



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

Tele: +9111-27787500-503, Fax: +9111-27787503

Website: www.nitdelhi.ac.in

Online Academic/ Course Registration at IMS

Online Registration without Late Fee through IMS	As per the Academic Calendar/ Notification by the Office of Dean Academics
Online Registration with Late Fee (Rs. 500/ fine per day basis) through IMS	As per the Academic Calendar/ Notification by the Office of Dean Academics

Procedure for Online Academic Registration:

Step 1:	NIT Delhi Website: Click on "Internet".
Step 2:	Student will click on the "Student Login" option with provided username (Roll No.) and password → Click on "Login" button to login.
Step 3:	Click on: "WEB Kiosk".
Step 4:	Click on: "Go To Student Main Menu"
Step 5:	Click on: "Academic Info".
Step 6:	Click on: "Student Course Registration". <ul style="list-style-type: none">▪ [The student can register for Back Paper List by checking the "Choice" check box. "Mode" will be enabled and the student can opt for Subject from the given option of "Study Mode" or "Examination Mode".▪ Once the student selects the "Mode", the "Back Paper Amount" to be paid will be displayed for the selected course(s).▪ After filling up back log courses (if any), click on the "-->" button to proceed for the registration of regular courses.]
Step 7:	Click on the "I Agree" button. [This will save the choice of courses only, but the entire form cannot be printed at this stage.] Above procedure in detail with IMS screen shots is given in the last as Annexure.

Procedure for Online Fee Payment (Only Online Payment, No Cash/ Demand Draft etc.):

Option 1: (Payment Gateway: Internet Banking/ Debit card/ Credit card etc.): Non DASA Students	<ul style="list-style-type: none">• Click on: "Academic Info".• Click on: "Online Fee Payment".• Click on the "Pay Now" button for the respective fee to be paid.• The student will enter the "OTP" which will be sent by the bank on his/her registered mobile number.• Click on "Pay Now" button for the completion of the payment.
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<p>Option 2: (through NEFT/RTGS mode): Non DASA Students</p>	<p>Bank Account details:</p> <p>Name of the bank: CANARA Bank A/c Name: Director, NIT Delhi Fee A/c A/C Number: 2876101004077 Account Type: Saving Account IFSC Code: CNRB0002983 MICR Code: 110015182 Swift Code: CNRBINBBDFM</p> <p><i>*Note: RTGS/ NEFT can be processed before the commencement of online course registration. After course registration transaction details have to be emailed to ac@nitdelhi.ac.in for validation to generate registration report and fee receipt from IMS.</i></p>
<p>Option 3: (if you are availing student scholarship/ Bank Loans etc.)</p>	<p>1. Students availing Bank/ Agency Loan:</p> <p>(a) Students have to intimate the same in an undertaking form (format attached) over email (acad_registration@nitdelhi.ac.in) during date mentioned by notification of Office of Dean Academics/ preferably a week before the commencement of registration.</p> <p>(b) In the undertaking form student's have to mention the UTR Number along with all necessary details over email AFTER CONSULTATION BANK.</p> <p>(c) Please note in this current situation, concern Bank has to transfer (RTGS) the amount of loan to the NIT Delhi account. No DD issued by Bank will be considered for this time.</p> <p>2. Students availing Scholarships:</p> <p>(d) If students have to adjust their upcoming semester fee with the released and received Scholarship amount at the NIT Delhi, the same has to intimate by the student through the same undertaking form (format attached) over email (acad_registration@nitdelhi.ac.in) during date mentioned by notification of Office of Dean Academics/ preferably a week before the commencement of registration.</p> <p>(a) If they cannot adjust the amount due to non -arrival of scholarship during date mentioned by notification of Office of Dean Academics/ preferably a week before the commencement of registration, they have to submit the</p>



