website after declaration of results.

    (d) The Supplementary Examination fee is **Rs. 500/- per subject**.

    (e) The date sheet shall be announced and uploaded on the website by 16 July, **2013**.

6. **Registration and Payment of Dues:**
    The Institute shall commence its next semester from July 16,2013. Program of Registration is as follows:-

UG 2nd Yr (Incl. DD), UG 3rd Yr (Incl. DD) & M. Tech 1st Yr	**15 July 2013**
UG 4th yr (Incl. DD), 5th yr DD & M. Tech 2nd Year	**16 July 2013**
Ph.D Scholars (Existing) after the semester seminars	**29-31 July 2013**

The classes shall commence from the next day of Registration. 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. This late registration is not applicable for new entrants

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.

7. **Timings for Registration on respective dates (All years and programs)**

    (a) Biotech - 09.30–11.00
    (b) CSE/IT - 11.00–15.30 hrs (Lunch break 1.30 – 2 PM)
    (c) ECE - 15.30–18.00 hrs

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

8. **Tuition Fee/Dues:**

    (a) All students have to pay their **fees as applicable to their type of entry**.
    (b) Registration shall be withheld in case of default.
    (c) 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.
    (d) Fee can now be paid through any of the following means
        (i) Net banking/credit/debit card
        (ii) Through Axis bank
        (iii) By Demand draft on the dates of registration
    (e) The details of fee payment through net banking/Axis bank shall be loaded on the web site and made effective from 10 June onwards.
    (f) JYC membership fee shall be paid prior to Registration and be carried in cash.

The fee structure for Academic Session 2013-14 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 2009, 2010, 2011	TF Rs. 35000/- and DF of 45000/-	**2009, 2010 & 2011 US$6000 & 2012 US$7500.**		Rs. 10000/-
	Batch 2012 onwards	TF Rs. 40000/- and DF 50000/-		(2012 Batch) Rs. 40000/-	
Hostel Fee	All Batches	Rs. 32500/-		NA	NA

Notes :

(i)   The Dual Degree students in 5th year (if entered PG program) shall be required to pay the same amount of fee as their B.Tech program irrespective whether student is in M.Tech or MBA. They are allowed to pay the dues in two installments (if desired) to include TF or Semester and yearly DF. i.e. July and Jan at the time of Registration for even semester (for M.Tech) and 6th trimester (for MBA). They may also clear the dues any time during the last year.

(ii) 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

9.   **Information on Website:** parents can find information relating to rules, regulations, action on missing of examination, documentation, latest changes, semester details, academic calendars etc on the website and must view the same. In addition certain important notices issued to the students are also displayed 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.**

10. **Action on Missing of Examinations:** The latest procedure is laid out on the website and all must familiarize themselves with the same. Please note that information on missing the examination must reach the Registry on or before the last date of the examination failing which applications shall not be accepted. The information can be communicated through email, through friend or any other mean.

11. **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.

12. **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.

13. **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/-.

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

15. **Shortfall of Documents :**

(a)   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.

(b)   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