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	<p>complete requisite fee. Later on, upon receiving the scholarship, the paid amount will be adjusted in the next semester registration.</p> <p>In both the above cases, students are encouraged to contact concern bank/ scholarship providing agencies and Accounts Section of NIT Delhi (for fee structure etc.) to provide necessary documents/ reference numbers so that you may submit the undertaking over email (acad_registration@nitdelhi.ac.in) during date mentioned by notification of Office of Dean Academics/ preferably a week before the commencement of registration.</p> <p>For those above (submitted undertaking with valid documents/ justifications) only, registration can be treated as provisional and without submission of proper documents/ fee amount maximum within during date mentioned by notification of Office of Dean academics/ preferably a week before the commencement of registration, otherwise registration for the Semester.</p>
DASA Students	<ul style="list-style-type: none">• DASA student cannot pay their Tuition Fee through IMS (Payment Gateway) that will be done only through NEFT/RTGS in USD (only).• In this regard, they are strictly advised not to click the pay now button visible at their payment page in IMS.• DASA students have to pay tuition fee in US Dollars (\$) only (preferably). <p>Important: Duration for Payment Confirmation: <i>The payment gateway/ bank, takes minimum 2-3 days for NEFT/ RTGS to confirm the online payment to the accounts department; hence, students are requested to proceed for online fee payment well in advance, so that the entire confirmation and verification process may be completed within due date mentioned in the Academic calendar.</i></p>

- Regarding banking procedure if you require "Institute's Fee Structure", then please follow the proper procedure quite well in advance as following:
[Institute website → Academics → Request Forms → Request Forms for Certificates]
- Offline payment is mostly discouraged. However, offline Payment (through Demand draft only, not by means of cash/ cheque etc.) may be possible at the Accounts Section but depending on the notification on semester basis.



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Procedure for Registration Report and Fee Receipt Generation:

Generation of Registration Report	
Step 1:	Login at IMS through NIT Delhi website.
Step 2:	Go to "Student Main Menu".
Step 3:	Go to "Academic Info" and click on "Student Subject Choice Print".

Generation of Fee Receipt (In case of payment through "Payment Gateway" Only):	
Step 1:	Login at IMS through NIT Delhi website.
Step 2:	Go to "Student Main Menu".
Step 3:	Go to "Academic Info" and click on "Fee Receipt".

Generation of Fee Receipt (In case of payment through "NEFT/ RTGS etc.):	
In case of fee payment through NEFT/RTGS mode: Contact the Accounts Section over email (ac@nitdelhi.ac.in) to receive the fee receipt.	

Procedure for Submission of Registration Report and Fee Receipt Generated:

- Student has to email (acad_registration@nitdelhi.ac.in) the generated semester registration report (**in pdf format with signature/ self attested**) and fee receipt (**in pdf format with signature/ self attested**) from student's **Institute's email Address** only.
Or
Student has to submit the hard copies generated semester registration report (**self attested**) and fee receipt (**self attested**) at the Office of Academics Section.
- **After above, the entire registration process will be considered to be completed only, without late fee. Otherwise it will be considered incomplete.**



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Note:

- (a) It will be the complete responsibility of the student to select all the courses/ subjects to choose carefully for which they are eligible for semester registration.
- [Max credit limit for pure "Study" Mode is 32 in old/new scheme.
 - Max credit limit is 34 (in old Scheme), 35(in new scheme) if student opt at least one subject in "Exam" Mode.]
- (b) Please verify **twice the appearance of all concerned courses** at your subject registration report before submission.
- (c) Online course registration is the complete responsibility of students and there is no requirement of approval by office of Head of the Departments/ Office of Academics/ ERP section etc.
- (d) Year back students are requested to contact the ERP Section (erp@nitdelhi.ac.in) for assistance.
- (e) For fee payment kindly refer to the fee structure available at NIT Delhi website [*Institute Website ->Academics -> Fee Structure*].
- (f) For backlog courses, following is the fee structure, according to NIT Delhi rules.

Mode	Fees
Study Mode (regular Classes)	Rs. 1000/-per Credit
Exam Mode (Subject wise)	Rs. 1200/- per subject

- (g) **Even, if a student completes his/ her online registration process, even the fee payment, within due date but fail to submit/ email his/ her fee receipt and registration report at the office of Academics within due date, even then, the registration process will be considered as registration with late fee.**

Contact Email(s):

- (a) For documents submission: acad_registration@nitdelhi.ac.in
- (b) For query regarding technical issues: erp@nitdelhi.ac.in
- (c) For query regarding financial/ accounts related issues: ac@nitdelhi.ac.in



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UNDERTAKING FORMS (for Students Availing Scholarships/ Bank Loans etc.)

1. Name of the Student: _____ Roll No: _____

2. Registration of the Semester (Autumn/ Spring) and Year:

3. Father's Name: _____

4. Department: _____

5. Address: _____

6. Mobile No.: _____

7. Institute E-mail address: _____

8. Financial Mode of Registration: Availing Scholarship/ Bank Loans

9. Details of Availing Bank Loans (with UTR Number and other details)

10. Details of Availing Scholarship:

(a) I want to adjust the Academic Registration Fee from my Available Scholarship Amount.

Or

(b) I want to pay the full Academic Registration Fee and later on want to reimburse the paid amount after receiving the scholar amount at NIT Delhi.

I, _____, Roll No. _____, hereby undertake that the above-mentioned facts are true and correct to the best of my knowledge, information and belief. And based on that my registration will be provisional until it will be verified by the Accounts Section of NIT Delhi/ requisite amount received at NIT Delhi. Any misleading information, may lead to cancellation of my candidature from NIT Delhi.

Signature of the Candidate



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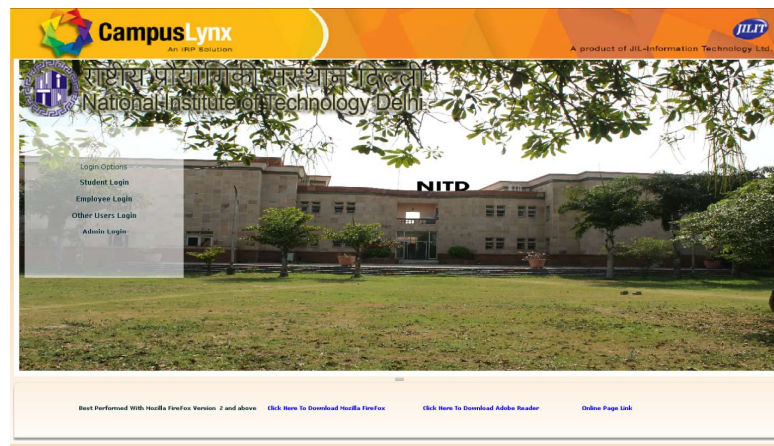
Website: www.nitdelhi.ac.in

ANNEXURE

Student Registration Procedure in Detail

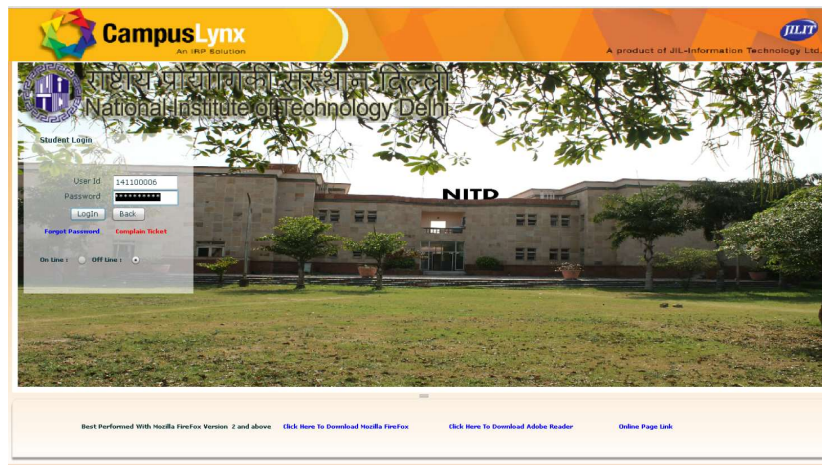
Student Login:

- NIT Delhi Website: Click on “Internet” or “Intranet”.
- From the “Login Options” available, the student will click on the “Student Login” option.



Student Login:

- The Student will be prompted to provide the “User ID” and “Password”.
- Click on “Login” button to login.





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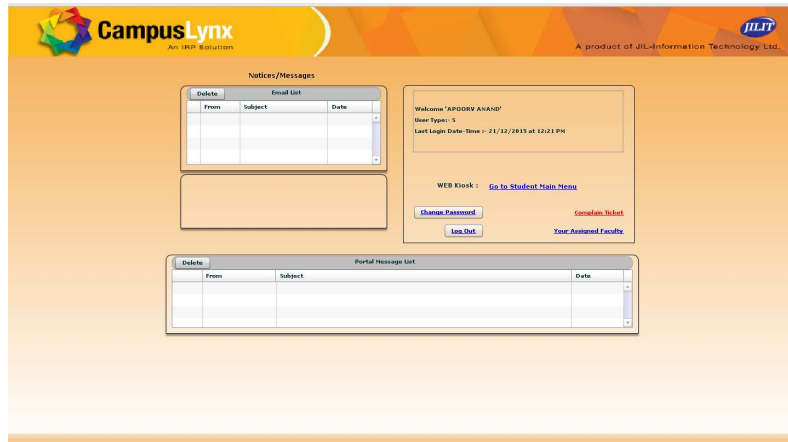
Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

Tele: +9111-27787500-503, Fax: +9111-27787503

Website: www.nitdelhi.ac.in

Student Front Page:

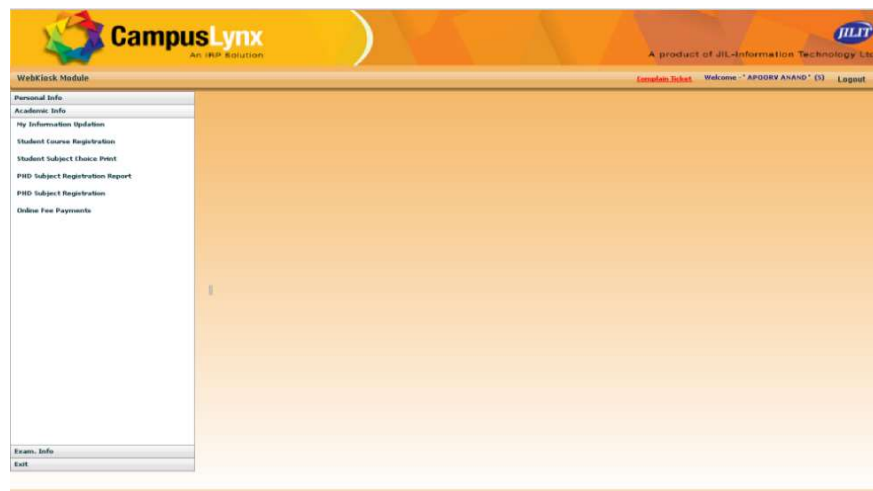
- Click on: "WEB Kiosk".
- Click on: "Go To Student Main Menu"



Student Personal Data Information:

- Click on: "Academic Info".

Kindly contact ERP team through erp@nitdelhi.ac.in email address for any technical issue but not for the permission to proceed for registration.





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Student Course Registration:

- Click on: "Academic Info".
- Click on: "Student Course Registration".

Subject Code	Subject Desc	Credits/Hours	Status	No. of Attempts
PH 101	Mathematics - I	4	Offered Now	2
PH 102	Physics	4	Not Offered	2
PH 103	Mathematics - II	4	Offered Now	2

Student Course Registration (Continued):

- Enrollment no., Semester Code, Name, Program, Branch, Section, Academic Year and Pre Registration for semester and Institute will be automatically displayed for the student who has logged in.
- First the form for backlog courses will appear where students are requested to fill up the courses properly depending on the promotion rule of NIT.
- The student can register from Back Paper List by checking the "Choice" check box. "Mode" will be enabled and the student can opt for Subject from the given option of "Study Mode" or "Examination Mode".
- Once the student selects the "Mode", the "Back Paper Amount" to be paid will be displayed for the selected course(s).
- After filling up back log courses (if any), click on the "-->" button to proceed for the registration of regular courses.



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WebLink Module: **Campus Lynx** A product of JIL-Information Technology Ltd.

Enrollment No: **14110008** Semester Code: **218SPRINGSEM** Name: **ARJUN ANAND**

S/N	Subject of Part	Subject Code	Subject Descr	Mode	Hy No.	Credits	Choice	Reg. Amount	Back Paper Amount
1	PART C	HM 101	Mathematics - I	Study	1	4	<input checked="" type="checkbox"/>	2000	
2	PART C	HM 102	Physics	Online	1	4	<input type="checkbox"/>		
3	PART C	HM 101	Mathematics - II	Online	2	4	<input type="checkbox"/>		

Exam Subject:

UPDATE MODE



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Student Course Registration (Continued):

- “Max Limit” for credit will be displayed automatically. The credit points for the selected subjects for registration should not exceed this limit.
- Maximum credit limit will be checked as follows:
 - Max credit limit for pure “Study” Mode is 32 in old/new scheme.
 - Max credit limit is 34 (in old Scheme), 35(in new scheme) if student opt at least one subject in “Exam” Mode.
- Click on the “I Agree” button.

Sl No	Subject of Part	Subject Code	Subject Desc	Mode	Sty No.	Credits	Choice	Reg. Amount	Back Paper Amount
1	PART C	PH 101	Mathematics - I	Study	1	4	<input checked="" type="checkbox"/>		2000
2	PART C	PH 101	Physics	Exam	1	4	<input type="checkbox"/>		
3	PART C	PH 101	Mathematics - II	Exam	2	4	<input type="checkbox"/>		

Student Course Registration (Continued):

- Student can save his / her subject choice but the entire form cannot be printed at this stage.
- After saving the subject choice, student data will be available.
- After that student will be able to pay the fees either online using online Payment Gateway or Offline (through Demand Draft only) to the accounts department at NIT Delhi.



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Student Fee Payment:

Students are allowed to pay their semester registration fee, including fee of backlog courses (if applicable) by either of the following two modes:

Online (Internet Banking/ Credit Card/ Debit Card/ NEFT Transaction etc.) only.

Important Note for DASA Students:

- DASA student cannot pay their Tuition Fee through IMS (Payment Gateway).
- DASA students have to give Tuition Fee only in US Dollars (\$) no other currency will be accepted.
- Use swift code to pay Tuition Fee in US Dollars (\$).
- DASA students may visit Accounts Section with valid proof of paid Tuition Fee.
- For more details see fee structure available in institute website.

Student Online Fee Payment:

- Click on: "Academic Info".
- Click on: "Online Fee Payment".

The screenshot displays the CampusLynx web portal. The header includes the CampusLynx logo and the text 'An IRP Solution'. On the right, it says 'JILIT A product of JIL-Information Technology Ltd.'. Below the header, there is a navigation menu with the following items: Personal Info, Academic Info, My Information Updation, Student Course Registration, Student Subject Choice Print, PHD Subject Registration Report, PHD Subject Registration, Online Fee Payments (highlighted in blue), Exam. Info, and Exit. The main content area is currently blank. In the top right corner, there are links for 'Complain Ticket', a user greeting 'Welcome - 'ADDIRY ANAND' (5)', and a 'Logout' button.



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- Total fees i.e. Regular Fees + fees for backlog courses (if applicable) will be visible in student account.
- **Important Note:** If student found any discrepancy in Total fee, kindly contact to ERP Team through email id: erp@nitdelhi.ac.in before proceeding for fee payment.

The screenshot shows the 'Student Fee Details' page in the CampusLynx system. It displays student information and a table of fees.

Sr.No.	Event Code	Semester/Semester	Quota	Currency Co.	Program Fee	Fine Amnt.	App. Amr	Discount	Paid	Excess Paid	Dues	
1	20150005EMFEE	3/REG	GEN/OBC	Rs.	53750	0.0	0	0	0	0	53750.00	Pay Now
2	2016 SPRING FEE	4/REG	GEN/OBC	Rs.	45200	0.0	0	0	0	0	45200.00	Pay Now

- Click on the “Pay Now” button for the respective fee to be paid.

Student Online Fee Payment (Payment Gateway):

The screenshot shows the Atom payment gateway interface. It displays the order summary and payment details.

Order Summary
Merchant Name: Reliance Money
Brand Name: Reliance Money
Order placed for Amount INR 53750.00 with transaction ID 141100006 at 21 Dec 2015

IMPS payment Mode

Enter Your Details
MUID: APOORV ANAND
Mobile Number: 858968160
OTP: []

Total Amount: 53750.00 **Pay Now**

- The student will enter the “OTP” which will be sent by the bank on the registered mobile number.
- Click on “Pay Now” button for the completion of the payment.



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Completion of Student Registration:

Student has to email (acad_registration@nitdelhi.ac.in) or to submit in the Office of Academics Section, the IMS generated makeup registration report (self attested) and IMS generated fee receipt (self attested) from student's institute email id only.

Otherwise above, the registration will not be considered completed.

Fee Structure:

Details of fee structure for NIT Delhi students are given in detail in our website (www.nitdelhi.ac.in).

- **Home Page -> Academics -> Fee Structure**

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